



HEALTH AND SAFETY POLICY

May 2019

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Health and Safety Policy for Eastgate (Kent) Limited

Address: **Eastgate, 141 Springhead Parkway, Northfleet, Gravesend, Kent**

Postcode: **DA11 8AD**

Date: **1st May 2019**

Review date: **1st May 2019**

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

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your cooperation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

A 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 members of the congregation, contractors, visitors and others who may visit Eastgate.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

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 all meetings of the Trustees of Eastgate (Kent) Limited. The building manager and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed

Director/Trustee of Eastgate (Kent) Ltd

Date 1st May 2019

Review date 1st May 2019

B Organisation and responsibilities

Joint Responsibility of the Church Elder/Building Manager

Overall responsibility for health and safety is that of the Building Manager/Director of Eastgate, Liz Smallwood/David Stevens 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 other personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

Responsibility of the Trustees

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary. The trustee specifically responsible for this is David Stevens.

Responsibility of the Health and Safety Officer

The building manager, Liz Smallwood, carries the responsibility for the day to day implementation of the arrangements outlined in this policy.

The responsibility of the health and safety officer shall be to:

1. be familiar with health and safety regulations as far as they concern Eastgate
2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure, so far as is reasonably practicable, that safe systems of work are in place
4. ensure Eastgate is kept clean and tidy
5. ensure the outside area is properly maintained including the trees, and that grass is kept cut
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate firefighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed

Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to cooperate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on Eastgate business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

Responsible persons

The following are responsible for safety in particular areas:

Activity	Name/position
1. Accident book/reporting	Liz Smallwood/Building Manager
2. Fire extinguishers	Liz Smallwood/Building Manager
Emergency evacuation	Liz Smallwood/Building Manager
3. Portable electrical appliances	Bob Ashford/member
4. Fixed electrical system	MS Electrical Services
5. Gas equipment	Total Building Services (M&E) Limited
6. Hazardous substances	General cleaning products – Sharon Cheeseman/Cleaner
7. Plant and machinery	Total Building Services (M&E) Limited
8. Condition of floors and stairs	Liz Smallwood/Building Manager
9. Light bulb changing	Liz Smallwood/Building Manager
10. Working at high levels	Liz Smallwood/Building Manager
11. Food preparation	Dean Thatcher/Café Manager
12. Kitchen cleaning products	Dean Thatcher/Café Manager
13. Manual handling	Liz Smallwood/Building Manager
14. Display screen equipment	David Joslin /IT Manager
15. Building defects/glazing	Liz Smallwood/Building Manager
16. Child protection	Helen Matthews/Safeguarding Officer
17. Lone working	Liz Smallwood/Building Manager
18. Contractors	Liz Smallwood/Building Manager
19. Audio Visual	Anthony Warren/AV Manager
20. Health and safety training	Liz Smallwood/Building Manager

C Arrangements (implementation of the policy)

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.

1. ACCIDENTS AND FIRST AID

First aid boxes are maintained by Trish Wilson and are located on the ground floor, outside the management suite and in the auditorium, on the wall of AV cupboard.

All accidents and incidents should be entered in the accident book or on an accident report form and if appropriate our insurers advised. The accident book for church use is located with the First Aid Box on the ground floor, outside management suite. Hirers of the building must report all accidents involving injury to the public to the caretaker or the building manager as soon as possible and complete the relevant section in Eastgate's accident book located in the management office. The accident books and accident records are reviewed on a quarterly basis.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (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 three days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508 #
- accidents involving the injured person losing more than three consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within ten days on form F2508
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a

written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculoskeletal disorders.

Reporting

To report any injuries, accidents or diseases call the Incident Contact Centre and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. The ICC Consultant will ask a few questions and take down appropriate details. Your report will be passed on to the relevant enforcing authority and you will be sent a copy of the information recorded which you can file – this meets the RIDDOR requirement to keep records of all reportable incidents.

You can also send reports by post or email. www.riddor.gov.uk

Tel. 0845 300 9923 Fax. 0845 300 9924

Email: riddor@connaught.plc.uk Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2. FIRE SAFETY

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- an assessment of the fire risks at Eastgate and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- a check that a fire can be detected in a reasonable time and that people can be warned
- a check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- to provide reasonable firefighting equipment
- a check that those in the building know what to do if there is a fire
- a regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company
- a no smoking policy within the building - a smoking area is available on the left side of the building as you face the front door, cigarettes are to be fully extinguished after use and

disposed of in the bin provided

- a no naked flames policy within the building – the only exception to this is birthday cake candles which are not to be left unattended and extinguished soon after lighting.

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Ground Floor – 6 litre Water or 2 Kg Co2 next to every Emergency Exit.

Auditorium – 6 litre Foam next to every Emergency Exit.

Auditorium - 2 Kg Co2 on AV cupboard wall.

Plant Rooms – East 2 Kg Powder. West 2KG Powder.

Boiler Room – 6 Kg Powder.

The extinguishers noted are checked every month by the responsible person to ensure that they are still in place and have not been discharged.

There is also a fire blanket in the Eastgate Coffee Shop kitchen.

All the equipment listed above is checked annually by Extinguere Ltd.

2.2 Fire alarm system

Maintenance by Network Security Systems.

All call points checked by-monthly.

Emergency lighting checked by-monthly.

Refuge intercom system check bi-monthly.

2.3 Evacuation drills

A fire evacuation drill will be carried out at least once a year.

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

2.4 If you discover a fire (no matter how small)

Fire action - General

If you discover a fire, operate the nearest fire alarm activation point.

Call the fire brigade by phoning 999 or 112.

Fight the fire if safe & trained to do so.

Leave the building by the nearest exit

Report to your assembly point on the opposite side of the road adjacent to the front doors of Eastgate.

Do not stop to collect belongings

Do not use the lift.

Do not re-enter the building until told to do so.

2.5 Evacuation procedure

In the event of a fire, the fire alarm sounding or another emergency:

For large services and concerts, where the auditorium is being used our procedures for stewarding/evacuation are as follows:

The fire marshal phones fire brigade and remains by the fire control panel in the entrance vestibule.

The stewards go to the top of their allotted staircases and ensure that the congregation leave the building in an orderly manner and reminding them to follow the assembly point signs.

If there is a disabled person in the refuge, ask for help from one of the other stewards or a church member to get them down the stairs, (once the stairs are clear) and then to the assembly area.

The stewards check that the toilets are clear, the fire doors are closed at the top and bottom of their stairwells.

They then check that the corridors, the rooms/toilets at the bottom of their stairwells and café area are clear of people, then report to the Fire Marshal at the main entrance.

The Fire Marshal sends a stewarding team member to the children's assembly area to check with the leaders that they have no one missing and then returns to report to the Fire Marshal.

The remainder of the stewarding team are to direct and assist people to assembly area and then keep Springhead Parkway clear.

The Fire Marshal liaises with the fire brigade when they arrive on site and give report.

Note: the following is a suggested evacuation plan.

1. All designated fire doors must be unlocked before the service/event commences
2. A check must be made that all doors are clear of any obstructions
3. Trained stewards must be allotted to escape staircases in the auditorium
4. In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the person in charge on the service/event

5. People will assemble at the assembly point opposite the building
6. The emergency services will be contacted immediately by a nominated person using the telephone located in the Management Suite
7. If there is no telephone available in the immediate vicinity, a mobile phone will be held by Fire Marshall

3. PORTABLE ELECTRICAL APPLIANCES

- a) A list of all our portable electrical appliances is maintained by the responsible person.
- b) Every Quarter - plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to Liz Smallwood for action.
- c) Every Year - all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.
- d) All electrical equipment brought in to be used on the premises should be tested by the approved person and entered in the electrical equipment record. If it is not practical to do this the equipment should be checked by the building manager to make sure it is safe to use. If the equipment is to remain on the premises it should be tested by the approved person as soon as possible.
- e) 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:
 - a) Visually check all electrical equipment before use
 - b) Report all faults immediately to the responsible person
 - c) Do not attempt to use or repair faulty equipment
- f) Electrical equipment should be switched off and disconnected when not in use for long periods.
- g) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. FIXED ELECTRICAL SYSTEM

- a) Every Quarter - a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to Liz Smallwood for action.
- b) Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary

remedial work will be carried out.

- c) At intervals of not more than two and a half years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

5. GAS SAFETY EQUIPMENT

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

6. HAZARDOUS SUBSTANCES

The responsible persons will maintain a list of all hazardous substances used in Eastgate. Currently the only substances that fall within this category is cleaning products. A list of products that are used by North Kent Cleaning Services is kept on the door of the Staff Kitchen/Cleaners room. A list of the products used in the café kitchen is kept in that kitchen. Contractors will be responsible for any hazardous substances that they might bring into the building. Where possible, the use of hazardous substances has been eliminated.

Our safety arrangements for any hazardous products (substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment) that are brought into the building are as follows - data sheets or product information provided by the manufacturers will be used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident. The information will be set out along the lines of the example below:

Name of substance:	Liquid floor cleaner 'Flash'
Hazard level:	Low
Storage:	Must be kept in locked room
Protective clothing:	Wear overalls and gloves
Accidents:	If splashed in eyes wash immediately with copious amounts of water.

7. SAFETY OF PLANT AND MACHINERY

- a) Employees and voluntary workers must not operate plant and machinery that they are not trained and authorised to use.
- b) All plant and machinery is to be maintained and operated by external qualified personnel.

8. SLIPS, TRIPS AND FALLS

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the responsible person of

- a) all floors and stairs in Eastgate
- b) the car park area

Any defects will be reported to the building manager who will arrange for repairs or remedial measures to be carried out.

9. LIGHTING

In order to ensure that the building is adequately lit, an inspection will be made every month by the responsible person of all lights in the building. Any bulbs that require replacing will be reported to building manager who will ensure that the bulbs are replaced following appropriate safety procedures.

10. WORKING AT HIGH LEVELS

The following areas are designated as high levels:

Auditorium – Lighting & speakers.

Only the following persons may work at high level:

Approved contractors, volunteers that have completed “Working at heights” training.

11. PREPARATION OF FOOD

- a) We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
- b) We ensure that all food handlers have received adequate supervision, instruction and training.
- c) We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- d) Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
- e) Food stuffs may only be prepared in the kitchen areas.
- f) Only persons who have received appropriate training may prepare and serve foodstuffs to the general public.
- g) We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

12. MANUAL HANDLING – LIFTING, CARRYING AND MOVING LOADS

- a) Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- b) Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys as far as possible.
- c) The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
- d) Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

13. 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. 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 necessary, risk assessments will be carried out by the responsible person.

14. HAZARDOUS BUILDINGS/GLAZING

- a) Our policy is to ensure that our buildings are safe and without risks to 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.
- b) Any defects noted are immediately reported to building manager and the procedures put in hand for repairs.
- c) Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

15. CHILD PROTECTION

All procedures are set out in our Safeguarding Policy. A copy of this policy can be found on our

website at <http://www.nkcc.org.uk/churchlife/children/safeguarding>

A permanent record will be maintained of all accidents involving children.

16. PERSONAL SAFETY/LONE WORKING

In the case of an emergency within the building that requires the urgent/immediate assistance of the Police, there is a panic button situated on the wall by the reception desk above the entry telephone. Press down the button on the top of the unit and the alarm monitoring station will immediately call the Police.

Generally, employees and volunteers should not be in the building on their own. If this is unavoidable you should lock the entrance doors so people cannot get into the building without you knowing. You can still use the fire exit doors if you need to leave the building in an emergency. You must make sure that someone else knows you are in the building, what time you intend to leave and let them know when you actually leave the building.

17. RISK ASSESSMENTS/ACTIVITIES

Risk assessments will be carried out on all areas of the building 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.

A sample Risk Assessment form is set out at Appendix A.

18. CONTRACTORS

Anyone entering the building for the purposes of carrying out work, other than an employee or voluntary worker, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- a) have their own health and safety policy (where required by law) and be able to provide a copy of the same
- b) produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- c) comply with all the requirements of this health and safety policy and cooperate with the building manager in providing a safe place of work and a safe system of operation
- d) where plant and machinery is brought onto the premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- e) contractors may only use subcontractors or persons other than their own direct employees with the express permission of the building manager. However, responsibility will remain with

the contractors

- f) 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. This 'permit to work' will also specify any safety precautions they must undertake.

19. AUDIO VISUAL

Audio visual equipment will be maintained in good working order. Items will be PAT tested according to usage. Equipment will be set up in such a way as to reduce as far as is reasonably practicable the risk of slips, trips and falls.

20. GENERAL INFORMATION

Eastgate's Health and Safety Training Officer is Liz Smallwood.

A copy of the HSE poster 'Health and Safety Law – What You Should Know' is displayed in the information board in the Management Office.

For more information or help on Environmental Health please contact:

Gravesham Borough Council

Civic Centre

Windmill Street

Gravesend

Kent

DA12 1AU

Tel No: 01474 564422

Our local Health and Safety Executive office is located at:

International House

Dover Place

Ashford

Kent TN23 1HU

More information can be found on the Health and Safety Executive website

<http://www.hse.gov.uk/>

Appendix A

Sample Eastgate Risk Assessment Form

Event: Venue: Completed by: Date:						
Identified Hazard (Identified Hazard associated to activity)	Those at risk.	Hazard Rating L/M/H	Likelihood Rating L/M/H	Overall Rating L/M/H	Control Measure (Action to eliminate / reduce hazard risk)	Amended risk rating