

# Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

<b>UPTON CHEYNEY CHAPEL</b>
<b>The Church Elders</b>
<b>Graham White H&amp;S Officer</b>

<b>Statement of general policy</b>	<b>Responsibility of (Name / Title)</b>	<b>Action / Arrangements (Customise to meet your own situation)</b>
To prevent accidents and cases of ill health and provide adequate control of health and safety risks arising from activities	<b>Graham White H&amp;S Officer</b>	1: annual review of H&S Policy and performance 2: annual (or sooner if required) risk assessment
To provide adequate training to ensure all are competent to do their work	<b>The Church Elders</b>	3: all current members made aware of their responsibilities 4: new members to be immediately introduced to H&S Procedures
To engage and consult with all on day-to-day health and safety conditions and provide advice and supervision on occupational health	<b>Graham White H&amp;S Officer</b>	5: monthly tabling of H&S issues in Church Meeting Agenda.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	<b>Graham White H&amp;S Officer</b>	6: Emergency Escape Routes kept clear constantly; signage visible.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	<b>Graham White H&amp;S Officer</b>	7: Electric and fire extinguisher testing compliant. 8: Hygiene areas monitored- toilet, kitchen hand wash basin, wash-up basin. 9: Cleaning chemicals stored adequately.

Health and safety law poster is displayed:	n/a		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	In kitchen on wall above the old fire place; contents checked as correct and accident book present.		
Signed: (Elder)		Date:	13 <sup>th</sup> March 2019
Subject to review, monitoring and revision by:	<b>Graham White H&amp;S Officer</b>	Every:	12 months or sooner if church activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

RISK ASSESSMENT

Organisation name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
No Fire Escape from kitchen.	Kitchen users.	Building work pending. Warning notice place on Fire Escape Door: "No Fire Escape available!"	All must be alert to their vulnerability in kitchen until Escape is installed.	Elders	ASAP	
Domestic chemicals	Irritant, corrosive or toxic contact from cleaning reagents.	Minimise items stored and limited storage to only the kitchen sink cupboard.	No.			
First Aid Box	All users.	Check contents are adequate and in date.	No.			
Hot water urn is at risk from tipping.	Kitchen users.	Not over-filling.	Manufacturer's instructions recommend fixing urn to fixed bench top- not possible until kitchen renovated.	all	ASAP	
Tables in kitchen are not fixed.	Kitchen users.	Building work pending.	No.			
Mouse infestation	Anyone eating drinking on premises.	Multiple storage solutions has put food out of reach of mice.	Continue to clean up food spillages.	all		
Fly infestation	Anyone eating drinking on premises.	Clean up spillages after events. Use UV fly trap.	No. Can only be improved with renovation.	all		
LPG cylinder use & store.	Serious risk of fire.	Introduced electric heating of Worship Area and Meeting room; occasionally used.	Eliminate all use and dispose of unused cylinders	all	ASAP	
Store under kitchen & Meeting Room.	All users.	Cellar doors now repaired and locks fitted.	Clear cellar. Install lock. Remove empty cylinders stored in cellar. Dispose of large cylinder. Clear flammable materials	GW	Spring 2019	
Worship Area stage extension lead across floor= Trip/ electrical hazard.	Users of Worship stage	Sourcing long extension lead to trail around edge of platform out of the way. Encourage users to use the new extra power points. Acquire extra table or shelf for the Bluetooth speaker.	No.	all		
Worship area aged pendant lamp diffusers cracked- danger of falling on someone.	Users of Worship area.		Replace all lamp diffusers.	all		

RISK ASSESSMENT

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
<i>Carpet in WA-trip hazard at edges.</i>	<i>Users of worship area.</i>	<i>We have started to pin down the curling edge.</i>	<i>Carpet edging strip required.</i>	<i>GW</i>	<i>Spring 2019</i>	
<i>Fire Risk</i>	<i>All users and visitors.</i>	<i>Smoke alarm tested on inspection tour. Maintaining diligence around open fire: considering replacement with enclosed wood burning stove. Remaining large full cylinder is locked in cellar.</i>	<i>Fire Evac Drill overdue, particularly for Worship Area on Sunday afternoon.</i>	<i>GW</i>	<i>ASAP</i>	
<i>Fire Extinguishers &amp; Notices</i>	<i>All users</i>	<i>Continuous monitoring to ensure all in place and visible. Extinguishers checked have current certification.</i>	<i>Continuous reminder of obligation of all to know procedure in event of fire, and check extinguishers are not hidden or moved.</i>	<i>all</i>		
<i>Fire Routes &amp; Exits</i>	<i>All users</i>	<i>Continuous monitoring to ensure exits routes clear And unencumbered.</i>	<i>Await building work to install fire exit door and stairway to kitchen. Urgent.</i>	<i>GW &amp; others</i>	<i>ASAP</i>	
<i>CO Risk</i>	<i>All users and visitors.</i>	<i>CO Monitors tested 13/3/19.</i>				
<i>Asbestos</i>	<i>Kitchen sink cupboard. Outside toilet cistern. Roof tiles to 'lean-to' cellar</i>	<i>Monitoring that items are secure, undisturbed.</i>	<i>Items should be removed at next opportunity.</i>	<i>GW</i>	<i>ASAP</i>	
<i>General electrical safety</i>	<i>Electrically generated fire.</i>	<i>PA Testing is current. Circuit testing certification is current.</i>	<i>No, apart from rewiring of Worship Area lighting.</i>	<i>GW</i>	<i>ASAP</i>	
<i>Slips &amp; Trips, etc.</i>	<i>All Quiet Garden users and visitors; walkers using public footpath to SW boundary from falling timber. Tripping or slipping on uneven or slimy surfaces.</i>	<i>Dead/ diseased/ damaged timber removed. Monitoring trees overhanging Public Footpath. Algal growth and mud on concrete cleaned regularly.</i>	<i>Further felling needed: at least 2 trees may fall in strong wind. Proposed All-Ability path should include non-slip surface.</i>	<i>GW</i>	<i>ASAP</i>	