

Health & Safety Policy *(Version 7 - Reviewed May 2021)*

PART ONE

General Statement of Policy, Duties & Responsibilities

Policy Statement

New Day Church recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of New Day Church to promote the health and safety of the staff, volunteers, customers, contractors and of all visitors to New Day Church’s premises and to that intent to:

1. Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
2. Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
3. Encourage persons on the premises to co-operate with New Day Church in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
4. Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
5. Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
6. Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
7. Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from New Day Church’s activities;
8. Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of New Day Church arising out of or in connection with New Day Church’s activities;
9. Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen

This policy statement and/or the procedures for its implementation may be altered at any time by the New Day Church Board of Trustees. The statement and the procedures are to be reviewed annually by the Trustees.

Statutory Duty of New Day Church

New Day Church will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

1. Make workplaces safe and without risks to health;
2. Ensure plant and machinery are safe and that safe systems of work are set and followed;
3. Ensure articles and substances are moved, stored and used safely;
4. Give volunteers/ workers the information and instruction necessary for their health and safety.

In particular, New Day Church will, as far as is reasonably practical:

1. Assess the risks to health and safety of its volunteers/workers;
2. Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
3. Record the significant findings of the risk assessment and the arrangements for health and safety measures;
4. Draw up a health and safety policy statement; including the health and safety arrangements in force, and bring it to the attention of its workers;
5. Appoint someone competent to assist with health and safety responsibilities;
6. Set up emergency procedures;
7. Provide adequate First Aid facilities;
8. Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
9. Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
10. Prevent or adequately control exposure to substances that may damage health;
11. Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
12. Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
13. Provide health surveillance as appropriate;
14. Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
15. Ensure that appropriate safety signs are provided and maintained;
16. Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

Statutory Duty of New Day Church's Workers

Employees also have legal duties, and New Day Church confidently requests non-employed (voluntary) workers also to observe these. They include the following:

1. To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
2. To co-operate with New Day Church on health and safety;
3. To use work items provided by New Day Church correctly, including personal protective equipment, in accordance with training or instructions;
4. Not to interfere with or misuse anything provided for health, safety and welfare purposes;
5. To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by New Day Church ;
6. Health and Safety law applies not only to employees in the workplace, it also applies to Charities and people who occupy or use community buildings to which members of the public have access.

Policy for Customers and Contractors

The Church Staff, Trustees or Volunteer Leaders take responsibility for visitors whilst on the premises and will assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to Staff Member or Church Leader who will investigate and report to the New Day Church Trustees.

PART TWO

Organisation of Health and Safety

Health and Safety Rules

All staff and volunteers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which New Day Church may publish from time to time.

Accident Forms and Book

The book must be kept in the Office once completed.

Any injury suffered by anyone in the course of employment or otherwise on New Day Church's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by New Day Church .

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of New Day Church in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of New Day Church and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Lifting & Heavy Items

Staff and volunteers are advised of the following:

1. To avoid injury, please place heavy objects at waist height or lower and when lifting remember to bend your knees and keep a straight back.
2. Do not twist when lifting.

3. Do not lift heavy items above your head.
4. If you have a back problem do not lift at all.
5. Have two people lift heavy objects.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

Introduction

Guidance on Food Hygiene should always be available to those involved with the preparation of food for NDC activities or Food Bank. This will be in more detail than follows here. Equipment and facilities provided must be suitable for their intended purpose. There should be at least one person involved in the activity who holds a suitable food hygiene qualification and is able to brief other members of the team with the requirements to maintain safe practice. Information from The Foods Standards Agency (food.gov.uk) has been used to inform this section. The following pages of the website (accessed 24/04/20) have been used:

[Food safety for community cooking and food banks](#)
[Providing food at community and charity events](#)

This states that 'Food provided for community groups must comply with food law and be safe to eat'. It is not necessary to hold a food hygiene certificate for charity or community groups, but it is essential to handle food safely. It is, therefore, best practice for those involved in food preparation to complete an appropriate food hygiene course.

Cooking for and supplying food to the community

1. Keeping Food Safe

In preparing food the four main areas of good hygiene are the 4Cs – cleaning, cooking, chilling and avoiding cross-contamination.

Food must be stored safely in sealed containers at the correct temperature. This protects from harmful bacteria, prevents objects falling into it and avoids cross-contamination.

When making food for large numbers of people:

1. Wash hands regularly with soap and water.
2. Always wash fresh fruit and vegetables before cooking or consumption.
3. Food must not be used past its use-by-date.
4. Cooking instructions must also be followed.
5. Ensure food is properly cooked prior to serving.
6. Make sure food preparation areas are suitably cleaned and sanitised after use
7. Wash equipment with hot soapy water.
8. Ensure frozen food is safely defrosted, preferably in a fridge prior to use.
9. Keep food out of the fridge for the shortest time possible.

2. Food Temperature

Food (for example sandwiches) that need to be chilled should be left out of the fridge for the minimum time possible and never more than four hours. After this it should be put back in the fridge and eaten as soon as possible or thrown away.

3. Use-by Dates

Use-by dates show how long the food remains safe. Food cannot be supplied under any circumstances if this has passed. This also applies to Food Bank.

WRAP date labelling guidance provides advice on how to redistribute surplus food and avoid food waste.

4. Allergens

If it is not necessary to be registered as a food business then information about allergens does not need to be provided. However, details of the relevant 14 allergens should be provided as best practice. This will allow people with food allergies to make safe choices.

Information of allergens can be provided by labelling food containers or provide a note for each meal.

A safe meal can be planned by:

1. Asking what they can and can't eat.
2. Make sure allergens are separated from other foods to avoid cross-contamination.
3. Clean work surfaces and equipment thoroughly to remove traces of anything cooked previously.
4. Double-check the ingredients list on prepacked foods for allergen information.
5. Check ingredients with the person who provided food if it was donated.
6. Avoid adding toppings or garnishes to dishes which might otherwise appear allergen free.

5. Foods that need extra care

Some foods are more likely to cause food poisoning than others:

1. Raw milk
2. Raw shellfish
3. Soft cheeses
4. Pate
5. Foods containing raw egg
6. Cooked sliced meats

Extra guidance on these foods' needs consideration.

6. Meal Containers

If food is to be provided in containers, this must be in appropriate food grade containers. For example, Tupperware or takeaway boxes with well-fitting lids to minimise any hygiene or spillage risks. Ensure the containers are free from cracks, thoroughly washed in hot, soapy water or preferably in a dishwasher.

7. Extra consideration for Food Bank.

When donating food, it is important that those who receive the food know what is in it and how to prepare it in order to reduce the risk of making them ill.

Donating pre-packed food products will ensure the foods are properly labelled with instructions, e.g. use-by dates, allergen information and storage guidelines.

All foods must be delivered in a way that ensures it does not become unsafe or unfit to eat. Food that needs refrigerating must be kept cool whilst being transported e.g. in an insulated box or bag with cool packs.

Avoid cross-contamination risks in the delivery process as much as possible by ensuring packaging is secure.

Display Screen Equipment

New Day Church recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work.

Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour when possible and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at New Day Church's expense.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

PART THREE

Arrangement and Procedures

The Health and Safety Trustee, nominated by the Trustees, 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. His/her details and contact number will be displayed in the Office.

First Aid and Accident Reporting

Two First Aid Boxes are provided, one in the Kitchen and the other in the Office.

Accidents

1. In the event of an injury or illness, call for a Church Leader or Staff member or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
2. All accidents must be reported to a Church Leader or Designated Trustee immediately or as soon as practicable;
3. All accidents must be entered on an accident form, available from the Office. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;

4. The Designated Trustee will investigate incidents and accidents and report to New Day Church's Trustees to consider the actions necessary to prevent recurrence.

Fire Drills and Evacuation Procedures

1. All staff and volunteers must know the fire procedures, position of fire appliances and escape routes. A summary is provided on the wall in every room.
2. Fire extinguishers are located as follows:
 - a. Side Entrance Foyer beside Office: 2 (CO2 & Water)
 - b. Main Entrance: 2 (CO2 & Foam)
 - c. Fire Exit beside Kitchen: 1 (Water)
 - d. Kitchen: 1 (CO2) & a Fire Blanket
 - e. Classroom 3: 1 (Water)

In the event of Fire

1. The first duty of the Fire Marshall, if present, or the most senior staff member or group leader in their absence, is to judge whether the fire can be quickly and safely extinguished. If so, it should be extinguished immediately using the appropriate fire extinguisher. If not, they should evacuate all people from the building by the nearest exit immediately;
2. Persons discovering a fire should raise the alarm and call 999;
3. All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
4. The Fire Exit to the rear of building is to be kept clear at all times and unlocked until the last person leaves the building.
5. Persons should not stop to collect personal effects as they move to a place of safety;
6. The assembly point for the building is the Princess Street car park.
7. No one should leave the assembly point without the permission of the Leaders/Stewards;
8. If a fire occurs which cannot be quickly extinguished, the Fire Brigade must be called immediately by dialling 999 and asking for "Fire";
9. When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

Bomb Warnings

1. If you receive a warning, try to find out from the caller:
2. The approximate location of the bomb and likely time of detonation;
3. Whether the police and fire brigade have been notified;
4. Try to RECORD EXACTLY WHAT IS SAID:
5. Notify the Police immediately on 999;
6. Evacuate the building taking into consideration any information from the bomb warning;
7. The assembly point for the building is the car park adjacent the church

Cleaning Materials, General Machinery and High Risk Areas

1. All portable machinery must be switched off and unplugged when not in use;
2. Wandering cables are a hazard; use with caution and safety in mind;

3. Slippery floors and dangerous; use warning signs;
4. Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

General

1. All thoroughfares, exits and gates must be left clear at all times;
2. Passageways and fire exits must not be blocked by furniture or equipment;
3. Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
4. Hazards or suspected hazards or other health and safety matters should be reported to the Leader / Steward on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR Appendices

APPENDIX A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for New Day Church or on premises under the control of New Day Church must be recorded.

2. Accidents to Staff, Volunteers or Contractor's Staff

a) For ALL Accidents

Complete Accident Form and give to the Designated Trustee

b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))
If accident results in incapacity for work for more than 7 calendar days then complete the online form F2508 with copies to the Trustees.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify:**

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

And the Designated Trustee

Follow up within seven days with completed online form F2508 with copies to the Designated Trustee.

c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

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

3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Health & Safety Trustee

2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify**:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

And the Designated Trustee

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.

4. Definition of Specified Major Injuries or Conditions

- 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.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- 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
- Injury (including burns) either requiring immediate medical treatment, or involving 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 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

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery

- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG HSE's Infoline Tel: 0845 345 0055 email: hse.infoline@natbrit.com

And the Health & Safety Trustee

6. Occupational Diseases

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a Doctor, report the disease using online form F2508A to: hse.infoline@natbrit.com

And the Designated Trustee

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

IF IN DOUBT REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

A list of all hazardous substances is kept in the caretaker's walk-in cupboard to the right of the foyer – this is a locked room but uses the same lock as the main door so all key holder have access to this room.

1. Assessment

The assessment must be a systematic review

- What substances are present and 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?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?

- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the 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

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

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

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

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers 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.

Appendix C – FIRE PREVENTION

Are Staff and Volunteers clear about:

- The number and width of escape routes so as to provide a ready means of escape from all parts of the 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 types 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 maximum number of people who should be allowed on the premises at any one time?

Are escape routes always available:

- 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?
- escape routes and exit doors never allowed to become obstructed or hidden by chairs, curtains etc.?

Is Fire Equipment properly looked after?

- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- Are staff/duty officers trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and unobstructed?

Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

- Heater and cooker turned off?
- Televisions and other electrical apparatus turned off and unplugged?
- Lights off?
- Internal doors closed?
- Outside doors and windows closed and secured?

Are all reasonable steps taken to prevent fires?

- Smoking not allowed anywhere on the premises?
- Heating appliances fitted with adequate and secure fire guards?
- If portable heaters have to be used, are they securely fixed and 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?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?
- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms?

Appendix D – HEALTH AND SAFETY INSPECTION

1. Inspection

- A Health and Safety inspection of the building should be undertaken at least once a year. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Appointed members of the Trustees should arrange to meet and carry out the inspection
- This inspection group will need to agree how each question needs to be answered
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Trustees
- The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response
- The whole form should be made available to all members of the Trustees
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box

2. Risk Assessment

- Risk assessments relate to activities within the premises or grounds
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers
- Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding
- A risk assessment needs to be carried out whenever a new activity is envisaged
- Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment
 - Observing trends on the accident form
 - Changes in staff
 - Introduction of new procedures, processes or materials

We request that our Staff, Volunteers, Contractors and Visitors respect this Policy, a copy of which will be available on demand.

Health and Safety at Work Act, 1975

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 email: hse.infoline@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.