

# Sutton Vineyard Health and Safety Policy

**Name of Church:** Sutton Vineyard

**Office Address:** Stayton House, 93 Stayton Road, Sutton, Surrey, SM1 2PR

**Sunday Venue:** Overton Grange School, Stanley Road, Sutton, Surrey, SM2 6TQ

**Other Venues:** The Dolphin, 316 High Street, 316 High Street, Sutton, Surrey, SM1 1PR

This document has been prepared in accordance of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

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# 1) General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and 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 employees, members of the congregation, volunteers, contractors, visitors and others who may visit any of our associated buildings.

The policy will be kept up to date, particularly in the light of any changes to our buildings 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 Trustee meetings and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

Jon Dowdeswell

Tom Miles

Operations and Business Manager

Trustee

Date: July 2023

Date: July 2023

Date of next Review: September 2023

## **2) Organisation and Responsibilities**

### **Responsibility of the Trustees**

Overall responsibility for health and safety is that of the Trustees who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

The Trustees have the general responsibility to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are updated as necessary.

### **Responsibility of the Health and Safety Officer**

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Name: Jon Dowdeswell – Operations and Business Manager

The responsibility of the Health and Safety Officer shall be to:

- be familiar with health and safety regulations as far as they concern church premises, employees and volunteers undertaking authorised Church activities.
- be familiar with the health and safety policy and arrangements and ensure they are observed.
- ensure so far as is reasonably practicable, that safe systems of work are in place.
- ensure the church premises, are clean and tidy and ensure the car park is properly maintained and in good condition.
- ensure that safety equipment and clothing is provided and used by all personnel where this is required.
- ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- ensure that adequate access and egress is maintained.
- ensure adequate firefighting equipment is available and maintained.
- ensure that food hygiene regulations and procedures are observed.

## **Responsibility of Employees and Voluntary Workers**

All employees and voluntary workers 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 on church business or premises.

Employees and voluntary workers must therefore:

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

## **3) Arrangements**

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors. Where relevant all regulations noted are as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002.

### **Health and Safety**

Employees and volunteers will be given suitable and sufficient health and safety training. It is the duty of the employee and volunteer to take reasonable care for their own safety, and that of other persons who may be affected by their acts or omissions.

Employees and volunteers will be routinely consulted on health and safety matters as they arise.

### **Accidents and First Aid**

In accordance with the Health & Safety (First Aid) Regulations 1981 we display details of our first aiders, location of first aid equipment and our accident reporting book within our premises. Additionally a suitably stocked first aid kit and appropriately trained first aiders will be available when deemed necessary.

All accidents and incidents are required to be entered on an accident report form and our insurers advised when deemed necessary. An investigation will be completed after any accident or incident when deemed necessary. Accident records and first aid equipment will be reviewed quarterly by the responsible person.

If the church premises are let to outside organisations, they will be told in writing that in the event of an accident, details must be entered on an accident report form.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (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. These accidents will be reported by the responsible person.

## **Risk Assessments**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

### **Fire Safety**

Our policy is to adequately manage Fire Risk and to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake an assessment, record and manage the fire risks in our buildings.

We check that a fire can be detected and the alarm raised within sufficient time so people are able to exit the building safely with, where necessary, the suitable and sufficient provision of emergency lighting and fire exit signage.

Where deemed necessary we provide suitable and sufficient firefighting equipment and regularly check and service the equipment to ensure that it is in suitable working condition and that adequate training has been provided.

Full details of our Fire Safety arrangements are in our written Fire Risk Assessment.

### **Building and Ground Maintenance**

Our policy is to ensure that our buildings and grounds are safe and to manage the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the responsible person.

Adequate heating, lighting, toilets, washing facilities and drinking water will be provided in our facilities.

Any defects should be immediately reported to the responsible person and procedures put in place for assessment and/or repairs. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

### **Boilers**

All boilers should be regularly serviced. Gas boilers should be checked annually by a Gas Safe Registered installer, oil systems by an Oil Firing Technical Association (OFTEC) registered engineer.

## **Electrical Safety**

Our policy is to ensure that our electrical cables, sockets and electrical equipment or machinery are safe for all who use them. In order to achieve this, they will be visually inspected every quarter by the responsible person and these inspections logged. Any If any item is deemed unsafe repairs will be actioned or the items removed from use.

An annual risk assessment will be completed on portable electrical equipment and items identified as high risk will undergo an appropriate level of electrical testing by an competent person who has the correct equipment to complete a suitable and sufficient test. Any unsafe equipment will be disposed of.

Every five years, our fixed electrical system will undergo a periodic inspection by a competent contractor who has 'Full Scope' membership of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out in accordance with the Electricity at Work Regulations 1989

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- visually check all electrical equipment before use.
- report all faults immediately to the responsible person.
- do not attempt to use or repair faulty equipment.
- no electrical equipment is to be brought onto the premises and used unless it has been visually checked before use.
- electrical equipment should be switched off and disconnected when not in use for long periods.
- flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

## **Equipment and Machinery**

Equipment and machinery that is used, such as ladders and gardening equipment, should be inspected and serviced regularly and any repairs carried out immediately in accordance with the Provision and Use of Work Equipment Regulations 1998.

## **Hazardous Substances**

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, hazardous substances are locked away and only used by persons with the appropriate experience. Personal Protective Equipment is used where appropriate.



## **Personal Protective Equipment**

Where considered necessary, we will ensure that Personal Protective Equipment (PPE) is provided to protect the user against health and safety risks in our facilities in accordance with the Personal Protective Equipment at Work Regulations 1992.

### **Manual Handling – Lifting, Carrying & Moving Loads**

Our policy is to eliminate the need for manual handling as far as it is reasonably practicable.

Where it is not practical to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as reasonably practical in accordance with the Manual Handling Operations Regulations 1992. Suitable and sufficient training will be given to all those employees and voluntary workers who are asked to undertake manual handling.

### **Working at High Levels**

Our policy is to eliminate the need for working at high levels as far as is reasonably practicable by the use of competent contractors.

Where there is a need for working at high levels, we will carry out risk assessments in accordance with the Working at Height Regulations 2005 and ensure suitable control measures introduced. Suitable and sufficient training will be given to all those employees and voluntary workers who are required to work at high level.

### **Display Screen Equipment**

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992. 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 work station environment;
- the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where deemed necessary, risk assessments will be carried out by the responsible person.

## **Personal Safety**

Where deemed necessary, we will ensure risk assessments are undertaken to assess the risks to an individual's safety. Eg lone working, working with the public, cash handling.

We will ensure that the appropriate security measures are installed in our facilities to minimise risk of personal safety. Any defects should be immediately reported to the responsible person and procedures put in place for repairs. These measures will be reviewed annually by the responsible person.

## **Preparation of Food**

We do not regularly prepare food for public consumption.

During exceptional events where food is being prepared we will ensure that we follow the appropriate regulations governing the preparation and storage of foodstuff and ensure that all food handlers have received adequate supervision, instruction and training.

We will also ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

## **Safeguarding**

We have a large and growing under 18's community and we take our responsibility to protect and safeguard their welfare seriously. We also come in to contact with adults who are at risk and appropriate measures are in place to ensure their safety and wellbeing.

A separate Safeguarding Policy exists which outlines our policy and we have a Designated Safeguarding Lead who reports directly to the Trustees.

## **Health and Safety Law Poster**

A copy of the HSE poster 'Health and Safety Law - what you should know' is displayed in our buildings.

## **Contractors**

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

- have their own health and safety policy (where required by law) and be able to provide a copy of the same
- produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation
- where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
- all contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake.

## **CDM Regulations**

The Construction (Design & Management) Regulations 2015 apply to all construction work in Great Britain. You should be aware of your responsibilities under these regulations.

As a 'client' - an individual or organisation for whom construction work is being carried out, you have a number of specific duties under the CDM Regulations, which the guidance on the legal requirements summarises as:

- Make suitable arrangements for managing a project. This includes making sure:
  - other duty holders are appointed;
  - sufficient time and resources are allocated;
- Making sure
  - relevant information is prepared and provided to other duty holders;
  - the principal designer and principal contractor carry out their duties;
  - welfare facilities are provided.
- A project is notifiable to the HSE if the

- construction phase will be longer than 30 days or 500 person days of construction work, and have more than 20 workers on site simultaneously at any point in the project.
- Clients must appoint principal designers and principal contractors as soon as practicable and before the start of the construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively safety file.