



Hammersmith Christian Fellowship

Health, Safety and Welfare Policy

March 2021

Hammersmith Christian Fellowship

Health, Safety and Welfare Policy Statement

1. Aim

Hammersmith Christian Fellowship (hereinafter referred to as HCF), believe that the prevention of accidents involving personal injury or damage to property and the welfare of its employee, volunteers, members, children and young persons' in our care and other who may be affected by our activities is essential to the successful operation of our church fellowship, and we regards health, safety and the welfare of everyone who enters our building as paramount.

Therefore, through this statement of intent HCF will do all that is reasonably practicable to ensure the health, safety and welfare of all who enter our building by provision of the necessary organisation, training, supervision and safe equipment.¹

It is the policy of HCF to comply with the terms of the Health and Safety at Work Etc., Act 1974 and with subordinate health and safety regulations taking into account current Health and Safety Executive guidelines.

HCF will, so as far as is reasonably practicable, provide:

- A safe place of worship and fellowship, with safe means of access and egress
- A safe environment with safe tools, plant, equipment and safe systems of work
- Safe use, handling, storage and transportation of articles and substances.
- Instruction and training to all church members and volunteers in known safety hazards, safe systems of working and the use of any safety equipment provided.

In addition, HCF will:

- Provide an organisation structure that ensures that this Health Safety and Welfare Policy will be implemented in full and updated as appropriate.
- Ensure there is effective communication with regard to the implementation of this Health Safety and Welfare Policy.
- Assess all significant risks to its volunteers and others to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.
- Strive for continuous improvement through regular monitoring of this Health Safety and Welfare Policy.
- Bring this statement to the attention of all members and any other person who may be affected by HCF's undertaking.

Member of the Leadership Team	
Signature and Date	

¹ Appendix 1 Risk Assessment Policy

2. Health and Safety Management Organisation

The overall and final responsibility for the management of health and safety rests with **The Leadership Team**. They are responsible for:

- Ensuring only competent people are appointed to assist HCF in its statutory duties.
- Ensuring that this Health, Safety and Welfare Policy is implemented in full within all premises occupied by HCF and that its contents and philosophy are understood at all levels.
- Ensuring the development of a positive health and safety culture within HCF.
- Ensuring that adequate time and resources are allocated by HCF to health, safety, and welfare issues.
- Ensuring HCF's premises and practices comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health, safety, and welfare regulations.
- Ensuring that all accidents and incidents are recorded and investigated.²
- Reviewing the standards of performance of health safety and welfare in HCF, establishing any programs deemed necessary for improvement.

2.1 The Responsibility of the Leadership Team - The Leadership Team are charged with the day-to-day responsibility for the co-ordination and implementation of the Health, Safety and Welfare Policy.

They have the following responsibilities for the premises for which they have operational responsibility: Implementation of the requirements of this Health, Safety and Welfare Policy.

Ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable.

Ensuring that all equipment is maintained in a safe condition and receives regular inspection, testing and/or servicing as required.

Ensuring there is adequate supervision of all church members and volunteers, to ensure that all safe working practices are adhered to.

Ensuring the health and safety of contractors and visitors and that any contractor or visitor adhere to any laid down safe working practices.

Recording, investigating, and reporting internally any accidents or safety related incidents involving volunteers, members or visitors to the church.

Ensuring that only authorized hazardous substances are purchased and used within the premises.

Ensuring that all hazardous substances are stored correctly, only used for the correct application and that church members and volunteers, adhere to the safe working practices.

Ensuring that appropriate Personal Protective Equipment (PPE) is ordered, available, used, stored, and maintained in good condition.

Ensuring any designated fire doors remain closed and that fire exit routes are not blocked or used for storage.

² Accident book is located in the church office

Ensuring that any work at height activity is adequately assessed and supervised.

Ensuring that adequate first-aid supplies and fire precautions are maintained including any requirements for testing the equipment.

Ensuring all new church members and volunteers receive appropriate induction and ongoing training and that training records are kept up to date.

Deacons shall give report at the bi-monthly Leaders' Meetings any hazard or defect affecting health, safety or welfare that in their view is unsafe and they cannot rectify; unless urgency requires immediate attention.

Ensuring that all tables and chairs are always correctly stacked and securely stored.

2.2 The responsibility of Church Members and Volunteers – i.e. every person serving in the church

The responsibilities of church members and volunteers are:

- Familiarize themselves with the contents of the Health Safety and Welfare Policy and the arrangements for its implementation and at all times conform to them.
- Observe safety standards and procedures at all times whilst engaged on their allocated duties and conduct them in a safe manner in order that they or other persons are not put at risk.
- Ensure that no small or sharp object is put into the equipment boxes used by the Toddler Group.
- Ensure that the hall carpet is kept clean, and vacuumed after use, to prevent young children from picking up craft objects which could so easily be put in their mouths.
- Undertake and follow relevant health, safety and welfare training provided.
- Report to the Leadership Team or other relevant lead person, all incidents and accidents whether it involves members, volunteers, equipment, property or other persons and whether or not a person has been injured and will assist as necessary in the investigation of accidents or dangerous occurrences.
- Report to the Leadership Team or other relevant person any hazard or defect affecting health, safety or welfare that in their view is unsafe.
- Assist in the maintenance of good housekeeping standards.
- Wear, use, maintain and store protective clothing and equipment (PPE) in accordance with the information, instruction and training provided.
- Not use equipment or tools for which they have not been authorized.
- Not bring any personal items of electrical equipment onto the premises other than battery operated items unless it has been inspected and tested by a competent person.
- Use, handle and store hazardous substances in the prescribed manner and in accordance with the information, instruction and training provided.

- Co-operate in order that any legal requirement or obligation imposed by health and safety legislation may be complied with and to properly use the facilities and equipment provided for your health, safety and welfare and not to intentionally or recklessly interfere with them.
- must not wilfully and without reasonable cause, do anything likely to endanger themselves or others.

2.3 Contractors - All contractors are required to report to a member of the Leadership Team.

All contractors are to be accompanied whilst on the premises or directed as appropriate by a responsible member of the church.

All contractors are to be provided with appropriate information about hazards they may encounter whilst on the premises and the emergency procedures in the event of a fire or accident.

All contractors are not allowed to bring any equipment, plant, or tools onto the premises without appropriate evidence of its safety.

All contractors are not allowed to use any HCF equipment unless trained and authorized to do so.

All accidents and incidents are to be reported to the person responsible for them.

All contractors are required to provide suitable and sufficient Risk Assessments and Safe Systems of Work. All contractors' employees are required to follow the Safe Systems of Work covering the activities they are contracted to undertake including the use of any personal protective equipment (PPE) specified in the Risk Assessment.

No contractor shall undertake any hot work involving a naked flame or producing heat and/or sparks without the issue of a Permit to Work. This includes, but is not limited to: brazing, burning, cutting, grinding, soldering and torch applied roofing.

No contractor shall undertake any live work on electrical systems without first having completed a Risk Assessment to determine it is reasonable to work live and a Permit to Work issued.

No contractor shall undertake any work on a roof or enter a confined space without the issue of a Permit to Work.

2.4 Lettings - Any individual or group hiring the church hall / halls and kitchen are advised that they must take out their own public liability insurance. HCF accept no liability for any Health and Safety issues unless they are directly associated with the fabric of the building.

3. Health & Safety Policy Arrangements

Planning and the Management of Health, Safety and Welfare

The management of the health and safety risk arising out of our activities will be based upon risk assessment.

The findings of individual risk assessments will be recorded by the Leadership Team. The Leadership Team is responsible for ensuring the control measures necessary to remove or reduce risks to health or safety are fully implemented.

Risk assessments are to be reviewed annually or whenever the conditions of work, community activities or other relevant circumstances change.

The church building and environment will be continuously monitored by the Leadership Team which is responsible for ensuring any hazards, defects or other matters of concern are rectified.

Any defects or matters of concern raised will be reported to the Leadership Team for appropriate corrective action to be taken.

The Health, Safety and Welfare Policy will be reviewed by the Leadership Team annually or whenever there is a substantial change in the building or environment.

The Leadership Team will establish priorities for any necessary remedial measures that may from time to time be identified through the processes of monitoring and review.

3.1 Consultation with Volunteers - HCF will consult with church members and volunteers on matters that affect their health and safety as they serve in the church. This includes the introduction of anything that may substantially affect health and safety; risks identified through risk assessment and the measures taken to reduce those risks; the health and safety implications of any new technology introduced into the church building and the planning and organizing of health and safety training.

Consultation will be undertaken through church meetings or other suitable means that will be arranged from time to time as required.

3.2 Information, Instruction and Training - Comprehensible and relevant information will be provided on risks to health or safety identified through risk assessments and the preventative and protective measures taken to control them. The Health and Safety Law poster is displayed on the notice board in the church office.

Induction training for new church members and volunteers will be undertaken and all will be made aware of:

- What to do in an emergency situation - fire for example
- Where and from whom they may obtain first-aid assistance
- The risks assessments and the control measures in place;
- Where to go and who to ask for advice and assistance generally.

The training needs of all church members and volunteers will be assessed against all identified activities and suitable training will be undertaken internally or provided by external training providers.

3.3 Contractors -Contractors will not be allowed to commence work other than emergency repairs without first having provided risk assessments and/or safe systems of work. If contractors are to undertake any hazardous activities, including work involving the application of heat, on electrical systems, at height or in a confined space their operations are to be subject to a Permit to Work.

The procedures and precautions to be observed by the contractors are to be approved in advance by a member of the Leadership Team who is responsible for authorising all proposed contractors' operations.

No contractor or visitor is permitted to smoke anywhere inside the building.

4. Health & Safety Policy Implementation

4.1 Emergency Procedures in the Event of a Fire

HCF's primary concern is the safety of all our members, volunteers, children, and other persons however the preservation of property is complementary and we recognize that our mission to serve God, each other and the local community can be seriously impaired following loss or damage to property.

HCF recognizes the primary tool in this process is the regular completion of a fire risk assessment which will be undertaken by a competent person.

HCF will endeavour to comply with the general requirements of good fire protection. This includes the provision of a suitable means of raising the alarm, suitable fire exit routes and appropriate signage.

All fire equipment will be maintained by competent contractors and all fire alarms and emergency lights will be tested monthly by a member of the Leadership Team.

HCF will ensure all members and volunteers receive appropriate fire training and that regular evacuation drills are undertaken and recorded.

4.2 General Procedures in the Event of a Fire:-

Any person discovering a fire should: -

- Immediately raise the alarm by activating one of the call points in the church building.
- Ensure that the Fire Brigade is called immediately by dialling 999 and give the full postal address of the premises:
- Hammersmith Christian Fellowship, Dalling Road W60EU.
- Direct everyone in the area away from the fire and towards the nearest available fire exit.

On hearing the alarm, everyone is to evacuate by the nearest available fire exit. In exiting:-

- Do not - delay your evacuation to collect coats or personal belongings.
- Please - close all doors behind you as you leave the building.

Only attempt to fight the fire with a fire extinguisher if:-

- You have raised the alarm first.
- You have received training and are certain you know you have selected the correct type of extinguisher and you know how to use it.
- The fire is small and you can tackle it safely without risk to yourself or others.
- Your exit route is within easy reach and you are not in danger of becoming engulfed by the fire.

After evacuation, all persons are required to assemble at the designated assembly point in Furber Street. No one is to re-enter the building until the fire brigade say it is safe to do so.

Contractors and Visitors – All church members and volunteers are responsible to ensure that any contractor or visitor is aware of these procedures and ensure they evacuate when the fire alarm sounds.

A detailed fire evacuation plan is available in the foyer.

4.3 Accidents, Ill Health and First-aid - HCF will ensure an adequate number of trained first-aiders and first-aid equipment is provided.

The first aiders are responsible for taking charge of any person who may suffer injury or illness and administer first-aid in accordance with their training. If necessary, the emergency services are to be summoned by any person present at the scene of the accident or illness.

The first-aid boxes are inspected monthly and are replenished as necessary by a member of the Leadership Team.

All accidents and cases of ill health in the building to be notified immediately to a member of the Leadership Team.

All accidents are to be recorded in the accident book, located beside the First Aid box in the church office.

A member of the Leadership Team will investigate all incidents, accidents and near misses.

4.4 IN THE EVENT OF A SERIOUS ACCIDENT TO A PERSON ON THE CHURCH PREMISES

- Make the person comfortable
- Keep them immobilized
- Telephone the emergency services
- Report the incident to a member of the Leadership Team
- Follow Accident procedure
- Inform the person's next of kin should the accident require hospitalization
- Pass the details of his/her location to the next of kin.
- A member of the church will accompany the person to the hospital unless their relative is present.
- Complete detail of accident in the accident book.

4.5 Aggression and Violence - HCF is committed to ensuring church members, volunteers and visitors are not abused, threatened, or assaulted by anyone in the church building or whilst on church business. We have a zero-tolerance policy to violence or abusive behaviour and will do everything we can to prevent name calling, bullying, harassment, being ignored or violent incidents.

All church members and volunteers have a personal responsibility for their own behaviour.

All cases of aggression and violence and or unacceptable behaviour may result in a person being asked to leave the premises. If the person concerned is a minor, they will either be escorted home, or their parent / guardian will be contacted and asked to collect them from the church building. Minors **MUST NEVER** be sent home alone as they are under the care of the church leaders for the allotted time of the activity.

All cases will be reviewed, and recommendations put into effect to prevent recurrence.

4.6 Alcohol and Drugs - HCF is committed to providing a safe and healthy environment for fun, food and fellowship and a place of worship. We recognise that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationship with others at the church.

This policy, which applies to everyone who enters the building, aims to:

- Promote the health and well-being and to minimise problems arising from the effects of alcohol or drugs.
- Identify persons with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer support to all persons known to have alcohol or drug related problems.
- Consuming alcohol and taking of drugs on the church premises is prohibited and forbidden by the church insurance policy.

4.7 Asbestos - There is no known asbestos on the church premises.

4.8 Broken Bottles and Glass - It is HCF's policy to ensure that church members volunteers and visitors are not injured whilst handling broken bottles and glass.

Suitable long handled dust pans and brushes are provided; church members and volunteers are instructed never to handle broken bottles or glass with their bare hands.

4.9 Control of Infection - Effective hygiene and cleaning procedures are best practise in reducing the risks of infection. The church has cleaning schedules that are completed regularly.

The responsibility for the management control of infection at Hammersmith Christian Fellowship lies with the Leadership Team.

If the infection relates to the employee or a church member, volunteer and they require a period of isolation away from the church, HCF will facilitate this, including transport home, to their GP or hospital if required.

4.10 Hand Hygiene - Workers must follow good basic hygiene practice at all times including thoroughly washing hands wherever necessary, especially prior to preparing food. Everyone should ensure that wounds or moist skin conditions are covered with waterproof dressings which are available in the first aid box. Blue dressings must be used by those involved in food preparation.

There is a hand wash basin in the kitchen which should only be used for handwashing. Workers should not wash their hands in the main sink in the kitchen.

Sanitation stations are provided at the entrance in the foyer, outside the toilets and at the bottom of the back stairs by the emergency exit.

4.11 Universal Infection Control - It is not always possible to identify people who may spread infection to others, therefore the precaution to prevent the spread of infection must be followed at all times. These routine procedures are normally called universal precautions.

All blood and body fluids are potentially infectious, and precautions are necessary to prevent exposure to them. All workers must use latex disposable (or similar) gloves supplied to HCF workers when dealing with blood and body

fluids. Each worker is accountable for their actions and must follow safe practice procedures. Church members and volunteers are advised not to clean up any bodily fluids when helping in a home situation, even if they have gloves available.

4.12 Notifiable diseases - The Public Health Regulations 1988 lists diseases that are notifiable. Some of the more common diseases that must be notified are:

Meningitis/ Scarlet Fever/ Mumps/ Tetanus/ TB/Viral Hepatitis and Whooping Cough.

Any notifiable disease contracted by a member of the church or a young person at HCF must be notified to the Local Health Protection unit.

4.13 Electricity at Work - All reasonably practicable steps will be taken to secure the health and safety of workers who use, operate or maintain electrical equipment. The Leadership Team will ensure that only competent people are permitted to maintain electrical equipment or electrical systems and wherever practicable, electrical equipment and electrical systems will be switched off whenever any maintenance work is required.

A member of the Leadership Team is responsible for ensuring the fixed electrical system is periodically inspected and tested by a competent person and any parts found to be defective will be repair or replaced.

A member of the Leadership Team will ensure that portable electrical equipment is periodically inspected and tested by a competent person and any equipment found to be defective will be withdrawn from use for repair or disposal.

All electrical equipment is visually inspected periodically by a member of the Leadership Team.

4.14 Gas Equipment - HCF recognises the risk associated with the failure of gas equipment.

A member of the Leadership Team is responsible for ensuring all gas equipment is maintained in a safe condition appropriate for its use and it is periodically inspected and tested by a **Gas Safe** registered contractor and should any parts found to be defective they will ensure it is not used until repaired or replaced.

A member of the Leadership Team is responsible for ensuring all gas equipment has up to date inspection certificates and will ensure any gas equipment without a valid certificate is withdrawn from use immediately until inspected by a competent person.

Carbon monoxide monitors will be provided at the church and tested regularly.

4.15 Hazardous Substances - HCF acknowledge that no substance can be considered completely safe and therefore everything reasonably practicable will be done to ensure that church members, volunteers and other visitors are not exposed to substances potentially hazardous to their health.

A suitable and sufficient Risk Assessments will be undertaken by a member of the Leadership Team and appropriate precautionary control measures put into effect including secure storage and safe use.

A member of the Leadership Team will make relevant details available to workers regarding what precautionary control measures are needed.

4.17 Housekeeping - Poor standards of housekeeping often cause 'slips, trips or falls' and are consequently one of the most common causes of accident and injury.

HCF recognises the need to ensure that good standards of housekeeping are achieved and maintained at all times and everybody is responsible for ensuring that all areas of the premises are kept free of slip, trip and fall hazards and a policy of 'clean-up as you go' will always be the preferred option.

HCF acknowledges that it has a duty to ensure that a safe means of access and egress shall be maintained at all times.

A member of the Leadership Team will ensure that all internal and external floors shall be maintained to avoid slips, trips and falls and to report any defects to the rest of the team which they cannot rectify themselves.

4.18 Legionella - HCF recognizes the risk associated the growth of legionella and an assessment will be undertaken which will include:

- Identifying whether there are conditions present that will encourage bacteria growth and multiplication including the growth of legionella.
- Identifying the hot and cold-water temperatures throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45°C.
- All areas or services capable of releasing an aerosol will be identified and where necessary measures put in place to control the risks.
- Regular clearing and cleaning of the fridge and freezer to ensure that no 'out of date' food is present.

4.19 Lighting - HCF regards the provision of a safe and well-lit environment as fundamental to health, safety and wellbeing of our employee, church members, volunteers and all visitors. Reasonable steps will be taken to ensure that lighting is adequate at all times.

A member of the Leadership Team undertakes a monthly inspection of the premises.

4.20 Manual Handling - Statistics show that poor manual handling is also one of the most common causes of injury and these injuries often have long term effects.

HCF policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide appropriate guidance to our church members, and volunteers on the measures that should be taken to ensure safe lifting and carrying.

Risk Assessments of the manual handling and lifting tasks deemed to be hazardous will be undertaken by a member of the Leadership Team.

All workers will be provided with appropriate information, instruction, and training to enable them to carry out manual handling tasks without injury to themselves.

Only two chairs should be carried at a time; two persons should lift the tables. Only assigned persons should lift the Toddler Equipment from storage.

5. Monitoring of Health and Safety Management Systems and Provisions

Risk control systems and workplace conditions will be monitored by a member of the Leadership Team.

Workers are encouraged to report any defects or other matters of concern to a member of the Leadership Team.

Any defects or matters of concern arising out of the audits / assessments and reviews will be reported to a member of the Leadership Team immediately for appropriate corrective action to be taken, if within their capabilities.

5.1 Outside areas

HCF accepts responsibility for the safety of everyone anywhere on our premises and this includes paths, lawns and steps.

Members are required to report any hazard, such as cracked or uneven surfaces, slippery surfaces from ice, snow or leaves to a member of the Leadership Team so that appropriate action can be taken.

A member of the Leadership Team will ensure all external walkways remain safe to walk on and will maintain appropriate supplies of gritting agents during the course of the winter months.

Yellow lines will be kept bright to show the location of steps outside the church building.

5.2 Smoking - HCF is committed to complying with 'No Smoking' legislation and provide a safe and comfortable smoke free environment. Smoking is strictly prohibited.

5.3 Stepladders - Falling off stepladders is a common cause of accidents, and HCF will take particular care to ensure that they are suitable for the task.

Assessments of activities that involve the use of stepladders will be undertaken by a member of the Leadership Team to determine they are the most appropriate type of equipment. N.B. to reach the lighting upstairs, scaffolding may be necessary.

A member of the Leadership Team will ensure that stepladders are properly constructed and inspected regularly.

HCF will provide volunteers with instruction, training, and other information on how to use stepladders safely.

A person must never climb a stepladder without another person present at the base of the ladder.

5.4 Stress - HCF recognises that stress is a health and safety issue and acknowledges the importance of identifying and reducing stressors.

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

HCF will identify all 'workplace' stressors and a member of the Leadership Team will conduct risk assessments to eliminate stress or control the risks from stress.

5.5 Working Alone - Where church members, and volunteers are required to work alone, we will ensure that, so far as is reasonably practicable, steps are taken to protect their safety and health.³

A member of the Leadership Team will assess the hazards and risks associated with lone workers and take steps to minimise them so far as is reasonably practicable.

In particular we will ensure that communication is established with lone workers appropriate to the circumstances.

5.6 Church Equipment - HCF will take all reasonable steps to protect the health and safety of our church members and volunteers when using equipment.

In particular a member of the Leadership Team will ensure that:

- . Any new equipment we may purchase, is specified, designed and supplied to us in accordance with the appropriate standards and is CE marked.
- . All equipment will be maintained in accordance with the manufacturers' recommendations.
- . A member of the Leadership Team will ensure all equipment on the premises is safe to use.

5.7 Young Persons (as a volunteer) - It is HCF's policy for a Risk Assessment to be undertaken by a member of the Leadership Team before a young person (between the ages of 16 and 18) is used as a volunteer, to ensure any risks are identified and addressed.

In particular the assessment will take into account:

- . The inexperience and immaturity of the young person.
- . Their lack of awareness of risks to their health & safety.
- . The type of equipment they will be required to use.
- . Any hazardous substances they may be exposed to.

HCF is aware of the Statutory Restrictions imposed upon voluntary work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training, and supervision required to enable them to work safely.

5.8 Community Visiting - We are committed to and recognize the need for Risk Assessment as we visit homes in the community.

³ See Lone Worker Policy