

Sanctus St Marks

POLICY

Health and Safety Policy



Date: April 2017

Scheduled review: April 2018

Lead contact(s)

The Health and Safety Officer is: Sally Smith

The First Aiders are: current vacancy

The Fire Wardens are: **Suresh Rajbandhani**

Applies to: All directors, steering group members, staff and volunteers.

Location(s) of first aid kit(s) : **In cupboard next to side entrance**

Locations of Accident book(s) : **In vestry**

Policy statement

Sanctus will take all reasonable and necessary steps to provide and maintain a safe and healthy environment for all its employees, volunteers, attendees and visitors.

Sanctus statement of general policy:

- to provide adequate control of the health and safety risks arising out of its activities
- to consult with employees and volunteers on matters affecting their health and safety
- to provide and maintain safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees and volunteers
- to ensure all employees and volunteers are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

Responsibilities

The Directors have overall responsibility for all aspects of health and safety and for ensuring appropriate arrangements are made to comply with all statutory requirements.

The Leader of Sanctus is responsible for ensuring that the policy is implemented.

Day-to-day responsibility for ensuring the policy is put into practice is delegated to Sally Smith who will have responsibility for ensuring a healthy and safe environment for staff, volunteers and attendees.

All employees/volunteers must:

- co-operate with the Directors on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work
- familiarise themselves and comply with Sanctus's procedures on health and safety
- work to the highest possible standards of safety with regard to attendees
- report all health and safety concerns to Sally Smith as detailed in this policy
- report all accidents or injury that are caused by the working environment
- report to Jayne or the designated person if they are unsure how to perform a task safely, believe it would be dangerous to perform a specific job or use specific equipment

A breach of the Health and Safety policy or procedures could result in disciplinary action being taken.

Sanctus will ensure:

- The provision and maintenance of a working environment for its employees, volunteers, attendees and visitors that is safe, without risks to health and with adequate facilities
- A safe means of access to and exit from the workplace
- The provision and maintenance of equipment and systems of work that are safe and without undue risks to health
- Safety in the use, handling, storage and transport of articles and substances
- The provision of information, instruction, training and supervision necessary to ensure the health and safety of its employees, volunteers and attendees.

Consultation with colleagues

Colleagues will be consulted on health and safety matters and Sanctus will act on any legitimate concerns expressed by any interested party.

Reporting

All concerns should be reported to Sally Smith or the designated leader for that day. Once notified, action should be taken to clear the hazard. All accidents must be recorded in the Accident book. The Directors of Sanctus have responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and reporting such incidents to the Health and Safety Executive.

Monitoring health and safety

Responsibility for carrying out Health and Safety inspections will be delegated to Sally Smith. The checklist for conducting inspections is in **Appendix 1**.

Appendix 1 and 2???

Accidents will be investigated by Sally Smith and the safety systems will be reviewed to try and prevent a recurrence.

Review

The Health and Safety policy and procedures will be reviewed every three years or when risk assessments indicate policy and procedures should be amended, whichever is the soonest.

Accidents, first aid and work-related ill health

First aid box location to be made known to all staff and volunteers and displayed on the Sanctus noticeboard

All injuries, however small, sustained by any person on the premises must be recorded in the Accident Report Book, located in the vestry. All accidents will be investigated as necessary, with any required action being taken to prevent a recurrence of the problem.

The Directors of Sanctus are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Alcohol, drugs, or substance misuse

Any staff/volunteer member thought to be under the influence of alcohol or drugs will be subject to an investigation lead by Sally Smith.

Electricity

The Leader of Sanctus (Sally) will arrange for the electrical testing of all portable appliances by a suitably qualified electrician every 2 years.

Staff and volunteers must ensure that they use electricity in the safest possible way:

Never tamper with electrical equipment or electrically powered equipment,

Do not attempt to repair it or to remedy an electrical problem.

Do not overload sockets

Do not use taped joints to connect cables

Do not ignore obvious telltale signs such as faulty switching

Do not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties

Do not handle electrical appliances, plugs and flexes with wet hands

Do switch off equipment before unplugging and cleaning

Do report electrical equipment to the line manager which is not working properly

Do ensure they are aware of safety precautions

Employees and volunteers at special risk

Sanctus recognises that some volunteers may from time to time be at increased risk of injury or ill-health resulting from work activities. All employees/volunteers must advise the volunteer coordinator (Deana) if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

Sanctus will endeavour to make reasonable adjustments of their employment/volunteering arrangements or premises in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

Sanctus will make special arrangements for the supervision of any young workers and volunteers in accordance with good practice guidelines.

Equipment

All employees/volunteers will be instructed in the safe use of office equipment in their induction programme and as part of Health and Safety training if required for their role

It is the responsibility of all employees/volunteers to ensure that any tools or equipment they use are in a good and safe condition. In addition, new or second-hand equipment must be checked to ensure that it meets health and safety standards before it is purchased.

No tool should be used outside of the manufacturer's guidance. Employees and volunteers are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose. Approved personal protective equipment must be properly used where appropriate.

The Leader of Sanctus shall be the point of reference for queries regarding equipment testing.

Fire

The Leader of Sanctus will take action on all risks identified.

Fire instructions are displayed. All employees and volunteers have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees or volunteers should never attempt to repair or interfere with electrical equipment or wiring themselves.

Smoke detectors to be located throughout the building. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee or volunteer present to activate the alarm and evacuate the building. Staff and volunteers are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the building should be evacuated immediately.

All staff and volunteers must ensure they are familiar with the evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures and details of these will be recorded.

Housekeeping

It is the responsibility of all staff and volunteers to ensure the following:

- Materials and equipment must be stored safely and tidily at all times
- Walkways and passageways and exits must be kept clear and free from obstructions at all times
- If a walkway or passageway becomes wet the floor should be wiped up immediately
- Trailing cables should not be left in any passageway
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway

Infectious diseases

For these guidelines an infectious disease is defined as one which could be transmitted either deliberately or unknowingly to another person / persons.

- The Leader of Sanctus must be advised if any staff, volunteer or service user is suspected of or diagnosed as having a contagious disease which may be passed to others in everyday occurrences. The member of staff or volunteer should not attend the project or come onto office premises until medical advice has been sought.
- Once the member of staff or volunteer has sought medical advice they should inform the volunteer coordinator of Sanctus, who will discuss the implications with them.
- Confidentiality and dignity of the individual will be respected at all times and details of their condition will not be revealed to any third party without their agreement unless there is a significant risk to a third party
- Sanctus shall take appropriate care to prevent cross infection or contamination

Insurance

The Directors of Sanctus are responsible for insuring the activities of the organisation.

Lone working

It is recognised that from time to time staff and volunteers will work alone both at Sanctus premises and at other venues.

It is acknowledged that guidelines cannot cover eventualities / circumstances which are not possible to anticipate. However, all staff and volunteers have a duty to ensure that priority is given to their own safety and to that of colleagues, attendees, contractors and the public wherever possible.

Manual handling

Manual handling operations which involve the risk of injury should be avoided. Staff and volunteers should not attempt to lift or move a load which is too heavy to manage comfortably. Staff and volunteers should ask for assistance if there is any danger of strain. Training in lifting techniques will be provided for those staff required to undertake the task.

Staff and volunteers should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used as long as the staff member has been instructed how to use this safely. Staff and volunteers should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

Risk assessments

It is a requirement of the Management of Health and Safety at Work Regulations 1999 that Sanctus undertakes and records risk assessments Risk assessments will be undertaken by Sally. for the Church premises and by individual staff at the outset of their service and where new activities are introduced. Risk assessments will be reviewed on an annual basis. Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to the directors via the steering group.

Although risk assessments are undertaken prior to the activity being carried out, all staff and volunteers have a responsibility for not undertaking activity if they consider that the risks to themselves or others is significant.

Safe handling of substances

Sanctus is required to carry out an assessment under the Control of Substances Hazardous to Health regulations 2002 in order to assess the workplace for risk to health from substances used on their premises.

A hazardous substance can be liquid, solid, dust powder, or gas which can damage health when it comes into contact with skin or eyes; or enters the body through the skin; or is breathed in, swallowed or even transferred to the mouth via contaminated hands.

In order to comply with CoSHH regulations Sanctus Directors are required to take the following steps:-

- Identify the hazardous substance present. Consider the risks they present to people's health if the risk is significant.
- Decide who might be harmed or if others maybe affected indirectly.
- Evaluate the risk arising from the hazard and decide whether existing control measures are adequate or if more should be done.
- Record the findings and arrange for details to be inserted into the health and safety file and inform all staff and volunteers.

Assessments should be reviewed annually or until new guidance is given whichever is sooner.

Smoking

Smoking is not allowed in St Mark's Church, Longton Central Methodist Church Hall or The Bridge Centre the venues for Sanctus.

Violence against staff

Sanctus will provide training and support to staff and volunteers who may be at risk from threats or violence from their client group.

Sanctus as an employer and CIC will:

- Undertake a systematic general examination of all their work activities (including the threat of violence to staff), record the significant findings of their assessment and implement all appropriate actions to prevent incidents.
- Provide appropriate training to employees on dealing with difficult people, should it be required or requested.
- Report all violent incidents which lead to a major injury, or to three days' absence from work, or if the person assaulted or involved in the incident is unable to do their normal work for three days as a result of the incident.

Any member of staff or volunteer who feels that they may be at risk from verbal abuse, threats or actual violence should report this to the Safeguarding Lead immediately.

Health, Safety and Welfare

Sanctus aims to protect its staff and volunteers' health from injury or long term illness; ensuring their safety by affording protection from immediate danger and their welfare by providing facilities for personal comfort at work.

Cleanliness and hygiene

Sanctus's premises should be cleaned regularly. Any concerns regarding cleanliness / hygiene should be reported to the Leader of Sanctus

Drinking water

Staff and volunteers should have access to drinking water.

Lighting

Sanctus should ensure that there is adequate lighting, preferably natural light to avoid visual fatigue.

Stress

Under the management of Health & Safety at Work Regulations 1999, Sanctus as an employer will make a suitable and sufficient assessment of the risks to the health and safety of their staff and volunteers to which they are exposed whilst at work. This is now recognised by the courts as including excessive stress levels whether it is caused by difficult time pressures, bullying by co-workers/volunteers, violence from within or outside the organisation or any other employee/volunteer reported source of unacceptable stresses. The Directors will assess risks to staff and volunteers.

Temperature

Sanctus is expected to maintain workroom / office temperature of at least 16°C after the first hour of work where employees do most of their work sitting down or where the job does not involve serious physical effort.

If this temperature is not reached, the employee should ask for additional heating facilities to be provided immediately and, if this is not possible, should transfer to a place of work where an appropriate temperature prevails.

Toilets

Every workplace should have at least one 'conveniently accessible' toilet. This means that it must be near to where people work. A second toilet is needed as soon as the number of employees/volunteers exceeds 16. Sanitary disposal units must be provided if there are female employees. Suitable washing facilities should be provided with hot and cold water, soap and towels.

I confirm that I must maintain the confidentiality of personal information entrusted to me in the course of my role and I undertake to abide by the Regulations.

Signed Date

Appendix 1

RISK ASSESSMENT TEMPLATE

What are the hazards?	Who might be harmed?	What are we already doing?	Risk Rating	What further action is necessary?	Who will action?	By when?	Date completed