



Gateway Waterside Health & Safety Policy

Last reviewed: May 2019

Statement of intent

Biblical Basis: ‘... and love your neighbour as yourself.’ Jesus’ injunction in Matthew 19:19 is, in many ways, given practical definition by the requirements of Health and Safety legislation – we seek to care for our ‘neighbour’ as diligently as we care for our own well-being. Therefore, both from a point of view of our Christian responsibility and in compliance with Charity Law, it is prudent for us as a church to understand the risks we may encounter.

The Gateway Waterside Trustees (referred to as the Trustees) are fully committed to the goal of ensuring the health, safety and welfare at work of all our staff, volunteers, congregation, visitors, contractors, and all others who may be affected by our activities as a church.

We aim to establish exemplary standards of Health and Safety management which ensure that we meet all relevant guidelines on best practice for Health and Safety in employment and which in turn achieve or exceed standards of minimum legal compliance.

To accomplish this, we will:

- Ensure all existing and new activities are subject to risk assessment with the objective of eliminating risk wherever and so far as is reasonably practicable;
- Provide a safe environment in premises leased to us for all our staff, volunteers, congregation, visitors, and contractors;
- Ensure that Health and Safety considerations are included in every relevant Trustees’ decision;
- Encourage two-way communication with staff, volunteers and congregation, that seeks continuous improvement and promotes good Health and Safety practices;
- Provide appropriate Health and Safety information to staff, volunteers and the congregation.
- Ensure adequate resources are available to achieve our Health and Safety goals and objectives.
- The Trustees carry overall responsibility for Health and Safety and for implementing this policy.
- In the church, the appointed Gateway Waterside’s Health and Safety Coordinator/s is/are the focal point for co-coordinating the implementation of this Policy and they will be assisted by the Oversight Team, Trustees and Advice for the Voluntary Sector (AVFS) as required.



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All staff / volunteers and the congregation are expected to accept their responsibilities to work safely, follow Health and Safety guidelines, and report any unsafe conditions or practices to the Health and Safety Coordinator/s, and/or the chairman of the Trustees.

Responsibilities

The Trustees are ultimately responsible for ensuring the health, safety and welfare at work of all staff, volunteers, congregation, visitors, contractors, and all others who may be affected by our activities as a church, and for ensuring the implementation of this Policy. Specific responsibilities are:

- Annual review of this Policy
- Commissioning of an annual Health and Safety review
- Abiding by Marchwood Community Association Health and Safety Policy and by their terms and conditions in the hiring agreement. See Marchwood Community Association's separate policy as a separate document named as below:

Marchwood Community Association Safety, Environmental and Health and Hygiene Policies

- For the church, delegating responsibility for monitoring and implementing the Health & Safety Policy to the nominated Health and Safety Coordinator/s.
- The Health and Safety Coordinators may call on specialist advisors from time to time.

The Health and Safety Coordinators are responsible for the monitoring and

implementation of the Health and Safety Policy within the church:

- Ensuring that an annual Health and Safety review is carried out;
- Ensuring that staff, volunteers and the congregation are aware of the Health and Safety policy being on the church website and their responsibility to familiarise themselves with it;
- Ensuring that risk assessments are carried out and acted upon; identified precautions may form part of other specific procedures.
- Responding to reports of any unsafe conditions;
- Ensuring that any reportable accidents are notified to the relevant authority in the prescribed manner, that appropriate records are made, and consulting relevant specialist advisers regarding further action that may be required.

All who work or volunteer for the church, whether employees or volunteers are responsible for:

- Familiarising themselves with and conforming to all relevant policies, guidance and procedures.
- Implementing all Health and Safety precautions set out in the policy.
- Reporting promptly any matters of concern with regard to unsafe practices or conditions and any accidents should they occur.



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- Taking reasonable care of themselves or others in general whilst undertaking any activity under the auspices of the church, including not undertaking any work or activity in which they have not been suitably trained and have not achieved the required level of competence so as to be able to carry out the task without risks to their health and safety or that of others.
- Co-operating with other staff where necessary.

General Issues

Marchwood Community Association manage the building and have their own Health and Safety Policy

Local Health & Safety Inspections Office: Environmental Health Department, New Forest District Council, Avenue Road, Lymington. **Tel:** 023 8028 5000.

Local Doctors and Nurse: Forestside Medical Practice, The Old Malthouse Surgery, Main Road, Marchwood. **Tel:** 023 8087 1233 or out of hours telephone 111.

Risk Assessment

We use a risk assessment template and risk assessment check and action list, as detailed in Appendix D. This is used to assess all locations, work activities, substances, equipment and procedures that may pose significant risks. Copies of all risk assessments are kept in a central register held in the administrative office (church cupboard). Once assessed, any control measures needed to reduce those risks are noted and all relevant people are made aware of the findings of the risk assessment and the control measures required.

Training of staff

We aim to keep everyone regularly and appropriately informed about both general and specific Health and Safety matters. We have a bi-annual fire evacuation practice.

Consultation with staff

Trustees meetings are every eight weeks, at which Health & Safety matters can be raised. Staff and volunteers are required to report immediately any problems they may encounter to the Oversight Team or the Health and Safety Coordinators.

Reporting of accidents

An accident is an event taking place which leads to injury. All accidents which take place must be recorded in the Accident Register. The Manager of the Marchwood Community Association must also be informed of any accident.

Accident record book located at: Marchwood Village Hall in the kitchen First Aid Box



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Accidents are reported using the Accident / Illness / First Aid Incident Form, a copy of which is shown as Appendix E.

Accidents involving loss of life, fracture of limbs, or otherwise of a serious nature, need to be reported to the Health & Safety Executive. Full definitions of such accidents, and details of ways of reporting them, are contained in the RIDDOR booklet (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) which is kept with the Accident Registers.

In the case of an accident happening off-site within the normal activities of the church, it must be reported to the appropriate authorities that run that site.

Manual handling

We have a number of manual handling issues in our normal procedures and routines. Our policy is to identify all such issues using our risk assessment method and then implement methods to try to avoid or control these risks.

- Think about any activity which involves moving materials and assess whether such manual handling is really necessary, for example could you use lifting aids such as trolleys?
- If you can't avoid manual handling, then you need to assess the risks associated with each task involving movement of materials.
- Think about the load: if it is heavy, consider breaking it up or ordering smaller packages; if it is difficult to grasp or could shift during carrying – consider placing the load in a container for carrying or binding it together before moving; if it is awkward – consider using another person to assist.
- Think about the task: if it involves twisting, stooping or reaching – consider rearranging the storage facilities by providing more space or shelving or reorganising shelves so that the heaviest items are kept at a height between mid-thigh and mid-chest. Consider also the use of stepladders for access to higher shelves; if it involves long distance carrying – consider rearranging the layout to minimise travel by arranging delivery and storage to be as near as possible to the point of use; if it involves repetitive movements – consider varying the work to ensure that one set of muscles can rest while other work..
- Think about the working environment: remove any obstructions in the areas where people need to carry materials and ensure that there are no tripping hazards; ensure that lighting levels are adequate; if there are steps or ramps – consider use of more than one person.
- Think about the physical capability of staff/volunteers or the congregation involved: considering those who are pregnant, elderly or who have any disabilities.
- Assess any new manual handling tasks.



Working at Height

It is our normal policy not to use scaffolding or long ladders. All staff, volunteers and the congregation should avoid working at height if at all possible. When this cannot be avoided then a specific risk assessment and safe system of working must be undertaken for these activities with measures taken to prevent falls by working from a safe place and by selecting the most suitable equipment. If there is any remaining risk of a fall measures must be taken to mitigate the effect.

Preventing back problems

Introduction

Your back is a complex system which includes:

- The spine – 35 bones (vertebrae). The upper 24 are protected by discs that act as cushions
- The spinal cord – a half inch thick ‘cable’ of nerves and 18” long, which controls all activities below the neck
- Nerves – 30 odd pairs branching from the spinal cord, reading information from the brain and sending orders to muscles
- Muscles – 400 producing motions in all directions, these are attached to the bone by tendons

Common problems that affect the back

- Strain and fatigue – affects the spine, muscles and joints of the upper and lower back
- Fractured vertebrae – may injure spinal cord, causing loss of motion and feeling below the injured area
- Ruptured (slipped) disc – can oppress on the spinal nerve causing pain in lower the lower back and hip

Avoiding injury

Poor physical condition makes you prone to injury

Do	Avoid
Improve your posture	Slouching
Be conscious of the way you sit or stand	Poor posture can result in an excess forward curve of the lower back
Take exercise. A lot of back pain is due to under exercise. Weak abdominal and back muscles cannot support the spine	Overdoing exercise Consult your doctor if in doubt



Lifting

A large number of back injuries result from improper lifting so follow these guidelines:

- Stand close to the object. Have a firm footing, with feet spread on either side of the load
- Squat close – straddle the load. Keep back straight, bend knees whenever possible
- Grasp object firmly. Be sure object won't slip
- Lift with legs – slowly straighten them. When legs are straight bring them back to vertical position.
- Holding the object close to your body
- Avoid twisting your body. If you must change direction, move your feet.

When lifting use your head. Think things through before you start

- Examine the object for size, shape, weight. Decide where and how to hold. Check for grease, oil, sharp edges. Be careful of awkward shapes in difficult situations
- Clear path of obstructions and slipping hazards
- Know when and how you will put the object down
- Get help if you have any doubts about lifting objects
- Overhead objects – try to avoid or minimise lifting above shoulder height. To lift overhead objects, use a platform, never a chair or box
- Heavy objects – if the object is too heavy, large or hard to handle use a mechanical aid. Your back lets you walk, sit, stand, lift, bend, work, play and sleep. Back problems can mean lots of pain, lost time, disability and they can affect anyone, men, women, desk workers, labourers, young and old. Prevention is better than cure.

Use of Controlled or Hazardous Substances

Staff / Volunteers must:

- Not work with a hazardous substance unless they understand the risks of the work and follow the required precautions and control measures;
- Not introduce hazardous substances without authorisation;

Hazardous substances, such as chemicals, cleaning materials, etc., are kept locked in appropriate storage areas.

There must be a specific COSHH risk assessment for any activity that could expose anyone to a hazardous substance – including any infectious agent. The assessment must be carried out by a competent person and specify the risks of the activity.

Lone Working

The following precautions are intended to safeguard staff / volunteers that might need, exceptionally, to be on the premises alone. Wherever possible, staff / volunteers should



avoid working alone. However, it is recognised that on occasion this may be necessary. When it is, the following precautions should be taken.

- Anyone going to the premises to work alone should make someone off-site aware of them being alone in the building and how long they intend to stay, and then advise them when they leave the building. If the lone worker does not contact (and cannot be contacted) at the expected time, then the contact person should go to the premises to investigate with another person, one of whom holds keys.
- If a member of staff / volunteer is left working alone in the building, they should ensure that the previous person who locks up when others leave is aware of their presence, and leaves a clear route of escape open to them. For security reasons, doors should be locked to prevent access from the outside.
- It is strongly recommended that anyone working alone should have a mobile phone with them in case of emergency.
- Anyone working alone should exercise caution when leaving the premises, and should not hesitate to call for assistance if they have any concerns. If they are working alone after dark, they should ensure that their exit is secure, e.g. their car is parked in a well-lit, public place as close as possible to the building.
- If a member of staff / volunteer has an accident while alone on the premises, the consequences could be more serious than they would be when there are others around. Therefore, staff / volunteers should not undertake any activities while on the premises alone that could put them in danger, such as working at height.
- In the event of the person working alone having any kind of accident, before attempting to treat themselves, they must phone a responsible person who would be able to access the building and offer assistance as appropriate.
- In the event of a person going into the premises alone the lift must not be used
- No-one else should go to the premises alone if there is a suspicion that something is not right.
- Any worker representing the church on church business needs to inform someone of their location and take into consideration the above points.

Working with children and vulnerable adults

This is covered by our policy for Child Protection.

Stress

We are aware that undue stress can be very harmful and we therefore work to reduce stress by providing methods of feedback and support. This extends to all staff and volunteers who work for or on behalf of us.

Contractors

All external contractors are required to comply with Gateway Waterside's and Marchwood Community Association's Health & Safety Policy and Procedures. They are also required to provide their own Employers' and Public Liability Insurance.



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Buildings and equipment

General

The policies and procedures in this section apply to the building that we lease. Marchwood Community Association does have its own policies and procedures which must be adhered to.

Building Inspections.

Marchwood Community Association is responsible for building inspections however staff/volunteers/Health and Safety Coordinator(s) who discover any concerns around the building have a duty to inform the Marchwood Community Association. These inspections will ensure that

- The provisions of the Health and Safety Policy are being complied with.
- There are no obvious defects in the buildings which could constitute a safety hazard. For ease of administration, these inspections will be combined with the Fire Safety inspections (see below).

Fire Safety

Fire Safety Inspections are conducted in conjunction with the Building Safety Inspection completed by Marchwood Community Association.

Escape routes are checked by Marchwood Community Association.

Fire extinguishers are located around the building.

Village Hall safety: The building is fitted with an automatic fire detection system and a manual alarm system, activated by breaking the glass switches situated throughout the building. Tenants are required to familiarise themselves with the layout of the building and the position of these units. The exit is via the patio doors located within the room or through the main entrance. In case of an emergency, break the nearest glass unit to activate the alarm and leave the building. In the event of hearing the alarm leave the building by the nearest exit. **Assemble on the pedestrian paved area outside the entrance to Marchwood Junior School.**

Fire extinguishers

Band colour	Type	Use on fires involving:	Do not use on:
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Red	Water	Wood, cloth, paper rubbish, rags, shavings, packing material	Oil fires or electrical fires
Cream	Foam	The above and fires involving oil, petrol, grease, paint	Electrical fires
Black	CO ²	The above and electrical equipment including computers	
Blue	Dry powder	On the above but remember will stick to hot electrical items and cause damage and hot liquid spills.	

Smoking

Smoking is not permitted by law in any part of the building leased by us.

Testing and use of electrical equipment

Portable Appliance Testing (PAT) is carried out annually for the church's equipment. The Village Hall's electrics are tested every 5 years with a "periodical electrical" check plus all of their portable electrical items are PAT tested every year (Marchwood Community Association are responsible for these).

All plugs and cables must be checked prior to use to ensure they are undamaged and all connections are properly made. When using extension leads care must be taken to ensure they are:

- Properly connected
- Positioned in such a way that they will not cause a hazard i.e. tripping. Portable equipment must always be positioned safely in relation to other equipment / materials.

A competent contractor will carry out a complete check of all installations and equipment annually on all the council sites.

To protect yourself

- Check cable you are using to ensure that the insulation is not broken or damaged
- Don't install or repair sockets, plugs, tools unless you are authorised
- Don't use faulty equipment



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- Don't pull cables. Use the plug, keep them away from heat, oil and sharp edges
- Don't use makeshift wiring
- Don't mix electricity and water
- Don't make repairs yourself, unless you are qualified and competent. Remember: only authorised personnel can carry out electrical repairs.
- Don't overload sockets, use a gang plug. (A gang plug is a piece of electrical equipment designed to receive a series of three pin plugs, thus avoiding the use of adaptors).

Management of asbestos

Asbestos as a building material is no longer in use. Some types of asbestos can put health at risk if fibres are released into the air and breathed in, although it remains safe whilst undisturbed. We do not have authorization to drill, cut or saw into the fabric of the premises without first talking to Marchwood Community Association. This also applies to any contractors employed to work in or on the premises. Any work that may involve disturbing ACMs will probably require involvement from suitably accredited contractors.

Roof access

Staff or volunteers will not need access to the roof.

Checking of fire alarm, fire extinguishers, emergency lighting and lift

Marchwood Community Association is responsible for the maintenance of the Emergency Lighting Systems and for the fire alarms. Fireguard Services maintain the fire alarm, smoke detectors, fire extinguishers and emergency lighting every 6 months. The boiler and gas oven are checked annually (Marchwood Community Association's responsibility).

Fire extinguishers are located at appropriate points in the building.

Marchwood Community Association is responsible for the testing of the Automatic Front Door (they have a checklist for these although they do not require a service contract weekly checks are completed on them to comply with current legislation) and the Lift. The lift is serviced every quarter and an external company does a thorough examination every 6 months.

Maintenance and checking of equipment

Risk assessments will identify any equipment that may be a source of risk, and consequent measures should be identified in the risk assessment as necessary to reduce or eliminate that risk.

Use of PCs



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Staff and volunteers who need to use Personal Computers or other Display Screen Equipment (DSE) in the course of their work must be aware of the potential problems associated with using this equipment. This can include:

- Eyestrain for incorrectly-positioned displays or too long a period of working;
- Repetitive Strain Injury (RSI) caused by the prolonged use of a keyboard or mouse;
- Back, neck or feet strain problems caused by incorrect posture, bad seating arrangements or prolonged use.

Each employee/volunteer needs to take responsibility for ensuring they position themselves appropriately when using a computer or DSE and can self-assess via:

<http://www.hse.gov.uk/pubns/ck1.pdf>

Seating and posture for typical office desk:

- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Minimal extension, flexion or deviation of wrists
- Screen height and angle should allow comfortable head position
- Space in front of keyboard to support hands / wrists during pauses in keying

First aid

The First Aid box is located in Marchwood Village Hall kitchen. This is checked and re-stocked by Marchwood Community Association.

Any accident causing injury will require completion of the incident form in the first aid box but also Gateway Waterside's own form so the church can keep a record & monitor numbers of incidents & the outcomes. A copy of this form is in Appendix D and further copies are kept in the policy folder located in the cupboard at Marchwood Village Hall, so they will be available for completion should an incident occur during a Sunday service.

Evacuation procedures

Evacuation procedure if you discover a fire

1. Immediately operate the nearest fire alarm call point.
2. Move persons in your charge from the immediate area of danger to the evacuation point:



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Pedestrian paved area outside the entrance to Marchwood Junior School.

3. Close doors to enclose the area of the fire.

On hearing the fire alarm

1. The person leading the meeting must coordinate someone to ensure that the fire brigade is called immediately and directed to Marchwood Village Hall. Postcode: SO40 4SX
 2. The person leading the meeting will appoint another member of staff / volunteer / congregation member to meet the fire brigade.
 3. All children's worker staff and volunteers must ensure that all children in their charge are accompanied to the assembly point at the pedestrian paved area outside the entrance to Marchwood Junior School.
4. The stewards for that day are responsible for a head count on entering and exiting the building, and the checking of the toilets before they themselves leave the building.
5. Each person should be aware of who was around them in the hall and then make sure they can see them at the fire assembly point.

Other points to remember

- Save life first
- Close doors behind you
- DO NOT allow collection of personal belongings
- DO NOT use the lift.
- DO NOT allow anyone to re-enter the building.

Notes on general procedures

Staff / volunteers / congregation must familiarise themselves with:

- The location of call points
- The location and correct usage of fire-fighting equipment,
- The location of the main electricity isolating switches and gas valves, and the
- Exit routes relating to the rooms they use.

If anyone is known to be missing the fire brigade must be informed.

Every alarm must be treated as genuine. Fire evacuation safety drills are carried out at least biannually, October & April. A log of the evacuation drills is kept in the policy folder.

Evacuation of persons with a disability



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- Any staff / volunteer / member of the congregation or visitor with limited mobility, or any other disability which affects their capability to evacuate the building quickly and safely in an emergency, must have a personal evacuation plan (PEP).
- Any visitor with limited mobility, or other disabilities, must make their needs known to the stewards.
- Any person with permanent or temporary mobility needs should be considered for a PEP.

Once everyone is evacuated, the stewards will remain at the village hall and assist in the evacuation of anyone with limited mobility. They will ensure that staff /volunteers / visitors with mobility needs are clear of the building, and move if possible to the assembly point: pedestrian paved area outside the entrance to Marchwood Junior School.

Staff affecting the evacuation must:

- NOT re-enter the building at any stage.
- Use safety evacuation equipment provided e.g. ambulance evacuation chair
- Be aware, at all times, of their own health and safety with regard to manual handling and proximity to potential danger.
- Ensure that people with limited mobility are moved clear of the building, if possible to the second assembly point where their well-being can be monitored.

Aggressive incident in a meeting

Should a visitor or member of the congregation enter the church and demonstrate aggressive or violent behaviour, observe the following:

- Steward to seek immediate help from another non-vulnerable person.
- Try to remain calm; ask the aggressor if they would like to come outside the church hall
- Ask the person if they need any help and if they are unable to calm down ask them to leave the meeting (two people at least should be present at this stage)
- Take further action as appropriate: If the situation is out of control the police should be called.
- If the situation calms and the aggressor leaves the premises, all outer doors should be manned in case the person decides to re- enter the building.
- In the extreme case of an adult or child being held hostage, all other children and members of the congregation must evacuate. The police will be informed immediately and will provide guidance.

Road traffic accident involving staff or volunteers

Immediate action



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- Remove children and other adults from danger if possible / appropriate.
- Contact emergency services.

Further action

- Inform the parents / family of the incident
- Arrange recovery of the car and safe transport of the child / adult home
- Inform the car insurance company

Disaster in the community (E.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action:

- Stop the meeting
- If the occurrence is in close proximity to the church building, use evacuation procedure to remove the congregation from the danger.
- Contact emergency services.
- If the occurrence is not in very close proximity to the building, ensure that accurate information is obtained

Action to take as soon as possible:

- Inform the congregation of the incident, simply, restricting information to facts without speculation.
- Keep phone lines clear for communication with emergency services.
- Follow guidance from emergency services.
- Remain calm. A calm controlled manner will help to maintain a calm, orderly atmosphere, so aim to return to normality as soon as possible.

Further action as appropriate:

- Give the congregation 'permission' to talk.
- Express appropriate sympathy.
- Identify 'high-risk' adults / children.
- Monitor effects and organise treatment if appropriate.