



bringing faith to life

ICE ILFRACOMBE Health and Safety Policy

ICE Ilfracombe operates in partnership with Ilfracombe Academy and local churches. When our workers/volunteers are working within Ilfracombe Academy or local churches or organisations, that organisation's own data protection policy will apply. ICE Ilfracombe Health and Safety Policy applies only to activities organised and carried out by ICE Ilfracombe workers/volunteers specifically for ICE Ilfracombe, such as the Delta Club, and not under the auspices of Ilfracombe Academy or local churches or other organisations.

The term 'worker' applies to both employees and volunteers.

1. It is the aim of the Trustees to provide safe and healthy working conditions for all workers. In addition it will endeavour to ensure that all work carried out by its workers does not adversely affect the health and safety of anyone else in the vicinity, including children and young people and other participants in ICE Ilfracombe activities.
2. The objectives of the Health and Safety Policy are to:
 - maintain a safe and healthy workplace and safe systems and methods of work
 - protect workers and others, including the public, from foreseeable hazards during ICE activities or premises or about the business of ICE Ilfracombe
 - provide workers with the information, instruction, training and supervision they need to work safely
 - develop safety awareness amongst workers
 - make workers aware of their individual responsibilities to take all reasonable care for the safety of themselves and others and to co-operate with management in matters of safety
 - encourage full and effective consultation with Trustees on safety matters
 - provide standards of health, safety and welfare which comply fully with the requirements of all relevant statutory provisions.
3. The day to day responsibility for Health and Safety remains a management function and the person appointed by the Trustees.
4. On behalf of the Trustees of ICE Ilfracombe, the Trustee appointed responsible for Health & Safety is responsible for putting into place an appropriate functional structure for the implementation of the Health and Safety Policy and ensuring safe systems and procedures applicable to the safe attainment of ICE Ilfracombe's objectives.
5. The Trustee appointed responsible for Health and Safety will be responsible for the provision and maintenance of the Safety Practice Statement (below). This practice statement will detail the recommended structure and associated responsibilities for the management of Health and Safety and arrangements to be made to discharge efficiently this Health and Safety Policy.

HEALTH AND SAFETY PRACTICE STATEMENT

1. Health and safety practice

- Under Health and Safety legislation, all workers are under an obligation to ensure that his or her own health and safety and that of other people is not affected by anything that he or she does, or fails to do whilst on ICE Ilfracombe business. Workers must inform the group leader if they believe that any practice is unsafe or if accidents occur.

- A worker in a group leadership role has a particular responsibility for health and safety matters. This responsibility is of equal importance to any other group leadership function. Any person responsible for others must ensure that those persons carry out their role in the prescribed way and in a safe manner. In addition they must ensure that all equipment, facilities and working methods used within their area of responsibility do not endanger the health and safety of others.
- Workers must ensure that they are familiar with ICE Ilfracombe's Health and Safety Policy, including this Practice Statement on Health and Safety.

2. Responsibilities of the Health and Safety Officer (appointed by the Trustees)

The ICE Ilfracombe Health and Safety Officer:

- Has overall responsibility for the provision and maintenance of healthy and safe conditions in the work place and building, and ensures that the requirements and resources, including staff, necessary to implement safety are established.
- Assures a system of immediate communication and action in the event of an emergency.
- Ensures information and education is provided to workers in the premises to enable them to carry out their personal responsibility for safety and that of others present.
- Is responsible for the development and administration of the fire and safety procedures.
- Creates and maintains awareness of safety and fire prevention at all levels through a continuous educational programme. This will entail ensuring groups using the premises are aware of fire procedure.
- Assists workers in identifying and eliminating potential hazards.
- Ensures copies of all statutory documents and certificates relating to accidents, injuries, dangerous occurrences, first aiders etc. are maintained as well as documents required by the Health and Safety at Work Act and ICE Ilfracombe Health and Safety Policy.
- Ensures periodic monitoring and inspection of the building to assess risk and to ensure compliance with health and safety standards.
- Establishes safe working practices for all workers.
- Ensures that the safe working practices are being complied with.
- Ensures that the details of the location of fire and emergency instructions, fire extinguisher guide, first aiders, employer's liability certificate, and other statutory notices are clearly displayed.
- Ensures that all accidents are reported and the relevant information is recorded.
- Appoints persons to carry out risk management and monitoring.
- Ensures that all workers receive adequate and appropriate instruction and training, as indicated in section 6.

3. Fire regulations and precautions

- The Health and Safety Officer will ensure that annual inspections are carried out of all fire fighting equipment and the fire alarm panel, including the operation of all evacuation exits and lighting as appropriate.
- All workers should ensure that they are conversant with agreed emergency and safety procedures and know the locations of call points and fire fighting equipment.

4. First Aid

- First Aiders should be used where possible for the treatment of any person who becomes ill or who is injured on the premises. A doctor or ambulance will be called as appropriate.
- The Team Co-ordinator is responsible for ensuring First Aid boxes are appropriately stocked
- In accordance with the Employer's Liability Act an accident record must be available. All accidents, however minor, should be recorded on the *ICE Ilfracombe Accident and Incident Form* and kept in the accident folder. Accidents where paramedics are called, or persons taken to hospital, or where someone is off work for more than 3 days must be reported to the Health and Safety Officer who will decide if the matter is reportable to the under RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995).

- No workers should administer medicines to any other person unless given instructions in writing by a parent or guardian.

5. Workers

- All workers should receive an induction, initial training and a copy of the Health and Safety Policy and Practice Statement.
- Further adequate health and safety training will be given where appropriate.
- All workers working with children must be checked through DBS should be made aware of ICE Ilfracombe's Safeguarding Policy.

6. Hygiene

- All workers should wear disposable gloves when undertaking tasks which might involve contact with bodily fluids, such as cleaning toilets and all first aid involving cuts and abrasions.

7. Preparation of Food

- All workers will ensure that on those occasions when they prepare food, they use a clean and disinfected work surface, utensils and equipment. They will store food in such a way as to avoid contamination. We will provide hand-washing facilities and suitable arrangements for the disposal of waste. We will in addition risk assess the activities that take place in the kitchen.

8. Safety Regulations

- The Health and Safety at Work Act imposes a legal obligation on ALL workers to take all reasonable steps to avoid injuring themselves or any other people while at work.
- All workers must report to their leader without delay anything which they are aware of which could constitute a hazard to safety (e.g. damaged electrical connections.)

9. Work-Place Safety

● Electrical

We will ensure that any electrical system, fixed machine and portable appliances is maintained so as to prevent danger. Electrical appliances will be PAT tested annually. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

Electrical equipment should be connected to the nearest socket. Long trailing cables should be avoided. Any second hand equipment to be used on the premises should first be checked by a competent person.

No form of maintenance apart from routine cleaning must be carried out by workers unless they have received training.

● Heating System

We will ensure that the electric heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

● Hazardous Substances

We only use domestic cleaning substances. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking, any necessary precautions that are specified.

● Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as, trolleys) or other precautions including team lifting.

- **Slips and Trips**
We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.
- **Working at Height**
Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.
- **Work Equipment**
Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.
- **Display Screen Equipment**
Where our workers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.
- **Aids to Work-Place Safety**
Do report to your group leader anything which could be a hazard to safety.
Do familiarise yourself with fire exits and suitable escape routes in case of emergency. Also note the location of fire appliances.
Do switch off all appropriate equipment prior to leaving the building. This would exclude such appliances as fridge/freezer, computer etc.
Do not allow obstruction of fire doors or exits or cause such obstruction yourself.
Do not attempt to repair electrical equipment – report it for a suitably qualified person to investigate.
Do not place aerosol containers in direct sunlight. No gas cylinders, portable cookers etc are to be used.

10. Security

- Look after valuables at all times, whether they be your own or belonging to ICE Ilfracombe or other group.
- The Trustees of ICE Ilfracombe accept no responsibility whatsoever for the keeping of valuables, money personal belongings etc. Workers are advised strongly to take every precaution not to leave articles of value lying about rooms, on tables, in cupboards etc.

11. Risk Assessment and Monitoring

Regular inspections shall be made of the premises in order to:

- Assess the risks to the health and safety of all workers, children and others.
- Monitor the implementation of the Health and Safety Policy and Practice Statement.

We will review this statement and policy annually.

Signed John Roles

Chair ICE Ilfracombe Trustees

Date 26 April 2018

Reviewed 17 February 2022