

Health and Safety Policy and Procedures

Adopted 2nd March 2021

1. Intent

The reason the policy exists. What it aims to achieve.

The Trustees of St Faith's Community & Youth Foundation are aware that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all trustees, staff, volunteers and users, and the general public when on site at St Faith's Centre.

St Faith's Community & Youth Foundation will, so far as is reasonably practicable, pay particular attention to:

- Providing and maintaining equipment and systems of work that are safe and healthy
- Involving and motivating staff and volunteers in health and safety matters
- Controlling situations which may threaten life, health or property
- Maintaining a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work

2. Context

Where this policy fits in terms of legal requirements, local government and/or diocesan frameworks.

This policy applies to all trustees, staff, volunteers and users, and the general public when on site at St Faith's Centre.

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974.

St Faith's Community & Youth Foundation is not in any way responsible for the safety of any activities which take place anywhere other than at St Faith's Centre, unless the activity is directly managed by the Foundation, led by staff or volunteers directly appointed by the Foundation.

3. Responsibilities

Who this policy applies to. The roles of different individuals.

3.1. The Trustees

Overall responsible for safety in St Faith's Centre and for reviewing this policy annually. The Trustees will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training where appropriate in manual handling, and the provision of eye tests for those who habitually use display screen equipment. Information and training for staff and volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

3.2. The Centre Manager

Has responsibility to provide leadership and to promote responsible attitudes towards health and safety. The Centre Manager will ensure that all staff and volunteers are given induction training into health and safety

procedures. All new staff and volunteers will be shown the location of first aid boxes, fire exit doors, and fire fighting equipment. Managers will ensure good housekeeping standards. They will review periodically all new and existing equipment with reference to mechanical and operational safety, and carry out regular safety checks and audits.

3.3. The Safety Officer (The Centre Manager is The Safety Officer)

Responsibilities cover maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. He or she reports directly to The Trustees. The Safety Officer, with a view to prevention of future occurrences, will carry out full investigations of accidents.

3.4. Safety Leaders

During office hours, a member of staff acts as the lead for safety incidents (e.g. fire or accident). They are responsible for

- Ensuring that fire drill is followed if the alarm sounds, and that everyone is accounted for.
- Responding to any reported accident, and addressing any injury/ first aid requirement.

Outside of office hours, User Group Activity Leaders are responsible for acting as safety leader and responding to safety incidents

3.5. All staff and volunteers

Have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow St Faith's Community & Youth Foundation procedures, to report any incidents that have or may have led to injury or damage. All staff and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to their manager.

4. Principles

The fundamental beliefs that guide what we do.

4.1. Assessing risk

We carry out a risk assessment for the building. We carry out risk assessments for specific activities where appropriate.

4.2. Mitigating risk

We take appropriate measures to reduce the risk of accidents occurring.

4.3. Training

We provide appropriate information to staff, visitors and users to help them mitigate risk

5. Actions

Specific measures and procedures that are in place.

5.1. Risk Assessments

The Centre risk assessment is carried out annually in order to remove hazards or minimise the risk to an acceptable level. Groups and activities are required to complete risk assessments if they will be using equipment, or if activity will be taking place off site.

Third party inspections are carried out:

- Annual for: boiler/heating, electrical, fire safety, oven, intruder alarm, partition
- Quarterly for: pest control

An environment check is carried out at the beginning of each day.

5.2. Accidents

In the event of an accident all staff and volunteers must report full details to their line manager. A written record will be kept of all accidents, including any treatment given. Accidents will be reported to the inspecting authority as and when necessary. The line manager and Safety Officer will investigate all accidents. The Safety Officer will ensure that necessary action is taken to prevent recurrence.

5.3. First Aid

During induction all staff and volunteers will be shown the location of the nearest first aid box. First aid boxes will be placed in appropriate places and clearly signposted. First Aid Training will be provided for named staff on a regular basis. Names of first aiders will be posted on notice boards.

All staff and User Group Activity Leaders are required to make sure they know the location of first aid equipment.

5.4. Fire

Fire exits must be kept clear from obstruction. Fire doors must be kept shut at all times. Fire regulations are displayed in working areas.

All staff and User Group Activity Leaders are required to make sure they know the fire drill procedure.

5.5. Infection

An infection management risk assessment must be carried out and appropriate mitigation put in place during any outbreaks of infectious disease.

5.6. Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their associations with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make the shock more severe. Therefore:

Never touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorisation has been given.

Keep electrical supply cables and flexes away from wet areas, or from where they will be damaged.

Always switch off all equipment when not required, unless continuous operation is necessary. All defective equipment must be reported. A qualified electrician will check all electrical equipment annually.

5.7. Manual Handling

Avoid manual handling situations as far as possible. If avoidance is not possible, make a proper assessment of the hazard and risks. Reduce the risk of injury by defining and implementing a safe system of work:

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate

Training will be provided for staff and volunteers.

It is the responsibility of everyone to comply with any instructions and training provided in safe manual handling techniques, not to put their own health and safety or that of others at risk by carrying out unsafe manual handling activities, and to report any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (eg pregnancy, back problems).

5.8. Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible safer alternatives will be found. If this is not possible, then substances will be labelled and stored safely.

5.9. Dangerous plants

We maintain a list of dangerous plants, which are not permitted to be brought on site unless a risk assessment is carried out. The garden has been checked for dangerous plants.

5.10. Hot drinks

Hot drinks should not be made available in any room where there are children present, unless each child is under close supervision. Hot drinks may be offered in a designated, safe area, where there are no children present

5.11. VDU users

An assessment will be made of each workstation to ensure that there is adequate light, seating, screen protection, foot rests and support for typing.

6. Supporting materials

e.g. display materials, record keeping materials.

- Risk assessment
- Third party inspection schedule
- Daily environment checklist
- Accident record
- Fire drill
- Fire evacuation record

- Infection Management (covid) Risk Assessment and Mitigation
- Covid-safe signage
- HSE Health & Safety Law Leaflet
- HSE use of ladders guide
- Health & Safety noticeboard display