

## The Need Project Central Bedfordshire

# Health and Safety and Fire Regulations Policy

**Based on BUC Guideline Leaflet L10: Health and Safety and Fire Precautions.**

**Agreed by the Trustees on 27 September 2017.**

# Health and Safety and Fire Precautions

## WHO IS RESPONSIBLE?

The ultimate responsibility for the safety of The Need Project's (The Charity) premises, it's staff and volunteers rests with its Charity's Trustees. The Charity's Trustees themselves (corporately) must ensure that relevant legislation and good practice are followed. The Legal Duties of the Charity remain with the Trustees.

The responsibility for the duties identified in this Policy have been divided between:

1. **Central functions.** The duties undertaken by the Project Co-ordinator and the premises that are managed by the Charity independently from the Hubs (for example, the furniture store) are the responsibility of the Trustees, who will ensure that the requirements under Health and Safety and Fire Regulations are met.
2. **Line Manager to Project coordinator.** The Trustee responsible for the Line Management of the Project Co-ordinator will be responsible for the health, safety and wellbeing of him/her.
3. **The Hubs/Local Outlets.** The Trustees have agreed that the responsibility for the health and safety and fire precautions of the premises and volunteers have been delegated to the individual Hubs (local centers). Each Hub will appoint it's own Health and Safety Officer to monitor health and safety issues on a day to day basis.

Details are included in Appendices 1 - 4.

## LEGISLATION

The main piece of health and safety legislation is the Health and Safety at Work Act 1974 and its associated regulations. This legislation applies when a Charity is an employer because it has at least one paid employee. However the Health and Safety Executive (HSE) considers it good practice for a volunteer user, such as a Charity, to provide volunteers with the same level of health and safety protection as they would in an employer/employee relationship, irrespective of whether there are strict legal duties. The Charity will proceed on this basis.

The Act says that you must do what is "reasonably practicable" to ensure the health and safety of all who come, or are likely to come, onto The Charity's premises, even if they are trespassing.

It is up to The Charity to judge what is reasonable in all the circumstances giving proper attention to the risks which may exist, the precautions which are already in place and the resources available to you.

## **THE NEED PROJECT' S POLICY STATEMENT.**

- 1 The Need Project recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the Charity's premises.
- 2 The Charity will, therefore, take all necessary steps within its power to meet its responsibilities **so far as is reasonably practicable** by, among other arrangements:
  - 2.1 maintaining the premises in a condition that is safe and without risk to health and providing and maintaining means of access to and egress from it that are safe and without such risks;
  - 2.2 providing and maintaining furnishings and equipment which are safe and without risks to health;
  - 2.3 assessing the risk to the health and safety of those who use the premises;
  - 2.4 ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles, equipment, furniture and substances;
  - 2.5 the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of those who use The Charity's premises;
  - 2.6 the provision and maintenance of a proper environment for The Charity's employees, leaders, helpers and volunteers that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;
  - 2.7 arranging for suitable induction programmes and training; consulting, where necessary, with all employees, leaders, helpers and volunteers on the effectiveness and implementation of this policy; and any necessary changes.
  - 2.8 ensuring that adequate funds and resources are made available for carrying out this policy.
- 3 The Charity's Trustees have overall responsibility for health and safety, for carrying out the implementation of The Charity's policy and for the issue of supplementary policy statements where this may be necessary.
- 4 The Trustees will:
  - 4.1 carry out appropriate risk assessments (these to be reviewed annually) of The Charity's premises and activities and report to The Charity's Trustees Meeting as necessary;
  - 4.2 co-ordinate the implementation of The Charity's Health and Safety Policy (including Fire Safety);
  - 4.3 carry out investigations of any accidents and recommend measures for preventing their recurrence;
  - 4.4 ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
  - 4.5 ensure that all appropriate arrangements are made to provide for first aid;
  - 4.6 ensure that all food safety legislation is complied with;
  - 4.7 arrange safety training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with

and communicated to employees, leaders, helpers and volunteers as necessary;

- 4.8 ensure that, where necessary, all relevant safety regulations are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible at all times;
- 4.9 ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature.

5 All paid staff, Hub Leaders, volunteers and helpers will:

- 5.1 take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's act or omissions while working or helping.
- 5.2 as regards any duty or requirement imposed on The Charity or any person by or under any of the relevant statutory provisions, co-operate with The Charity so far as is necessary to enable that duty or requirement to be performed or complied with;
- 5.3 ensure that they shall not intentionally or recklessly neither interfere with nor misuse anything provided in the interest of health, safety or welfare, in pursuance of any of the relevant statutory provisions;
- 5.4 make themselves familiar with and conform to the Health and Safety Policy of The Charity at all times;
- 5.5 observe all safety rules, procedures, and codes of practice at all times, and in particular be fully conversant with the procedures to be followed in the event of a fire or any other emergency;
- 5.6 conform to all the food safety regulations that are applicable to themselves;
- 5.7 co-operate with The Charity to enable it to carry out the duties and requirements under the provisions of all health and safety legislation, including participating in any initial or other training if called upon to do so;
- 5.8 report to The Charity's Trustees all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as is reasonably practicable;
- 5.9 ensure that all working equipment and materials used by them are in a safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- 5.10 have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use The Charity's premises.

The Charity will also:

- display the Health and Safety Law poster for employees and the Lifting and Handling guidelines
- notify certain types of injuries and accidents
- display a current certificate as required by the Employers' Liability (Compulsory Insurance) Act 1969
- carry out a Health and Safety risk assessment to identify potential hazards.

These issues are addressed in more detail below.

It is not just employers who have legal duties. Employees, including Trustees and volunteers, are also specifically legally obliged to accept the health and safety responsibilities which are outlined in the written health and safety policy and to attend training.

A list of useful contacts and information are included in Appendix 1

## **ENFORCING THE LAW**

Your local authority, together with the fire authority, has the legal obligation to enforce health and safety regulations and has the right to come on to Charity's (or church premises for "hubs") which are "places of work" to make inspections. The local authority can serve an enforcement notice which sets out the work or action which is to be taken and has the power in extreme situations to issue a prohibition order to prevent the premises from being used until the necessary work has been carried out.

In many circumstances the staff, trustees and volunteers are working on premises which belong to a church, other voluntary organization or housing association. When doing so, the Health and Safety Procedures of this organization must be adhered to (the rule of thumb being that the most stringent and not the least stringent must apply), However, a balance is needed and good, reasonable and sensible recommendations should be noted, and where possible followed. There is no point in doing the absolute minimum if the outcome is a dangerous or hazardous building – and accident or injury.

## **THE HEALTH AND SAFETY RISK ASSESSMENT**

The Charity has a legal duty to assess the risks which exist on your premises and to reduce them as far as reasonably practicable. This is the responsibility of the Charity Trustees. Any risk which cannot be entirely removed should be reduced until it can be described as a small risk.

This will:

- identify the hazards
- decide who might be harmed, and how
- consider the likelihood and severity of hazards
- identify existing precautions and decide whether they are adequate or whether more should be done to overcome the hazard if you have more than five employees, record the significant findings of your risk assessment, eg. the main risks and the measures you have taken to deal with them

Safety glass should be used in all windows up to adult waist height and up to shoulder height in or next to doors or elsewhere where there is a likelihood of injury.

## **EMPLOYERS LIABILITY INSURANCE**

The Charity has purchased employers' liability insurance of at least £x million to insure against their liability for injury or disease to their employees arising out of their employment. Each certificate of insurance must be displayed on the Charity's premises and, by law, retained for 40 years after it has expired since claims for diseases can be made many years after the disease is caused.

## **PUBLIC LIABILITY**

The Charity will also have in place Public Liability to cover the work of the Charity, carried out both on its premises and working with the recipients of its services in the community. The Charity will have in place

insurance of £2,000,000 (two million pounds sterling).

## **FIRE SAFETY**

The Regulatory Reform (Fire Safety) Order came into effect on 1 October 2006. It reforms the law relating to fire safety in non-domestic premises. There is greater emphasis on fire prevention; the Order requires fire precautions to be put in place "where necessary" and to the extent that these are reasonable and practicable in the circumstances. Responsibility for complying with the Fire Safety Order rests with the "responsible persons," the Charity's Trustees." They must:

- carry out a fire risk assessment identifying any possible dangers and risks
- consider who may be especially at risk
- get rid of or reduce the risk from fire as far as is reasonable possible
- provide general fire precautions to deal with any possible risk left
- take measures to make sure there is protection if flammable materials are used or stored
- create a plan to deal with any emergency
- review findings where necessary

The risk assessment should pay particular attention to those at special risk, such as disabled people and those with special needs. It will help to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that need to be taken to protect people against the fire risks that remain. If you employ five or more people you must record the significant findings of the assessment, which should cover:

- possible causes of fire
- ways in which the risk of fire occurring and spreading can be minimized
- means of fighting fire
- fire detection and warning
- emergency routes and exits
- information on fire precautions
- maintenance and testing of fire precautions

Responsibility for enforcement of the new rules will be with the local fire and rescue service authority who will carry out regular inspections with top priority going to those premises presenting most risk to the community.

Certain fire safety precautions may be stipulated as a condition of the license or lease.

The Safety Signs and Signals Regulations (1996) brought into force the EC Safety Signs Directive on the provision and use of safety signs at work. The purpose of the Directive is to encourage the standardisation of safety signs throughout the European Union so that safety signs, wherever they are seen, have the same meaning. Fire safety signs such as signs for fire exits and fire-fighting equipment are covered and advice on their use can be obtained from your local fire authority.

## RECORDING AND REPORTING ACCIDENTS

The Charity will have an accident recording book and will put procedures in place which ensure that personal information is protected. The Accident book will comply with the Data Protection Act. Once the details of an accident have been recorded the page should be removed and stored securely so that personal information is kept private.

The RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations require you to report some "work-related" accidents, diseases and dangerous occurrences. If an accident results in death, hospitalisation, an inability to work for three days or more or if there is a dangerous occurrence which could have caused a reportable injury then you need to report it to your local environmental health department. The "three day" limit was extended to seven days in April 2012. Some uncertainty exists surrounding the legal definition of "work-related" and the relevance of these regulations to Charity premises where there are no employed staff, so it is suggested that you approach your local environmental health department for advice if you need it.

## TRAINING AND CONSULTATION

The law requires the Charity to provide whatever information and training is needed to ensure, so far as is reasonably practicable, the health and safety of those who use your premises. This is particularly important when people start work or are exposed to new or increased risks.

We are also expected to consult employees and volunteers on matters to do with health and safety.

## FIRST AID

The minimum first aid provision is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements.

The Charity will have an "appointed person," who is someone who takes charge when someone is injured or falls ill, including calling an ambulance if required, and who looks after the first aid equipment. They should not attempt to give first aid for which they have not been trained. You should put up a notice to say who the appointed person is and where the first aid box is kept.

## ELECTRICAL INSTALLATION INSPECTIONS

Electrical installations need to be checked from time to time to ensure that they are safe. These checks and tests have become more rigorous over time. The Charity (and the churches that host the "hubs") should have regard to the following recommended inspection frequencies but should also obtain independent professional advice whenever necessary.

	<b>Routine check</b>	<b>Maximum period between inspection and testing</b>
<b>Premises</b>	Annually	3 years

In addition to these an inspection and test should be done after any building work or change of occupancy or whenever there is any damage apparent. A "routine check" should be carried out by someone who is competent to understand the electrical system, but need not be electrically qualified. The check should look for any wear and deterioration, missing parts, correct labelling and operation of test buttons etc. The "inspection and test" needs to be carried out by a suitably qualified professional who should be an NICEIC registered contractor. Utility companies and local letting agents may both be able to help find suitable contractors.

It should be noted that building regulations apply to all electrical installation work undertaken in "dwellings", such as peoples homes. As a result some electrical work with a higher level of risk must be notified to your Building Control Service unless you employ a suitably qualified and registered installer. If you use an unregistered installer for notifiable work the Building Control Service will need to inspect it.

### **PORTABLE ELECTRICAL EQUIPMENT**

The term "portable electrical equipment" covers items which have a lead (cable) and plug and can be moved around. Visual inspection on a regular basis by a competent, but not necessarily professionally qualified, employee or volunteer is important to ensure the safety of these items. All earthed equipment, and most leads and plugs, should also have a regular electrical test, particularly when a fault is suspected or after a repair. You will probably need to employ an electrician to do this unless there is a paid member of staff or volunteer with the appropriate knowledge and equipment.

### **GAS INSTALLATIONS**

At present this does not apply.

### **LONE WORKING**

As part of their routine risk assessment process The Charity must consider the particular risks that arise for lone workers or volunteers. This could apply to paid staff or volunteers when collecting food or furniture, sorting items received, packing parcels or delivering food parcels or other items. As with any other risk churches need to identify the potential hazards and put appropriate controls in place to minimise those risks.

Routine safety equipment such as security chains, other forms of restricted access, and good lighting are important. Much will depend on local circumstances. Lighting at the front door of the premises is often an important safety issue.

People should not undertake repairs in a building if they are alone, or if nobody else knows that they are in the building. This is especially important if the task involves ladders or working at height. It is about planning carefully and making sure somebody knows what time you plan to finish – and making arrangements to telephone them when you get home safely. Mobile phones are useful but making a specific arrangement when undertaking specific visits for repairs is a vital safeguard – a person may not be able to use their phone if they are injured.

### **WORK AT HEIGHT**

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. This places duties on employers, the self-employed, and any person who controls the work of others, such as building owners, to the extent that they control the work. The overriding principle is that you must do all that is reasonably practicable to prevent anyone falling. Duty holders must:

- avoid work at height where they can
- use work equipment or other measures to prevent falls where they cannot avoid working at height and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.



The regulations require duty holders to ensure:

- all work at height is properly planned and organised
- those involved in work at height are competent
- the risks from work at height are assessed and appropriate work equipment is selected and used
- the risks from fragile surfaces (such as glass or smooth slates) are properly controlled; and
- equipment for work at height is properly inspected and maintained.

## **COSHH**

The Control of Substances Hazardous to Health (COSHH) regulations require you to control exposure to hazardous substances to prevent ill health. Cleaning equipment and repair or redecoration materials need to be both handled and stored properly.

## **ASBESTOS**

The control of asbestos regulations impose a duty on anyone with an obligation to maintain non-residential premises, including charities and churches, to investigate whether asbestos is present. If it is present then there is an obligation to monitor its condition, put control measures in place and notify persons who may be at risk.

## **WORKING WITH VDUs**

There are health problems even in an office. The health problems associated with VDU (display screen) work are:

- repetitive strain injury or "RSI"
- back ache
- fatigue and stress
- temporary eye strain (but not eye damage) and headaches.

The Display Screen Regulations require you to:

- analyse workstations to assess and reduce risks
- ensure that workstations meet specified minimum requirements
- plan work activities so that they include breaks or changes of activity
- provide eye and eyesight tests on request, and special glasses if needed
- provide information and training.

*(Working with VDUs –INDG36\*)*

## **WELFARE AT WORK**

You are required "so far as is reasonably practicable" to provide adequate and appropriate welfare

facilities for your employees. "Welfare facilities" are those that are necessary for their well-being, such as toilet and washing facilities, drinking water, lighting and appropriate temperature etc.

## **MANUAL HANDLING**

Manual handling is the technical term for lifting items safely. It can be important, especially if chairs or other equipment are moved regularly.

The Charity will identify with the volunteers the most effective way to:

- store food and other items below shoulder level and above knee level to minimize strain
- agree maximum weights that are to be lifted and review this regularly
- pack bags of food so that they can be carried by the handle and weigh less than 15 kg for women and 20 kg for men.
- Keeping the floor area in the storage areas free of unnecessary clutter to reduce the risk of trips and falls when lifting.
- Provide training and other ways of raising awareness on the best ways to lift and transfer items.

## **LEGIONNAIRE'S DISEASE**

This is not a problem at present.

## **FOOD HYGIENE**

Charities are advised to contact their local Environmental Health Department for advice on food hygiene regulations. Most local authorities are able to offer relevant guidance leaflets and can also highlight appropriate training courses.

The Food Standards Agency has recently published "Community and charity food provision - guidance on the application of EU food hygiene law". The guidance offers two examples where the FSA suggests that food provision is unlikely to require registration with the local authority:

- A one-off event such as a church or school fete, or a street party is deemed not to have sufficient "continuity". However, organisers of large community events are advised by the FSA to contact their local authority for practical advice. Where several large events might be organised within a year, especially with complex food safety controls, then a "degree of organisation" could be involved which might trigger a need for registration.
- Daily small-scale provision of low-risk foods by charity volunteers is not deemed to have a "degree of organisation" as it is low-risk and small-scale provision. However it does have "continuity" and registration would be necessary if complex food safety controls are required or high-risk foods are served or if food is served to vulnerable people".

*Which people are particularly vulnerable?*

If food is being provided to vulnerable people – this can include the elderly, children under five years of age, expectant mums and anyone with a serious or long-term medical condition – you should take particular care to ensure the food is safe. The advice here will be helpful and the FSA also recommends contacting the local authority, who can provide free advice.

The FSA confirms that it is *not* mandatory for charity and community volunteers handling food to have attended a formal course or gained a qualification in food hygiene: "The key thing is that food handlers

have the necessary knowledge to handle food safely; this is the case too with food handlers in food businesses”.

## **STORAGE AND SAFETY OF FOOD FOR DISTRIBUTION**

One of the Charity’s key objectives is to provide to provide people of all ages who are in poverty or immediate financial crisis with food. It is therefore essential that the control of quality of the food it gives out is closely controlled. The process is divided into three stages:

### **1. Received Foods.**

On receipt of food The Charity:

- Will check the food received is in date.
- Ensure that tins are not badly dented, particularly at the ends of the tin.
- Bottles and containers have not been opened.
- That tins, bottles and packages are not “blown” indicating that they have been opened or damaged.
- There is no damp damage to the packaging.
- There is no evidence of leakage

If any of there is any suspicion that the food is not safe these are to be disposed of and not distributed.

### **2. Stock Control.**

Once the food has been accepted and is in the store house the following is to be followed:

- The stock control system where every item will be clearly marked with the expiry date in black permanent ink will be followed.
- If any items are showing signs of deterioration they are to be removed immediately from the shelves and destroyed.
- The food will be saved in a dry place.
- The food is to be regularly checked and those items nearing expiry date used first.
- Any food which goes out of date will be removed from the shelves and not used for food packages.
- As far as it is possible food requirements will be met, subject to availability (e.g. wheat or lactose intolerance).

### **3. Packing and Delivery of Food.**

When food packages are being prepared:

- The expiry dates on the packages, tins, etc, are checked before being put into the food package
- Nut products are NOT to be delivered to households with children unless the parents confirm that no one in the household has a reaction to nuts

## **SMOKE-FREE LEGISLATION**

In England a ban on smoking in enclosed or substantially enclosed workplaces and public places came into force in 2007. This is particularly relevant for churches that run coffee shops or cafes but applies to all church premises. “Substantially enclosed” is defined as premises with a ceiling or roof unless more than half of the walled area is open to the outside (excluding windows and doors). Indoor designated smoking areas are no longer permitted and the legislation also applies to work vehicles that are used by more than one person. This applies to the Church premises, The Shed and other storage areas, as well as the vehicles used for collecting and delivering food and other items.

The smoke-free legislation imposes an obligation to display a “no smoking” sign prominently at each public entrance to the premises. This must:

- Be a rectangle no less than A5 in size
- Display the international no smoking symbol (a burning cigarette in a red circle with a red bar across it) and
- State “No Smoking”. It is against the law to smoke in these premises”.
-

## **NEW ACTIVITIES AND REVIEW OF HEALTH AND SAFETY POLICY**

As new activities are undertaken by the Charity, or in new premises, a risk assessment will need to be undertaken reflecting the new circumstances. A simple template for new activities is included in Appendix 2. When new premises are being considered for use then the relevant parts of the main risk assessment must be used.

The Policy and the main Risk Assessment (Appendix 3) should be reviewed annually. Any changes must be agreed by the Trustees Meeting and the date when the reviewed document was adopted by the Trustees' Meeting recorded.

## APPENDIX 1

### RESPONSIBILITIES FOR HEALTH AND SAFETY AND FIRE.

The responsibility for Health and Safety and Fire prevention rests at different levels within The Need Project. This reflects the complex structure that has developed with the Hubs having their location and storage in different buildings, usually hosted in a Church premises or a cupboard in an existing building. There are also stand alone premises, are leased or rented, that are used for storage.

As a result, the responsibilities are at three levels:

1. **Central functions.** The duties undertaken by the Project Co-ordinator and the premises that are managed by the Charity independently from the Hubs (for example, the furniture store) are the responsibility of the Trustees, who will ensure that the requirements under Health and Safety and Fire Regulations are met.
2. **Line Manager to Project coordinator.** The Trustee responsible for the Line Management of the Project Co-ordinator will be responsible for the health, safety and wellbeing of him/her.
3. **The Hubs/Local Outlets.** The Trustees have agreed that the responsibility for the health and safety and fire precautions of the premises and volunteers have been delegated to the individual Hubs (local centers). Each Hub will appoint it's own Health and Safety Officer to monitor health and safety issues on a day to day basis.

The table below summaries these responsibilities.

Who is responsible and accountable	Actions and functions	Additional Information
Trustees	Insurance	
	Production of Charity's Health, Safety and Fire Policy.	
	Ensuring the policy and procedures are implemented and regularly reviewed.	
	Setting guidelines for the Hubs and the process for monitoring them.	
	Ensuring risk assessments are carried out.	
	Ensuring that all staff, volunteers and helpers receive a standardised induction, including: -Lofting and manual handling -Lone working -Stock control -Making sure there is a safe environment -Risk assessment -Safe delivery of parcels -Fire precautions -Use of stepladders to move high objects	
	Identify named Trustees or Hub Leaders to undertake the Health and Safety and Fire responsibilities identified in the	

	Policy.	
	Furniture store	
	Arranging refresher training.	
Line Manager for the Project Coordinator (PM)		
	Ensuring that the PM is aware of his/her responsibilities for Health and safety and fire safety.	
	The PM is operating safely.	
	Identifying new risks and mitigating these risks.	
	Providing for the safety and wellbeing of the PM.	
Trustee for Hub or Hub Leader.		
	Working with the host premises to agree health and asafety and fire arrangements and reflect in the local partnership agreement.	
	H&S risk assessment of premises and implementation of required actions.	
	Regular monitoring of equipment and First Aid box.	
	Recording of incidents/accidents.	
	Induction training.	
	Local refresher training.	
	Lone working.	
	Stock control.	
	Reporting to Trustees Meeting.	
	Safe storage	
	Safe delivery.	

## APPENDIX 2

### USEFUL CONTACT DETAILS AND INFORMATION

Health and safety legislation is detailed and varied and it is not possible to outline here every provision which might affect The Need Project. Instead, the aim of this leaflet is to point you in the right direction so that you will know the issues which you should be considering and where to obtain more information when you need it. In particular, the following publication available from HSE books ([www.hsebooks.co.uk](http://www.hsebooks.co.uk) or 01787 881165) is recommended:

***"Essentials of Health and Safety at Work" (ISBN 9780717661794) £10.95***

A number of helpful leaflets are available to download from the main HSE (Health and Safety Executive) website at [www.hse.gov.uk](http://www.hse.gov.uk), these are highlighted \* and their references provided below. Hard copies are available **free** from HSE books. *"An Introduction to Health and Safety: health and safety in small businesses" - INDG259\** is particularly recommended.

It is often more economical to purchase individual publications rather than to buy the bumper health and safety information packs which are offered to churches by mailshot from time to time.

Legal Duties: (available from [www.hsebooks.co.uk](http://www.hsebooks.co.uk))

*Employers' Liability Act 1969, A Guide for Employers – HSE40\**

Your local fire authority will also be able to provide detailed advice on the fire precautions suitable for the buildings.

Further information on the Order can be found at <https://www.gov.uk/workplace-fire-safety-your-responsibilities>. The Government guides to how this legislation can be downloaded here: <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>.

A very useful entry-level guide entitled „A Short Guide to making your Premises Safe from Fire“ is also available, free of charge, and is highly recommended.:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14879/making-your-premises-safe-short-guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14879/making-your-premises-safe-short-guide.pdf)

The Accident Book (The book is available from Waterstones, Blackwells, W H Smith or from [www.hsebooks.co.uk](http://www.hsebooks.co.uk) for £5.70.)

Recording and Reporting Accidents Further details are available at [www.riddor.gov.uk](http://www.riddor.gov.uk).

Where part of the church premises are used by outside organisations there is a responsibility on the church to liaise with the organisation concerned on health and safety matters including fire precautions so that it is clear where the responsibility lies. The usual arrangement will be that the church will take responsibility for the safety of the premises with the organisation being responsible for the conduct of its own operations.

*Training and Consultation: Health and Safety Training, What You Need to Know – INDG345\**

*First Aid at Work, Your Questions Answered – INDG214\**

*Electrical Safety and You – INDG231\**

The HSE leaflet *Maintaining Portable Electrical Equipment in Offices and other Low-risk Environments – INDG236\** offers suggested inspection and testing intervals for different items. These intervals range from six monthly to five yearly but are guidelines only and not legal requirements. Your own experience of

operating the maintenance system, together with information on faults found, should be used to review the frequency of inspection.

*Working Alone in Safety (Controlling the risks of solitary work) – INDG73\**

Working at Height: Further information can be found at [www.hse.gov.uk/falls](http://www.hse.gov.uk/falls).

*The Work at Height Regulations 2005 - INDG401\**

*COSHH, a Brief Guide to the Regulations – INDG136\**

*Welfare at Work, Guidance for Employers on Welfare Provisions – INDG293\**

Manual Handling leaflet from the HSE:

*Getting to grips with Manual Handling – INDG143\**

In its reply, the FSA drew attention to its guidance on how the law applies to charity and community food provision:

<http://food.gov.uk/enforcement/enforcework/foodlawcop/guidance-enforcement/community-hall- guidance>

No Smoking Signs can be ordered from the Smokefree England information line on 0800 169 1697 or downloaded from [www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk).

*The Health and Safety Executive have a helpline on 08701 545500.*



**APPENDIX 3**

**THE NEED PROJECT CENTRAL BEDFORDSHIRE**

**RISK ASSESSMENT**

**Title:**

**Completed on:**

**What is the situation?**

**Is this a one-off event?**

**What are the assessed risks?**

The tables below are based on the following parameters:

1. In the columns Likelihood and Effect, 1 indicates the lowest risk (0 is not used as there are very few situations where there is no risk) and 5 which is the highest.
2. In the column Consequence, the score is the multiplication of Likelihood by Effect.
3. The resulting score will then be categorised as low and manageable (0-5), medium, which requires action to reduce the risk (6-9) and high and action must be taken immediately to mitigate the risk (10-25).
4. If there is a score of 5 in the Effect column, even though the consequence column does not reach the high risk criteria, actions to mitigate the risk must be identified.

	Likelihood	Effect	Consequence	

**What are the actions necessary in response to each reasoned risk?**

Precautions in place:

	Actions	Like'd	Effect	Consq	

**Key Roles During an Incident.**

**Dated**

**Signed**

**Review date.**

**OUTCOMES**

## APPENDIX 4

## THE NEED PROJECT

## HEALTH AND SAFETY ACTION PLAN FOR ----- HUB.

Action	Individual Tasks	Who is responsible?	Target completion date	Date completed	Comment
<b>Complete tasks identified in Health and Safety Plan</b>	1 Appoint a Health and Safety Lead.				
	2 Provide within each Hub: <ul style="list-style-type: none"> <li>- Health and Safety Executive poster on moving and handling.</li> <li>- A set of scales to weigh bags</li> <li>- First Aid kit.</li> <li>- A set of steps.</li> </ul> These to be checked quarterly for safety and a log of checks kept				If the First Aid box is provided in the Church complex this must be accessible at all times for Need Project volunteers. If not, the Hub room must have a First Aid box. Quarterly check.
	3 Identify a person responsible for re-stocking First Aid boxes.				
	4 Follow H&S Executive guidance moving and handling including above shoulder height.				
	5 Training on lifting and handling to be provided annually.				Record of training event and attendees.
	6 Annual PAT testing of Need Project equipment and electrical items given away.				Annual TAT testing of Need Project equipment.
	7 Keeping the floor space in Hub clear of trip risks.				
	8 Prepare fire instructions for the Hub and display in the building.				

	9 Agreement on how many people can safely work in the Hub at the same time.				
	10 Everyone using The Hub must be instructed to have their mobile phone with them and on for lone working and contacting emergency services.				
	11 At least every 2 months, check the space used by the Hub for dangers and a log kept (checklist on wall).				Log of 2 monthly checks.
	12 Accident/Incident book to be introduced and used.				This may be Accident record of the host organisation but the record must be accessible for volunteers to enter injuries, etc.
	13 Review H & S policy annually.				Annual review and report to Need Project Trustees Meeting.
	14 Risk assess the building for dangers that may be posed for volunteers, for example, stairs if carrying bags or bulky objects.				If the risk assessments identify dangers a plan for remedying the risk must be implemented.
	15 Risk assess the access and exit routes, for danger, for example, distance from store to vehicles, condition of paths, appropriate lighting.				If the risk assessments identify dangers a plan for remedying the risk must be implemented.