



**S-w-H Church Hall**

**Health and Safety Policy and Procedures**

The Elspeth J. Thompson Memorial Trust (Slyne-with-Hest Church Hall) *Registered Charity No 1175313*

Chair: Mrs M Eagles      Secretary: Mr D Ruddick, 24 Station Road, Hest Bank, Lancaster LA2 6HP

## **Section 1 - Responsibilities**

### ***1. The Trust***

Overall responsibility for Health and Safety lies with the Trust and the Trustees. It is the Trust's responsibility to ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to other people, and as new requirements emerge, the list of responsible persons may be amended.

### ***2. The Trustees***

The Trustees have the responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary.

### ***3. The Health and Safety Officer***

The Trustees will act as Health and Safety Officer, i.e. the Responsible Person referred to elsewhere in this Policy. The Trust carries the responsibility for day-to-day implementation of the arrangements outlined in this policy. In implementing the arrangements, the Trustees may be assisted by, or delegate actions to, others.

The responsibilities attached to this post include:

- to be familiar with H & S Regulations as far as they concern the premises.
- to be familiar with the Health and Safety Policy and arrangements, and to ensure that they are being observed
- to ensure as far as reasonably practicable that safe systems of work are in place
- to ensure that the hall is clean and tidy
- to ensure that the Hall grounds are properly maintained and safe, including trees, walls, and fences, and to ensure that the grass is kept cut, except where allowed to grow for environmental reasons
- to ensure that safety equipment and clothing is provided and used by all personnel where this is necessary
- to ensure that all plant, equipment and tools are properly maintained and in good condition, and that all those who may operate same have received the proper training
- to ensure that adequate access and egress is maintained
- to ensure that adequate fire-fighting equipment is available and is maintained
- to ensure that food hygiene regulations and procedures are maintained where necessary.

### ***4. Employees and voluntary workers***

All employees, whether full or part-time, and voluntary helpers, have a responsibility to co-operate in the implementation of this H & S Policy, and to take reasonable care of themselves and others whilst on church business or premises.

They **MUST**:

- comply with safety rules, operating instructions and working procedures
- use protective clothing and equipment when it is required
- immediately report any fault or defect in equipment to the appropriate person
- report all accidents (however minor), injuries, near misses and other potential safety hazards as soon as possible
- not misuse anything provided to assist in meeting H & S needs.

## **Section 2 –Implementation of the Policy**

This section sets out our procedures and arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

General guidance only is given in this Section. Where necessary more detailed procedures and working practices will be issued based on risk assessments of the work involved. Reference may also be made to guidance notes produced by the Trustee's Insurer, by other bodies, or by the Health and Safety Executive.

### ***2.1 - Accidents and First Aid***

First Aid boxes are located on the wall of the kitchen to the right side of the hatch into the Cafe/lunge (above the wash basin).

The Accident report book is located with the First Aid Box. All accidents and incidents are to be entered in the accident book and our insurers advised.

A separate Accident report book (also within the First Aid Box) is kept for reports of accidents during lets to outside organisations.

The Accident Book and accident records are regularly reviewed.

### ***2.2 - RIDDOR – Report of Injuries, Diseases and Dangerous Occurrences Regulations***

Accidents which are reportable under RIDDOR will be reported by the Responsible Person.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally by telephone) to the relevant enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (or subsequent revisions).

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.

The following injuries or occurrences must be reported (for further information, refer to the Regulations or contact HSE or Environmental Health Officer):

- any fatality to employees or non-employees including volunteers.
- major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident causing more than three consecutive days off work).
- Injuries to non-employees which require the injured person to be taken straight to hospital for treatment.

## ***2.3 - Fire Safety***

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997 (as currently amended).

In order to achieve this, we undertake the following:

- to make an assessment of the fire risks in the Church Hall. This is carried out as part of our general health and safety risk assessments.
- to ensure that a fire can be detected in a reasonable time and that people can be warned.
- to ensure that people in the buildings can get out safely including the provision of necessary emergency lighting.
- to provide reasonable fire fighting equipment.
- to ensure, insofar as it is in our power, that those in the buildings know what to do in event of a fire.
- to make regular checks that our fire fighting equipment is in place and is serviceable, and to have an annual maintenance contract in place with a reputable company.

### ***2.3.1 - Fire extinguishers***

**Fire extinguishers are kept in the following locations:**

Main Hall: 3 Foam extinguishers by call points

Storage room: CO<sub>2</sub> extinguisher outside Boiler Room

Main entrance: CO<sub>2</sub> and Foam extinguishers

Kitchen: CO<sub>2</sub> extinguisher and Fire Blanket

Fire safety equipment noted above is checked weekly by the Responsible Person to ensure that it is in place and has not been discharged. Equipment indicated above is checked at least annually by a competent contractor, certificates issued and kept in the Trust records.

### ***2.3.2 - Other fire protection devices***

Other fire protection devices such fire blankets, etc., are checked for integrity every week and are inspected annually alongside the extinguishers.

### ***2.3.3 - Evacuation procedures***

- All fire escape routes must be unlocked prior to any event in the Hall.
- A check must be made that all doors can be opened, and that the Escape route lighting is switched on.
- Compliance with the requirements of the Premises Licence is a requirement of the Hiring Agreement and Hirers must appoint stewards to take action in the event of a fire alarm.
- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Chair of the meeting or similar person in charge as appropriate.
- Persons evacuating the Hall will assemble on the grassed area adjacent to Manor Close. If the nature of the emergency is such as to make this impractical, the alternative assembly point is under the trees between the Church and the main gate to the church grounds from Manor Lane.
- If safe so to do, the stewards will carry out a check to ensure complete evacuation of the building.
- The emergency services will be contacted immediately by a nominated person using either a mobile phone if available, or by the telephone located at the junction of Manor Lane and Manor Road.
- The senior person from the Hirer or group will take charge of the emergency pending the arrival of the emergency services.

### ***2.3.4 - Evacuation drills***

Fire evacuation drills will be **not** carried out as this may cause disquiet or alarm amongst those present. Reliance will therefore be placed on effective training of those charged with supervision and safety actions in event of an emergency.

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

### ***2.3.5 - Action on discovery of a fire***

1. Immediately raise the alarm

2. Telephone the emergency services
3. Check the building for occupants, but only if safe to do so
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is **People before Property**
6. Evacuate to the designated assembly point
7. Ensure clear access for the emergency vehicles

## ***2.4 - Electrical Safety***

### *2.4.1. General matters*

**Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill.**

All employees and voluntary workers **must** observe the following:

- Visually check all electrical equipment before use.
- All equipment must be used only under normal conditions of use, etc., recommended by the manufacturer.
- Any defective equipment must be switched off and isolated immediately, and the faults immediately reported to the Responsible Person.
- Do not attempt to use or repair faulty equipment.
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Flexible (extension) cables must be run out fully to avoid overheating, and should be so positioned and protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

### *2.4.2. Fixed electrical systems*

- Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
- Every 6 months a visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to the Trustees for action.

### *2.4.3. Portable electrical appliances:*

- A Schedule of all portable electrical appliances owned by the Trustees is maintained by the Trustees.
- Every 6 months, plugs, cables and sockets will be inspected by the Responsible Person to ensure that there are no loose or damaged connections, worn flexes or trailing leads. Any repairs required will be reported to the Trustees for action.
- All portable electrical equipment will be tested annually by a competent contractor (who is a member of the NICEIC, ECA or other approved body) to ensure that all appliances are safe. Tested equipment will have a sticker applied showing approved status and next test date. Unsafe equipment found in the Hall will be disposed of irrespective of their owner.
- No electrical equipment is to be brought into the Hall on a permanent basis and used until it has been tested by an approved person and entered in the electrical equipment record. The exception to this requirement is for new equipment purchased specifically and solely for use in the Hall, which will be entered into the register prior to first use, and then tested at the next test date.
- All portable electrical equipment should be inspected for a current test sticker prior to use, and only those bearing a current sticker may be used. Any others should be reported to the Trustees as soon as possible.
- It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.

## ***2.5 - Gas Safety***

Our gas boiler will be maintained and checked annually by a competent GasSafe registered contractor. Any necessary work required for safety will be implemented immediately.



## ***2.6 - Hazardous Materials***

Where at all possible, we will eliminate the use of hazardous substances. Where this has not proved possible, the Responsible Person will maintain a Schedule of all hazardous substances used in the Hall. This Schedule will be accessible to all users of the Hall.

For all hazardous substances, which include substances marked by the manufacturer as "Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment". Data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

It is important that all concerned observe the following rules:

- Do not mix chemicals, no matter how innocuous they may appear.
- Do not store chemicals in unmarked containers. Any material in unmarked containers will be disposed of.

## **2.7 - Plant and Machinery**

The Responsible Person will maintain a Schedule of all items of plant and machinery owned by the Trust, which will include requirements for maintenance and safe operation.

The procedures for checking and rules for use are as follows:

- Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- Machinery must be switched off before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- The appropriate personal protective equipment must be worn when operating any item of plant or machinery.
- Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- Ladders may only be used when they can be safely secured or when a risk assessment shows that their use is the safest and most effective way of carrying out work. This may necessitate the use of ladder ties or two person operation (see *section 2.8.2*).
- In certain situations, head protection and ear protection may be necessary.

Any defect and damage found to any item of plant or machinery must be reported to The Responsible Person.

Items of plant and equipment which require regular testing and certification will be subjected to inspection by a competent person in accordance with an appropriate inspection programme.

## ***2.8 - Slips, trips and falls***

### *2.8.1 Floors, steps and paths*

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, a monthly inspection will be made by the Responsible Person of all floors and stairs in the Hall, and all paths and steps in the surrounding area. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the Trustees who will arrange for repairs or remedial measures to be carried out.

### *2.8.2 Use of access equipment (ladders, stepladders, etc)*

- Ladders and stepladders should only be used for work of short duration. For any extended work period, fixed or moveable access equipment should be sought and used.
- Ladder work is restricted to that which can be carried out using one hand only, and stepladder work to that which can be carried out ensuring the stability of the stepladder.
- Ladders and stepladders must be checked before use to ensure correct length for the task in hand, and that they are of the correct type and in good condition. Any damage to a ladder must be reported to the Trustees as soon as possible.
- A ladder must be of sufficient length to extend with at least 1 m. of ladder above the highest rung to be used. Extension ladders should always have an overlap of at least three rungs.
- The top step of a stepladder should not be used as a standing platform unless specifically so designed and constructed.
- The bottom of a ladder must be placed on a firm, level and dry base. If necessary (e.g., for outside working) the feet may be tied to stakes in the ground to prevent slipping, and placed on a flat sheet (sufficient to take the weight imposed) to prevent the feet sinking into the ground.
- Ladders should not be used for work above 5 metres, and stepladders not above 2 metres.
- Stepladders must be fully open with the retaining cords taut.
- Ladders must be secured against slipping by tying at top or bottom where practicable. Ladders should only be footed against slipping if access requirement is less than 3 metres, or where a risk assessment indicates acceptability due to lack of a tying option.
- Any fixed or moveable access equipment, e.g. scaffolding, must be erected and approved by skilled and competent persons. Scafftags must be fitted and reviewed as required by statutory regulations.

## ***2.9 Asbestos***

There is no asbestos within the Hall or the area under the ownership or control of the Trust.