

# QUEENSWAY CHAPEL HEALTH & SAFETY POLICY

Our overall Health and Safety policy is:

- to provide adequate control of the health and safety risks arising from our activities.
- to consult with our employees and volunteers on matters affecting their health and safety.
- to provide and maintain safe plant and equipment.
- to ensure safe handling and use of substances.
- to provide information, instruction and supervision for employees and volunteers.
- to ensure all employees and volunteers are competent to do their tasks, and to give them adequate training.
- to prevent accidents and cases of work related ill health.
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Original adoption of this policy: July 2016

Last reviewed in March 2023

## 1. Responsibilities

- 1 Overall and final responsibility for health and safety is that of the Trustees.
- 2 Day to day responsibility for ensuring this policy is put into practice is delegated to the Stewards.
- 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas.

Name	Responsibility
Administrator. (Currently Rob Lloyd)	Health and Safety Officer (HSO)
Steward (Currently Jim Wilson)	Health and Safety Assessor (HSA)
Activity leaders	Activities & equipment specific to a session

- 4 All employees and volunteers must:
  - cooperate with activity leaders on Health and Safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person as detailed in (3) above.

## 2. Health and safety risks arising from our activities.

- 5 Any damage which poses a health and safety risk must be reported to the HSO and recorded in the local maintenance log as follows:
  - Queensway Chapel - in the file in the corridor next to the kitchen
  - Queensway Hall – in the file in the bar kitchen.
- 6 Risk assessments shall be completed by those listed in (3) and will be passed to the HSO for approval. Records shall be kept in the Chapel Office. A suggested format for these assessments is provided in the Risk Assessment Template QWC04xxxx
- 7 Action required to remove/control risks will be approved by the Stewards unless the cost needs to be approved by the Leadership Team.
- 8 The HSO will be responsible for ensuring the action required is implemented.
9. Review intervals will be agreed with each activity as appropriate or when the activity changes whichever is the soonest.

## 3. Consultation

- 10 The HSO will consult with activity leaders and assist in preparing risk assessments and checking equipment .

## 4. Safe Plant and equipment

- 11 HSO, HSA and Stewards will be responsible for identifying all equipment/plant needing maintenance.- These will be listed and tracked .

Examples include, industrial dishwashers, Heating boilers, coffee machines requiring de-scaling etc.

- 12 HSO will be responsible for ensuring effective maintenance procedures are drawn up.
- 13 Any problems found with plant/equipment shall be reported to the HSA using the maintenance file or directly if there is an immediate risk.
- 14 HSO will check that new plant and equipment meets health and safety standards before it is purchased. All new or second items shall be CE marked and mains items shall have been PAT tested if more than a year old.

## **5. Safe handling and use of substances**

- 15 HSO will be responsible for listing harmful chemicals (COSHH) used in the two buildings.
- 16 HSO will be responsible for planning safe control of harmful chemicals.
- 17 HSO and HSA will be responsible for ensuring that all relevant employees and volunteers are informed about the COSHH assessments.
- 18 HSO will check that new substances can be used safely before they are purchased.- Care will be exercised to ensure that non approved substances are removed.

## **6. Information, Instruction, and supervision**

- 19 Health and Safety Law posters are displayed in the resources room of Queensway Chapel and in the office of Queensway Hall.
- 20 Health and safety advice is distributed through activity leaders.
- 21 Supervision of new workers and volunteers will be arranged/undertaken/monitored by HSO.
- 22 Activity leaders are responsible for ensuring that our employees and volunteers working at locations under the control of other employers are given relevant health and safety information.

## **7. Competency for Tasks and Training**

- 23 Induction training will be provided for all employees and volunteers by the activity leaders. This must especially address use of special equipment - e.g. the industrial dishwashers.
- 24 Hygiene of Food handling will be the responsibility of HSO but the day to day operating of food handling may be delegated to the relevant activity leaders. (See Food Hygiene Policy QWC18. (In preparation))
- 24a The monitoring of date codes and out of date food will be the responsibility of the HSA along with the relevant activity leaders. It is vital that all foods are checked before use. Items purchased for a specific activity e.g. Christmas or Easter should be checked and disposed of if they are unlikely to be used in a timely manner.
- 25 Training records will be kept in the office.
- 26 Appropriate Training will be identified, arranged, and monitored by activity leaders.

## **8. Accidents, First Aid, and Work-related ill health.**

- 27 First Aid boxes are kept in the upper Right Hand cupboard on entering Queensway Chapel kitchen and on the shelves in the small kitchen at Queensway Hall.
- 28 A list of First Aiders will be kept in the offices in the Chapel and in Queensway Hall.
- 29 All accidents and cases of work related ill health are to be recorded in the accident books which are kept with the First Aid boxes.
- 30 HSO is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority (HSE, local authority).

## **9. Monitoring**

- 31 To check our working conditions and ensure that our safe working practices are being followed, HSO will report to the Leadership Team.
- 32 The Leadership Team will appoint a person to investigate accidents.
- 33 HSO is responsible for acting on investigation findings to prevent a reoccurrence.
- 34 HSO will prepare a written report annually in respect of any major breach of H & S practice.

## **10. Emergency procedures – fire and evacuation**

- 35 HSO and HSA are responsible for ensuring the fire risk assessment is undertaken and implemented.
- 36. Escape routes are checked by activity leaders before each session.
- 37. Fire extinguishers are maintained and checked annually by Prestige Fire Protection Ltd..
- 38. Emergency evacuation procedures must be planned and practiced by each activity and monitored by the Health and Safety Officer.

## **11. Lone Working (Maintenance)**

- 39 No potentially risky or dangerous work should be undertaken by a lone individual - The HSO should be made aware of any potential work and make sure that cover is provided.
- 40 Any task that requires access to mains electricity shall only be undertaken by a competent person and shall not be done without a second person present.
- 41 Any task that requires use of ladders or tower shall not be undertaken by a lone worker.

## 12. Health and Safety Responsibilities (Policy order)

Policy Statement	Responsibility of ...	Notes
Provide adequate control of the health and safety risks arising from our activities	Activity leaders HSO	Risk assessments (6& 7) Clear procedures (8) Monitoring (31)
Consult with our employees and volunteers on matters affecting their health and safety	HSO with activity leaders	Consultation (10)
Provide and maintain safe plant and equipment	Everyone HSA HSO	Reporting faults (5, 13) with Stewards (7, 11,12) Check completion (8,14)
Ensure safe handling and use of substances	HSO HSA	Identify risk (15, 18) Awareness (16, 17)
Provide information, instruction and supervision for employees and volunteers	HSA  Line managers Activity leaders	H & S Posters (19) Food handling (24a) H & S information (20) H & S information (20,22) Lone working (39,40,41)
Ensure all employees and volunteers are competent to do their tasks, and to give them adequate training	HSO Activity leaders	Overall supervision (21, 25) Induction, training (23, 26)
Prevent accidents and cases of work-related ill health	HSO, HSA, Activity leaders Stewards All HSO HSO, HSA Stewards, Activity leaders	Risk assessments (6) First Aid kits (27) Record incidents (29) Report serious cases (30) Fire procedure (35,37,38) Check escape routes (36)
Maintain safe and healthy working conditions	HSO LT HSO HSO	List of First Aiders (28) Appoint investigator (32) Implement findings (33) Annual report (34)
Review and revise this policy as necessary at regular intervals	Trustees	in consultation with HSO, HSA

### 13. Health and Safety Responsibilities (by person or group)

Person	Para	Responsible for
HSO	9 10 15, 18 8, 14 21, 25 28 30, 31, 33 35, 37, 38 34  24 39	Overall control through clear procedure Consultation on H & S Identify risks (plant, equipment) Check repairs. Overview of training First Aid Overall control of risk assessment Fire safety (Procedure with LT, Trustees) Annual report to trustees of breaches of practice Food Handling. Lone working management
HSA	7, 11, 12 16, 17 19 31  35, 37, 38	Safe plant and equipment COSHH awareness H & S Posters Risk assessments (especially relating to fabric of building) Fire procedure
Activity Leaders	6 10 14  20, 22 23, 26 6 35	Risk assessments Consultation on H & S Check safety issues of new purchases with HSO. Provide H & S information. Induction and training Risk assessments Check fire escape routes
Stewards	7, 11, 12 36 27	maintain safe plant and equipment. Check fire escape routes. First Aid kits
ALL	5, 13	report faults. Be aware; work safely.
Leadership Team	32	Appoint investigator if there is a serious incident. Review Policy
Trustees		Review Policy

END.

#### Version 3.1. Updates

Lone working clarifies - section. 11 - para 38/39/40

Food hygiene updated – new policy referred to – food date management - para 24/24a.