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Introduction

Charity Name: The Church of the Londoners

Address: Church Office
Bower House,
Orange Tree Hill,
Romford,
RM4 1PB

Date: 10th June 2017

Review date: 10th June 2020

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.

Definitions

Volunteer: anyone who has responsibility as part of a service group, i.e. children's meeting helpers, ushers etc.

Sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

Note

To all volunteers:

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

This document is also available at <https://safeguarding.churchinlondon.org.uk/resources/>

A. General statement of policy

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

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all volunteers, visitors and others who may attend the meetings of the church, and the general public in any associated buildings or areas of the facility concerned.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly in the light of any changes to our rented facilities or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all general meetings of the charity and volunteers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:   

Trustees: Dennis Szubert,

Stephen Frost,

Terence Murray.

Date: 10/06/17

Review date: 10/06/17

This policy should be reviewed at regular intervals. The interval will depend on the level of activities and the extent of change. Where there is a high level of activity the policy may need to be reviewed annually. As a minimum it will be reviewed every three years.

B. Organisation and Responsibilities

1 Responsibility of the Trustees

Overall responsibility for health and safety is that of the **Trustees** of The Church of the Londoners.

Names of Trustees: Dennis Szubert, Stephen Frost, Terence Murray

The Trustees will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to specific personnel. As new circumstances emerge, the names of responsible persons will be notified and the list amended accordingly.

An Advisory Team will assist the Trustees in this responsibility.

Advisory Team		
Terry Murray	Emmanuel Freeman	Diane Ward
Samuel Alexander	Bunmi Fasan	Edward Diggines

2 Responsibility of the Health and Safety Teams

The church in London meets in six Halls. Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Health and Safety Teams for each Hall, as noted below:

Hall	Districts	H&S Team
1	1,3	Mark Higgins, Moh Sesah, Diane Ward, Ching Siow
2	2	Emmanuel Freeman, Aidan Quigley, Sarah Freeman, Deneise Morgan
3	4,6,10	Sam Li, Halim Wright, Zenny Li, Chia-Wen Cheng
4	5,7,11	Steffan Mutungi, Ojeh Etomi, Elize Malan, Grace Lee
5	8	Yao Lei, Xia He, Lin Qi, Chen Ying
6	9	JP Van Wyk, Patrick Thuku, Elizabeth Ncube, Bunmi Fasan

Health and Safety Teams have general responsibility to ensure that the health and safety policy is implemented in their Hall. The above persons carry the responsibility for the implementation of the specific Hall arrangements outlined in this policy:

The responsibility of the Health and Safety Teams named above shall be to:

- 1 Be familiar with health and safety regulations as far as they concern Hall meeting premises.
- 2 Be familiar with the health and safety policy and arrangements and ensure they are observed.
- 3 Ensure so far as is reasonably practicable, that safe systems are in place.
- 4 Ensure the Hall meeting places are clean and tidy.

The responsibility of the Health and Safety Teams in liaison with the Venue Management shall be to:

- 1 Ensure there are no health and safety issues related to the grounds of the facilities hired.
- 2 Ensure that adequate access and egress is maintained.
- 3 Ensure adequate firefighting equipment is available and maintained.
- 4 Ensure that fire procedures are communicated to all concerned and they are kept up-to-date.

3 Responsibility of volunteers

All volunteers 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 participating in church activities.

Volunteers must therefore:

- 1 Comply with safety rules, procedures and guidelines.
- 2 Use protective clothing and equipment when it is required.
- 3 Report any fault or defect in equipment immediately to the appropriate person.
- 4 Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- 5 Not misuse anything provided in the interests of health and safety.

Responsible persons

The responsibility for the items listed are as follows:

The items on this list are not exhaustive and the responsibility column will need to be completed in terms of those responsible in each hall for the activities listed. This information will need to be updated as necessary and forwarded to the church office and attached as an appendix to this policy.

Activity	Responsibility
Accident reporting	<i>Nominated from the Health and Safety Team and noted in the Hall H&S binder for each Hall</i>
Firefighting provision	<i>Nominated from the Health and Safety Team and noted in the Hall H&S binder for each Hall</i>
Emergency evacuation, drills	<i>Nominated from the Health and Safety Team and noted in the Hall H&S binder for each Hall</i>
Condition of floors and stairs on access route to the Meeting Hall hired.	<i>Nominated from the Health and Safety Team and noted in the Hall H&S binder for each Hall</i>
Condition of external areas used	<i>Nominated from the Health and Safety Team and noted in the Hall H&S binder for each Hall</i>
Lighting (changing bulbs)	<i>External – rental property management</i>
Manual handling	<i>Nominated from the Health and Safety Team and noted in the Hall H&S binder for each Hall</i>
Display screen equipment	<i>Nominated from the Health and Safety Team and noted in the Hall H&S binder for each Hall</i>
Building defects/glazing	<i>External – rental property management</i>
Child protection	<i>Safeguarding Coordinators noted in the Hall H&S binder for each Hall</i>
Events	<i>Nominated from the Health and Safety Team and noted in the Hall H&S binder for each Hall</i>
Health and safety training	<i>Health and Safety Advisory Team</i>

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 volunteers, meeting attendees and visitors.

A Health and Safety Binder in each Hall will describe the site specific details of these arrangements.

1 Accidents and First Aid

First Aid and Accident Records

Location of first aid kits: A Health and Safety Binder in each Hall will describe the location of the kit at each Hall.

Trained and qualified first aiders: Names and Contact information for the first aiders for each Hall will be at the front of the Accidents and First Aid section of the Health and Safety Binder.

Location of the accident book: The accident forms for each Hall will be Located in the Accident and First Aid section of the Health and Safety Binder.

All accidents are recorded on the Accident Report Forms kept in the Health and Safety Binder. Accident records are kept secure and are regularly reviewed by the nominated person in the Health and Safety team with a view to prevent recurrences.

Reporting of Injuries, Diseases and Dangerous Occurrences

These accidents will be reported by the responsible person for each hall to the church office. The church office will report to the enforcing authority (eg HSE) and keep records to help manage health and safety risks to reduce the re-occurrence of accidents. A copy of these accidents should also be given to the hall property manager.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

The following list describes accidents which require reporting:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia

- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

2 Fire safety

For each rented location that we hire, our policy is to get a copy of their fire emergency plan and details for who to contact in the event of an emergency. This information will be included in the Health and Safety binder for each Hall.

Our policy is to assist the facility hirer to fulfil their obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this we in cooperation with the facility hirer undertake to check that those in the building know what to do if there is a fire.

Evacuation procedure

For large events, where the attendees exceed 250 our procedures for stewarding/evacuation are as follows:

- 1 All designated fire doors must be unlocked before the event commences and be clearly marked as fire exits using the 'Running Man' symbol.
- 2 A check must be made that all doors can be opened.
- 3 A trained steward must be allotted to each door and have responsibility for persons in a specific part of the meeting area / Exit door(s).
- 4 Responsibility for using each fire extinguisher will be allotted to named and trained stewards.
- 5 If emergency lighting is not available, torches must be available for each steward.
- 6 In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the responsible person in each Hall.
- 7 Persons will assemble in the designated place, refer to fire emergency plan in the health and safety binder for every hall.
- 8 The emergency procedures for the facility will be adhered to.

Evacuation drills

Fire evacuation drills will be carried out annually. All volunteers and attendees should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

If you discover a fire, no matter how small:

- 1** Immediately raise the alarm.
- 2** Telephone the emergency services (call 999).
- 3** Check the building for occupants.
- 4** Attack the fire if possible and 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.

3 Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, a risk assessment will be made every quarter by the responsible person of:

- 1** All floors and stairs in the meeting place, and
- 2** All external paths and steps. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to representative of the facility who will arrange for repairs or remedial measures to be carried out.

4 Lighting

The person responsible for the Internal and External access routes and Lighting at the Meeting Hall will ensure that all lights in the Meeting Hall and on the access routes are working. Any bulbs that require replacing will be reported to representative of the facility.

5 Manual handling – lifting, carrying and moving loads

- 1** Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- 2** A simple risk assessment for moving tables and chairs, boxes of nursery toys/children's resources will be prepared and presented to those responsible for these tasks.

6 Display screen equipment (applies to church office only)

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen
- contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the workstation environment
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Risk assessments will be carried out by the responsible person.

7 Child Protection

The Church in London has a Child Protection Policy for anyone involved with children. More details are available at our website, safeguarding.churchinlondon.org.uk. Copies of the Child Protection Policy, Good Practice Guidelines and Safeguarding Coordinator contact details will be included in H&S binder.

All volunteers recruited who are involved with working with children and young people will be required to go through the Volunteer Recruitment Process and the initial safeguarding training course on our web site and also participate in our ongoing training.

All our policies and procedures are based on guidance of CCPAS. Details of the numbers and ages of the young people involved in each group and details of adult supervisors are recorded and kept. Parental consent forms are obtained for trips away and any particular needs of individual children noted.

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded

Records will be kept of all accidents involving children.

8 Risk assessment of activities

Risk assessments will be carried out for all activities related to the meeting premises that carry a significant risk. These will be reviewed at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999. For all hazardous activities, risk assessments will be carried out and procedures implemented.

The following activities will require risk assessments. Each Hall needs to include assessments applicable to that Hall and include them in the health and safety folder:

- Children's meetings safety
- Manual handling
- Display Screen equipment (office only)
- Joint district meetings with attendance > 250
- Whole church gatherings biannually

