

# HEALTH AND SAFETY PROCEDURES

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**Address:** Church House  
5500 Daresbury Park  
Daresbury  
Warrington  
WA4 4GE

**Date:** **November 2018**

**Review Date:** **November 2019**

## INTRODUCTION

**This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974, and the regulations made under it.**

- A. General Statement of Policy**
- B. Organisation and Responsibilities**
- C. Arrangements**

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# **CHURCH HOUSE HEALTH AND SAFETY POLICY**

## **NOTE TO ALL EMPLOYEES**

The success of this policy depends on staff co-operation. It is therefore important that you read this document carefully and understand your role, responsibilities and the overall arrangements for health and safety.

## **SECTION A - GENERAL STATEMENT OF POLICY**

The policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

The Diocese will endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all contractors, visitors and others who may visit Church House.

The allocation of duties for safety matters and the particular arrangements, which are made to implement the policy, are set out below.

The policy will be kept up to date, particularly in the light of any changes in legislation or to buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and appropriate changes made.

Signed: .....

George Colville, Diocesan Secretary

Date: November 2018

Review Date: November 2019

## **SECTION B - ORGANISATION AND RESPONSIBILITIES**

### **1. Responsibility of the Diocesan Board of Finance**

Overall responsibility for health and safety is that of the Diocesan Board of Finance who will ensure that arrangements are in place to satisfy Health and Safety Regulations.

Specific responsibilities may be delegated to Church House personnel, whose names will be notified and the list amended accordingly.

### **2. Responsibility of the Diocesan Secretary**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Diocesan Secretary: George Colville, Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE.

### **3. Responsibility of the Health and Safety Officer**

The following person carries the responsibility for the day to day implementation of the arrangements outlined in this policy is the Property Officer: Alan Kempster-Down, Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE

#### **The responsibility of the Health and Safety Officer shall be to:**

- i. be familiar with Health and Safety Regulations as far as they concern Church House premises
- ii. be familiar with the health and safety policy and arrangements and ensure they are observed
- iii. ensure so far as is reasonably practicable, that safe systems of work are in place
- iv. ensure that safety equipment and clothing is provided and used by all personnel where this is required
- v. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
- vi. ensure that adequate access and egress is maintained
- vii. ensure adequate fire fighting equipment is available and maintained
- viii. ensure line managers carry out an H&S induction for new employees

#### **4. Responsibility of employees**

All employees have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on Church House premises.

##### **Employees must therefore:**

- i. Comply with safety rules, operating instructions and working procedures.  
Useful information can be found in the Health & Safety folder on the U drive.
- ii. Use protective clothing and equipment when it is required
- iii. Report any fault or defect in equipment immediately to their line manager or the Health and Safety Officer
- iv. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- v. Not misuse anything provided in the interests of health and safety.

#### **SECTION C – ARRANGEMENTS** (Implementation of the Policy)

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

##### **1. ACCIDENTS AND FIRST AID**

First Aid boxes are located in the first floor kitchen and ground floor Reception area.

Trained/qualified First Aiders are:

Peter Bacon  
Pauline Butterfield  
Stephen Freeman  
Emma Hathaway  
Jonathan Masters  
Sandra Reynolds

The accident book is located in Reception.

All accidents and incidents are entered in the accident book and on an accident report form and our insurers advised.

## **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)**

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person\* by the quickest practicable means (normally by telephone on 0845 300 9923) to the relevant enforcing authority, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 <https://extranet.hse.gov.uk/lfserver/external/F2508IE> 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 is a summary of injuries or occurrences which must be reported:

- 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 in admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment.

\* In the first instance, a First Aider will report these accidents.

## **2. GENERAL FIRE SAFETY**

Our policy is to fulfil our obligations under the **Regulatory Reform (Fire Safety) Order 2005**. In order to achieve this, we undertake the following:

- A Fire Risk Assessment of the new office building was carried out in August 2013. This is reviewed annually for any changes which may have created new risk.
- Five Fire Marshals received training in November 2016: Peter Bacon, Gill Ellis, Emma Hathaway, Maxine Southwick and Nigel Strange.
- Weekly, Monthly and six-monthly Fire Safety Checks take place.
- Fire Drills are carried out regularly.
- All staff, contractors and visitors are made aware of what to do if there is a fire.
- Fire-fighting equipment is provided and checked and serviced annually.

### **2.1 If You Discover a Fire (No matter how small)**

Raise the alarm using one of the red fire alarm call points and immediately leave the building.

## 2.2 If You Hear the Fire Alarm

- Leave the building in an orderly manner by the nearest exit (do not stop to collect your belongings) and make your way to the assembly point by the bin store at the end of the staff car park.
- There is a Disabled Refuge on the Fire Escape Staircase.
- Fire Marshals will sweep the building so there is no need for you to do so: proceed directly outside.
- At the assembly point a roll call will take place, using the sign-in sheets from Reception.
- Do not return to the building until so instructed by a member of the Fire Brigade or a Fire Marshal.

## 2.3 CHURCH HOUSE - FIRE SAFETY LOG BOOK

The principle purpose of the Fire Log Book is to enable Church House to keep adequate records of a wide range of fire – safety related actions, some of which are a requirement under both current Fire Prevention Legislation and Health and Safety in the work place issues. The local Fire Prevention Officers, the Health and Safety Executive, the Local Environmental Health Officer and the Insurance Company can inspect this Log Book at any time.

Items covered in the sections and forms are:-

- Section 1 Daily, Weekly and Monthly Checklists
- Section 2 Instructions for Fire Marshals
- Section 3 Training records including records of drills
- Section 4 Induction records
- Section 5 Fire Risk Assessment
- Section 6 Plans
- Section 7 Inspection Records
- Section 8 Remedial Works
- Section 9 Hot Works PTW

### 3. ELECTRICAL SAFETY

1. A list of all our portable electrical appliances is maintained by the Surveyors Dept.
2. At the required frequency all our portable electrical equipment will be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA Electrical Contractors Association) or other approved body)
3. 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.
4. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees must observe the following:
  - a. Visually check all electrical equipment before use.
  - b. Report all faults immediately to the Health & Safety Officer.
  - c. Do not attempt to use or repair faulty equipment.
  - d. Electrical equipment should be switched off and disconnected when not in use for long periods.
  - e. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

### 4. HAZARDOUS SUBSTANCES

The Health & Safety Officer will maintain a list of all hazardous substances used in Church House.

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

- For all hazardous substances, which include substances marked 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
- Do not mix chemicals.
- Do not store chemicals in unmarked containers.

## **5. LIGHTING**

In order to ensure that Church House is adequately lit, an inspection will be made every month by the Office Manager to ensure that all lights are working. Any lamps, which require replacing, will be ordered by the responsible person who will ensure that the lamps are replaced ensuring that the safety procedures for the replacement of lamps are followed.

## **6. WORKING AT HEIGHT**

The Working at Height Policy is found on the staff page of the diocesan website.

## **7. MANUAL HANDLING (Lifting, carrying and moving loads)**

The Manual Handling Policy is found on the staff page of the diocesan website.

## **8. DISPLAY SCREEN EQUIPMENT**

The Display Screen Equipment Policy is found on the staff page of the diocesan website.

## **9. HAZARDOUS BUILDINGS / GLAZING**

- i. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the building is inspected annually by the Health & Safety Officer.
- ii. Any defects noted will be put in hand for repairs.
- iii. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

## **10. CHILD PROTECTION & VULNERABLE ADULTS**

Consideration should be given to the welfare of children and vulnerable adults.

Normally children should not be allowed in the building in any circumstances unless they are closely supervised by a responsible adult: normally their parent or guardian. Children (under 16) should not be allowed to move around the building unaccompanied.

A permanent record will be maintained of all accidents involving children.

A vulnerable adult is someone aged 18 or over who is, or may be, unable to protect themselves against significant harm or exploitation, for example:

- Older people
- People with mental health problems
- Disabled people
- People with learning difficulties
- People with acquired brain damage
- People who misuse substances

## **11. PERSONAL SAFETY**

To avoid risks to persons working alone in Church House, the front door must be closed at all times, utilising the keypad lock for access and egress. Please also see the Lone Working and Personal Safety Policy, found on the staff page of the diocesan website.

## **12. RISK ASSESSMENTS**

An annual risk assessment will be carried out on all areas of the Church House premises and all activities that carry a significant risk by the Health & Safety Officer in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

## **13. CONTRACTORS**

Anyone entering Church House premises for the purposes of carrying out work, other than an employee of Church House, a visitor or a meeting attendee will be regarded as a contractor. All contractors working at Church House, including the self-employed, must abide by the following:

- i. Have their own Health and Safety policy (where required by law) and be able to provide a copy of the same.
- ii. Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- iii. Comply with all the requirements of this health and safety policy and co-operate with the Church House officials in providing a safe place of work and a safe system of operation.
- iv. Where plant and machinery is brought onto the Church House premises by contractors, they must be able to show where necessary, that the equipment has been inspected and tested to ensure its safe operation.
- v. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of Church House officials. However, responsibility will remain with the contractors.

- vi. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This “permit to work” will also specify any safety precautions they must undertake.

#### **14. INFORMATION AND ENFORCEMENT**

Environmental Health Service Information:

Address:

Environmental Health  
Runcorn Town Hall  
Heath Road  
Runcorn  
Cheshire  
WA7 5TD

0151 907 8308

*Health and Safety Executive Information Line: 0845 345 0055*

The HSE poster “*Health and Safety Law – What you should know*” is displayed in the staff room.