



# St Anne's and St Andrew's Joint Council

**Policy Number: 3**

**Policy Title: Health and Safety Policy** (Health and Safety at Work Act 1974)

**Approved: 23rd February 2016**      **Date for review: May 2017**

The Joint Council recognises and accepts its health and safety duties as an employer for providing a safe and healthy working environment so far as is reasonably practicable for all its employees, under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997 and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

## **1. Policy Objectives.**

- 1.1 The Joint Council of St Anne's and St Andrew's (JC) will take all reasonable practicable steps to meet its responsibilities, paying particular attention to the provision and maintenance of:
  - 1.1.1 a safe place of work and safe access to and from it,
  - 1.1.2 a healthy working environment,
  - 1.1.3 plant, equipment and systems of work that are safe,
  - 1.1.4 safe arrangements for the use, handling, storage and transport of articles and substances,
  - 1.1.5 sufficient information, instruction, training and supervision to enable all employees and volunteers to avoid hazards and contribute to their own safety and health at work,
  - 1.1.6 reasonable practical safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from JC'S activities,
  - 1.1.7 making suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of JC arising out of or in connection with JC activities,
  - 1.1.8 making specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen,
  - 1.1.9 providing information to other employers whose workers are on JC's premises of any risks to which those workers may be exposed.

## **2. Management Responsibilities.**

- 2.1 The Administrator is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.
  - 2.2 The Health and Safety Representative officer will be the Administrator.
- ### **Employees' Responsibilities.**

- 2.3 It is the duty of all employees under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions. Every employee MUST:
  - 2.3.1 Take care of his/her safety whilst at work,
  - 2.3.2 Take care for the health and safety of all members of the general public who may be affected by his/her actions or omissions, with particular consideration for the needs of children and young persons and the elderly and infirm engaged in activities organised by JC.
  - 2.3.3 Comply with all safety instructions,
  - 2.3.4 Co-operate with JC so as to enable it to carry out its responsibilities successfully,
  - 2.3.5 Not wilfully misuse not interfere with any item provided in the interests of health, safety or welfare,
  - 2.3.6 Report at the earliest opportunity injuries, accidents or dangerous occurrences at work including those involving the public and participants in activities organised by JC.

**3. Policy for Visitors and Contractors.**

- 3.1 VISITORS: On arrival all visitors should be directed to the appropriate member of staff or host user/hirer of the building. This person will take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.
- 3.2 CONTRACTORS WORKING IN THE BUILDING: Report any concerns relating to your own safety or suspected unsafe working practices by the contractors to the Administrator

**4. First Aid and Accident Reporting.**

- 4.1 FIRST AID:
  - 4.1.1 The person responsible for First Aid for the premises is the Administrator.
  - 4.1.2 Other people will be trained in First Aid and appointed as First Aiders:  
Names:.....

- .....
- 4.1.3 First Aid Boxes are provided in the following locations:
  - Rotunda Kitchen
  - Nursery Kitchen

- 4.2 ACCIDENTS:
  - 4.2.1 In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance dial 999 and ask for “ambulance.”
  - 4.2.2 All accidents must be reported to the Administrator, as soon as practicable.
  - 4.2.3 All accidents must be entered in the Accident Book situated in the Rotunda Kitchen beside the First Aid Box.
  - 4.2.4 The procedures for “notifiable” accidents, as shown in Appendix A, must be followed.
  - 4.2.5 The Centre Administrator, will investigate incidents and accidents and provide a written detailed report for “The Joint Council” of JC to consider the actions necessary to prevent a recurrence.

## **5. Fire Drills and Evacuation Procedures.**

### **5.1 FIRE DRILLS:**

- 5.1.1 All staff must know the fire procedures, position of fire appliances and escape routes.
- 5.1.2 The Fire Alarm points, Fire Exits and Emergency Lighting system will be tested by The Administrator during the first week of each month and entered in the log book provided.
- 5.1.3 The Administrator(Health and Safety Representative) shall arrange for Fire Drills and Fire Prevention Checks (see Appendix C) to be carried out at least once every three months and entered in the log book.
- 5.1.4 The last person securing the premises shall ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session. (See Appendix C).

### **5.2 IN THE EVENT OF FIRE:**

- 5.2.1 Persons discovering a fire should sound the nearest alarm,
- 5.2.2 The first duty of all staff (and/or senior organisers of host user/hirer) is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
- 5.2.3 All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed,
- 5.2.4 The assembly point for JC premises evacuation are as follows:-

#### **FIRE EVACUATION ASSEMBLY POINTS:**

- The car park of St Anne's Court beside the bin shed.
  - **No one should leave the assembly point without the permission of a member of staff/senior organiser of host user/hirer – essential to thoroughly check everyone has been evacuated from the premises.**
- 5.2.5 If a fire occurs the Fire Brigade must be called immediately by dialling 999 and asking for "Fire."
  - 5.2.6 When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

## **6. Bomb Warnings.**

- 6.1 If you receive a warning try and find out from the caller:
  - 6.1.1 the approximate location of the bomb and likely time of detonation,
  - 6.1.2 whether the Police and Fire Brigade have been notified,
  - 6.1.3 try and RECORD EXACTLY WHAT IS SAID.
- 6.2 Notify the Police immediately.
- 6.3 DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.
- 6.4 **BOMB WARNING EVACUATION ASSEMBLY POINTS (UNLESS BOMB WARNING MEANS OTHERWISE):**

- To the side of the recycling bins, walk down the path through the wooden gate.

**8. Theatrical and Public Entertainment – Licensed Events.**

8.1 In addition to the general conditions of Public Entertainment Licence for St Anne’s and St Andrew’s included in the Licence the following conditions apply:

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8.2 Emergency Lights in the areas used must be kept illuminated.

**9. Food Hygiene.**

9.1 When handling or preparing food there are specific hygiene requirements:

- 9.1.1 Regularly wash hands before and during food preparation but especially after using the toilet,
- 9.1.2 Tell the Administrator, or Organiser of Host user/hirer, of any skin, nose, throat or bowel problem,
- 9.1.3 Ensure cuts and sores are covered with waterproof dressings,
- 9.1.4 Keep your self clean and wear clean clothing,
- 9.1.5 Do not smoke in a food room (it is illegal and unhygienic),
- 9.1.6 Never cough or sneeze over food,
- 9.1.7 Clean as you go. Keep all equipment and surfaces clean,
- 9.1.8 Prepare raw and cooked foods in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot ( above 63°),
- 9.1.9 Ensure waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after putting waste in it,
- 9.1.10 Avoid handling food as far as possible,
- 9.1.11 Tell the Administrator if you cannot follow the Rules,
- 9.1.12 Advise the Administrator of any defects or concerns regarding the facilities e.g. uncleanness, refrigeration operation, cracked food preparation surfaces, etc.

**10. Cleaning Materials, General Machinery and High Risk Areas.**

11.1 All portable machinery must be switched off and unplugged when not in use.

- 11.2 Wandering cables are a hazard; use with caution and safety in mind,
- 10.3 Slippery floors are dangerous: use warning signs,
- 10.4 Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of an employee to report any loss of or defect in protective clothing or equipment.

**11. Safety Tours.**

11.1 The Administrator, and the Joint Council Health and Safety Representative shall every six months carry out a safety tour and inspection of the premises and make a report to the next meeting of “The Board” of JC.

All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented by “The Joint Council” of JC. The tour shall include inspection of the Accident Book and Health and Safety Log Books. (See Appendix D for reasons and Checklist for Safety Tour).

**12. General.**

- 12.1 All thoroughfares, exits and gates must be left clear at all times.
- 12.2 Corridors, stairs and fire exits must not be blocked by furniture or equipment.
- 12.3** Hazards or suspected hazards or other Health and Safety Matters should be reported to the Administrator, or Joint Council Health and Safety Representative immediately or as soon as practical, so that action can be taken. If the hazard is of a serious nature immediate action must be taken to protect the area or clear the area to prevent injury to staff or other users.

**APPENDICES.**

**13. Appendix A – Accident Reporting.**

- 13.1 ACCIDENTS.
  - 13.1.1 All accidents which occur during work for JC or on premises under the control of JC must be recorded.
- 13.2 ACCIDENTS TO EMPLOYEES AT WORK OR CONTRACTORS..
  - 13.2.1 For **all accidents** complete Accident Book (HMSO BI 510) and Form Acc.1.
  - 13.2.2 For accidents reportable to the Health and Safety Executive:-
    - If accident results in incapacity for work for more than 3 calendar days then a Form F2508 must be completed with copies sent to The Health and Safety Executive and the Administrator and Chair of “The Joint Council” JC, and JC’S Health and Safety Representatives,
    - If accident results in fatality, fracture, amputation or other specified injury then immediately notify Health and Safety Executive and the

Administrator and Chair of “The Joint Council” JC, and JC Health and Safety Representatives. Follow up within seven days with completed Form F2508.

13.2.3 Contractors: If a reportable accident involves a contractor’s employee and the premises are under the control of someone other than the contractor then that person in control of the premises is responsible for reporting the accident.

13.2.4 If a contractor’s employee is at work on premises under the control of the contractor then it is the contractor or someone working on his/her behalf who is responsible for reporting the accident.

### 13.3 ACCIDENTS TO MEMBERS OF THE PUBLIC.

13.3.1 For ALL ACCIDENTS – Complete Accident Book (HMSO BI 510) AND Form Acc.1.

13.3.2 For accidents reportable to the Health and Safety Executive:-

- If accident results in fatality, fracture, amputation or other specified injury then **immediately notify** Health and Safety Executive and the Administrator and Chair of “The Joint Council” JC and JC Health and Safety Representatives. Follow up within 7 days with completed Form F2508.
- Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

### 13.4 DEFINITION OF SPECIFIED MAJOR INJURIES OR CONDITIONS.

13.4.1 Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.

13.4.2 Amputation of: a hand or foot, or a finger thumb or toe, or any part thereof if the joint or bone is completely severed.

13.4.3 Other Specified Injuries and conditions:-

- The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
- Either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requiring immediate medical treatment.
- Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.

- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.
- IF IN DOUBT – REPORT IT.

### 13.5 DANGEROUS OCCURRENCES.

#### 13.5.1 In the event of any of the following:-

- Collapse/Overturning of machinery/Explosion/Collapse of Closed Vessel/Boiler Electrical Explosion/Fire.

**Notify immediately the Health and Safety Executive, the Administrator, the Chair of “The Joint Council” JC and the JC Health and Safety Representative/s.**

### 13.6 OCCUPATIONAL DISEASES.

13.6.1 Poisoning – Skin Diseases – Lung Diseases – Infections. On receipt of a written diagnosis from a Doctor, report the Disease using Form F2508A to The Health and Safety Executive the Administrator and the Chair of “The Joint Council” JC and JC Health and Safety Representative/s.

13.6.2 Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

13.6.3 IF IN ANY DOUBT – REPORT IT.

## **14. Appendix B – Control of Substances Hazardous to Health (COSHH Regulations).**

### 14.1 ASSESSMENT.

14.1.1 The Assessment must be a systematic review:

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off etc?
- Who could be affected, to what extent and for how long?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with COSHH Regulations?

### 14.2 PREVENTION OR CONTROL.

14.2.1 JC has to ensure that the exposure of employees to hazardous substances is **Prevented** or, if this is not reasonably practicable, **Adequately Controlled**.

14.2.2 On the basis of assessment, JC must decide which control measures are appropriate to its work situation in order to deal effectively with any hazardous substances that may be present. This may mean **Preventing** exposure by:

- removing the hazardous substance by changing the process.
- substituting with a safe or safer substance, or using a safer form.

14.2.3 Where this is not reasonably practicable, **Controlling** exposure by for example:

- totally enclosing the process,
- using partial enclosure and extraction equipment,
- general ventilation,
- using safe systems of work and handling procedures.

14.2.4 It is for JC to choose the method of controlling exposure and to examine and test control measures if required.

14.2.5 The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to those situations **only** where other measures cannot adequately control exposure.

14.2.6 JC must provide any of their employees and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health while at work, with suitable and sufficient information, instructions and training so that they know the risks they run and the precautions they must take.

14.2.7 JC must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

## **15. Appendix C – Fire Prevention.**

### **15.1 FIRE PREVENTION ADVICE.**

15.1.1 Annually the Fire Brigade should be consulted on the following:-



- The number and width of escape routes so as to provide a ready means of escape from all parts of JC'S premises.
- Emergency Lighting and its maintenance.
- The most suitable way of raising an alarm in the event of fire.
- The contents of Fire Instruction Notices.
- The numbers and type of fire extinguishers or other fire-fighting appliances, which should be provided.
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes.
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences.
- The maximum number of people who should be allowed in the premises at any one time:

Church	130	.Rotunda	80 (standing)
Committee Room	30.	Library	15
Nursery	80		

- Seating and gangways in the Hall/activity rooms so arranged as to allow free and ready access direct to fire exits.
- Exit doors always unlocked before the start of any session and kept unlocked until the last person leaves.
- Escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out (Running Person Fire Exit Signs).
- Escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains, equipment, etc.

## 15.2 FIRE EQUIPMENT ADVICE AND MAINTENANCE.

15.2.1 Fire extinguishers, fire alarm systems, fire blankets, secondary lighting systems, to be regularly maintained by a specialist fire engineering firm:

15.2.2 All Staff/Duty Officers to be trained to use Fire Fighting Equipment

15.2.3 Fire Equipment to be kept in its proper position and always clearly visible and unobstructed.

## 15.3 PREMISES CLOSE DOWN CHECKS.

15.3.1 The following close-down checks to be made by appropriate Staff/Duty Officers on JC premises:-

- No smouldering fires or cigarettes left burning.
- Heaters and cookers turned off.
- Televisions and other electrical apparatus turned off and unplugged.
- Lights off.
- Internal doors closed.
- Outside doors and windows closed and secured

## 15.4 REASONABLE STEPS TO PREVENT FIRES.

15.4.1 The following steps will be taken to prevent fires:-

- Smoking not allowed in store rooms,
- Ashtrays provided in areas where smoking is permitted,
- NO SMOKING prohibition Notices to be displayed clearly in appropriate areas,
- Heating appliances fitted with adequate and secure fire guards,
- Portable heaters kept away from combustible materials,
- Precautions to ensure that convector type heaters are not covered with clothes and curtains,
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician,
- electrical appliances to be checked annually by a competent electrician,
- Sufficient socket outlets provided to obviate the need for long trailing flexes,
- Damaged leads replaced regularly,
- Cooking operations supervised by a reliable person,
- Curtains treated to make them flame retardant,
- All parts of the premises kept clear of waste and rubbish, particularly staircases, spaces under stairs, store rooms, attics and boiler rooms,
- Designated fire doors checked to ensure they are of appropriate material construction,
- Fire-check door-closers fitted and operational.

## 16. **Appendix D – Health and Safety Inspections.**

- 16.1 A Health and Safety Inspection of JC Premises shall be undertaken every six months by the Administrator, and the Joint Council Health and Safety Representative. This will take place at the same time as the building maintenance check,
- 16.2 The JC Health and Safety Officers will undertake the Inspection using the JC agreed Risk Assessment Inspection Forms. The Risk Assessment forms relate to both the buildings and activities taking place within the buildings.
- 16.3 The completed Risk Assessment forms will be circulated to “The Joint Council” for action and policy consideration.
- 16.4 Risk Assessments will be carried out in relation to every activity undertaken, whether by groups or individuals, and including the work of paid staff and volunteers.
- 16.5 The standard JC Risk Assessment Forms are attached to this Policy Document.

- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.



JC request that Users, Customers and Visitors respect this Policy, a copy of which will be available on request.

**Approved by “The Joint Council” of St Anne’s and St Andrew’s**

**Signed.....**

**Chair of “The Joint Council”.....**

**Date.....**