



Health and Safety at Work Policy

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Policy applies to: employees, volunteers and members of St Michael's Church (Stoke Gifford) Parochial Church Council (PCC), the Pre-School & Nursery (PSN) and indirectly St Michael's Church Centre (SMCC), whose responsibility is to provide a safe environment for hirers and require hirers to conform to Health and Safety at Work (HASAW) practices.

Health and Safety at Work Policy

St Michael's Church Parochial Church Council (the PCC) and the directors of St Michael's Church Centre (SMCC) accept their moral duty, which is also a legal requirement under the Health and Safety at Work Act 1974 (its subsequent revisions and addenda), the Control Of Substances Hazardous to Health (COSHH) (2002) and the Manual Handling Operations Regulations 1992 (as amended), to ensure the health, safety and welfare at work of all its employees (all staff are employed by the PCC even if they work in areas of the building governed by the SMCC), as well as their duty to persons other than employees (eg visitors to St Michael's Church). To meet its statutory responsibilities the PCC and SMCC will ensure safety and absence of risks to health in the following:

- provision and maintenance of plant (St Michael's Church, the Old School Rooms (OSR), the Coffee Shop, the Pre-School & Nursery (PSN), St Michael's Centre (SMC) and St Michael's Churchyard). The PCC is responsible for buildings and plant in the OSR, the PSN, St. Michael's Church and the churchyard. Any future mention of the PCC in this policy will relate to these areas. The SMC is the area from the OSR foyer to the auditorium and beyond
- systems of work
- use, handling, storage and transport of articles and substances
- place of work including the provision and maintenance of means of access and egress
- working environment, including welfare facilities/arrangements

Generic and Specific

Sections 1–7 are generic to the whole campus of the PCC and SMCC. However, the specific requirements of the Coffee Shop, the PSN and St Michael's Churchyard are covered in Appendices 1, 2 and 3.

The Act also lays duties upon all employees and volunteers to take reasonable care for their own health and safety and that of others and to assist the PCC in fulfilling its statutory duties. To that end all employees should:

- be constantly on the lookout for safety hazards and alert to possible accident causes
- understand the importance of reporting immediately to the line manager/lead volunteer the discovery of any faults in furniture, equipment and machinery, including electric wiring or plugs
- report in writing to a churchwarden or the Operations Director any matter of concern within the area of health and safety

Employees/volunteers are requested to familiarise themselves with the matters set out below.

1. General

The PCC as the employer, and SMCC as trustees of the St Michael's Centre and Old School Rooms, are concerned for the health, safety and welfare of employees/volunteers working across the St Michael's campus and will observe the terms of the Health and Safety at Work Act 1974 (the Act), other allied legislation and the terms of any regulations made under it. The PCC will keep under review any measures that may, from time to time, become necessary in order to ensure the health and safety of all employees and other persons using the PCC and SMCC's premises.

The Operations Director will be responsible for the implementation of all general policy, and will rely heavily on the co-operation of all employees and volunteers to act responsibly and to do everything possible to prevent injury to themselves and to fellow employees/volunteers.

2. Health

The PCC and SMCC will, so far as it is reasonably practicable, provide suitable facilities and arrangements for the welfare of all employees and volunteers and provide and maintain the premises and systems of work in such a way as to avoid any risks to health. Such information, instruction, training and supervision will be given as is reasonably practicable and necessary to safeguard the health of employees/volunteers at work.

Certain injuries, diseases and dangerous occurrences must be reported to the Health and Safety Executive (HSE) by a senior staff member with a written copy of the referral to the Operations Director.

The PCC and SMCC, through the Operations Director, will ensure that all employees, volunteers and visitors to St Michael's buildings follow the current UK Government and Church of England Covid-19 guidance

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>)/(<https://www.churchofengland.org/resources/coronavirus-covid-19-guidance>).

The PCC and SMCC have designated their buildings as no-smoking areas.

3. Safety

It is the PCC and SMCC's policy to ensure that all machinery and equipment operates safely and that adequate information, instruction, training and supervision in its use have been provided, where necessary, for the safety of all employees/volunteers. When operating machinery safety equipment will be provided for the employee to wear. This includes: heavy gloves, metal toe-capped boots, hard hats and safety goggles.

Any defect in such machinery or equipment should be reported at once to the Operations Director or in their absence to the church office.

4. Premises

It is the PCC and SMCC's policy to see that all buildings are maintained in a safe condition without risk to health and that safe means of access and egress are provided for the use of all employees/volunteers, visitors and worshippers. For this purpose, buildings are periodically inspected by the Buildings and Facilities Manager or, in the case of the Pre-School & Nursery the PSN Manager, and maintenance work carried out.

Employees/volunteers should maintain the premises in a state of tidiness in order to minimise the risk of accident or damage to the furniture, machinery or equipment.

Any signs of deterioration, internal or external, which could prove hazardous, should be brought to the immediate attention of the Operations Director.

5. Duties of Employees/Volunteers

The Health and Safety at Work Act (HASAWA) imposes obligations on employees as well as employers. The following summaries of the provisions of Sections 7 and 8 should be noted.

- It is the duty of every employee/volunteer to take reasonable care of him/herself and others who may be affected by his/her acts or omissions at work, and to co-operate with his/her employer or anyone else concerned to ensure that their obligations under the Act are performed or complied with.
- With regard to any duty or requirement imposed on the PCC/SMCC or any other persons by or under the relevant statutory provisions, employees/volunteers must co-operate with the PCC/SMCC so far as is necessary to enable the PCC/SMCC's duties or requirements to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare pursuant to the terms of the Act or any subsequent regulation.

6. Organisation

The Operations Director will be responsible for monitoring the implementation of the policy and will deal with the day to day enforcement of HASAW policy. Substantial issues requiring major changes and expense will be reported to the PCC or SMCC directors, whichever is the appropriate body.

Every six months a Health & Safety inspection will be carried out by the churchwardens and the Buildings & Facilities Manager (or his delegate) and they will supply a written record to the PCC and the SMCC directors. If any problems are noticed between inspections by staff/volunteers, the Operations Director should be notified immediately.

7. Fire Safety

- At the close of business, all electrical equipment should be turned off except for those machines which are to remain operative.
- Recycling paper bins should be sealed and emptied weekly.
- All users of the premises must ensure all doors are closed before leaving at the close of business.
- Fire doors which are not self-closing should always be closed. Self-closing fire doors must not be propped open when the room is empty.
- Emergency exits must be kept clear from obstruction and ready for use at all times.

The Operations Director will ensure that all:

- fire doors are never obstructed
- smoke and heat detectors are checked regularly
- fire extinguishers are checked regularly
- alarms are checked regularly
- fire exits are clearly marked
- fire evacuation exercises are conducted regularly

Emergency Evacuation Procedures Church Services

If there is a fire during a service, the leader of the service will instruct people to leave immediately by the nearest safe exit. The churchwarden on duty will immediately contact emergency services and the sides/welcome people on duty are responsible for making sure that the building is clear. All worshippers should gather on The Green and sides/welcome people establish that everyone has cleared the building, reporting any known names unaccounted for to the senior warden on duty.

Before a service and as people are entering the building emergency exit instructions will be displayed on the screen. Wardens will ensure that:

- the rear exit gate is unlocked (SMCC)
- the vestry/back door is unlocked (church)
- emergency exit routes are not blocked by buggies/chairs/equipment
- those working with children guide children to The Green and use their registers to check that none are missing

- should there be a fire, the senior warden on duty will immediately contact emergency services
- sides/welcome people and duty wardens ensure that the building is cleared before they leave. An effort should be made to identify anyone who may still be in the building and inform the senior warden on duty who will be the point of contact for the emergency services
- if the alarm sounds without any evidence of fire, the building should still be cleared
- if it is safe to do so – they will check the activation panel with a view to locating the area of the building which triggered the alarm. If a visit to that area proves that there is no evidence of a fire, the warden should let the evacuation process complete before supervising an orderly return to the building. In this instance emergency services need not be called.

Church-based Weekday/Evening Activities

A nominated and named leader of each event will accept responsibility for implementing good HASAW practice and ensure attendees know the appropriate evacuation routes and be able to take an accurate register should an evacuation need to take place.

Hirers of St Michael's Centre

Hirers will be provided with fire safety information (including an out-of-hours SMCC contact) and the group asked to comply with our HASAW policies, as appropriate. Hirers will be issued with instructions on arrival at the centre and are expected to register attendees to their event and be able to identify anyone missing if an evacuation has to take place. The visiting group will be expected to supply a named contact to SMCC staff who can be referred to the emergency services as necessary.

Staff working in SMC and OSR

All staff and volunteers will abide by the fire safety policy provided by the SMCC. In keeping with that policy, staff should note both water and carbon dioxide fire extinguishers are provided in office areas and on stair wells. A fire blanket is also provided in the kitchens.

In the event of fire, operate the nearest fire alarm immediately. SMC and OSR alarm points can be found below.

St Michael's Centre

SMC	
L1-07	EXIT REAR PASSAGE
L1-14	MAIN ENTRANCE
L1-29	EXIT BOTTOM CAR PARK
L2-09	OPPOSITE LIFT
L2-16	BALCONY NEAR DOOR

L2-21	HALF LANDING NEAR T4/5 DOOR
L1-50	BALCONY NEAR FIRE EXIT
L2-70	UPPER OFFICES
L1-37	UPPER OFFICES NEAR OPS OFFICE
L1-39	BOTTOM OF STAIRCASE NEAR KITCHEN
L1-40	OPPOSITE S3
L1-44	WORKSHOP

Old School Rooms

OSR	
L1-001	LOBBY
L1-012	T3 EXIT
L3-013	KITCHEN
L4-016	COFFEE SHOP
L2-018	T4/5
L2-014	TOP LANDING

- Do not attempt to tackle the fire unless safe to do so.
- Fire-fighting equipment should only be used if absolutely necessary, see below.

St Michael's Centre

SMC			
<u>Location</u>	<u>Type</u>	<u>Location</u>	<u>Type</u>
Foyer	CO2	Foyer Balcony	Water
Foyer	Water	Upper Office	CO2
Lower Office	CO2	Upper Office	Foam

AV Room	CO2	Boiler Room	CO2
Narnia	CO2	Auditorium Balcony	CO2
Auditorium	CO2	Auditorium Balcony	Water
Auditorium	Water	Kitchen	Wet Chemical
Foyer Balcony	Co2	Back Corridor	CO2
Foyer Balcony	Water	Back Corridor	Foam

Old School Rooms

SMC			
<u>Location</u>	<u>Type</u>	<u>Location</u>	<u>Type</u>
OSR Kitchen	CO2	Lift balcony	CO2
OSR Foyer	CO2	Lift balcony	Water
OSR Foyer	Water	Upper Room kitchenette	CO2
Coffee Shop	CO2	Boiler Room	Foam
Coffee Shop	Water	Boiler Room	Powder

St Michael's Church

CHURCH			
<u>Location</u>	<u>Type</u>	<u>Location</u>	<u>Type</u>
Church AV	Desk CO2	Vestry	Foam

On hearing the fire alarm – a continuous, high intensity, variable electronic sound – the following action must be taken.

- Leave the building by the nearest available route – please close all doors as you leave your area and encourage others to leave promptly. Leave the building as quickly as possible but at a steady pace, taking particular care on the stairs.
- Do not try to salvage documents or equipment.
- Do not attempt to collect any belongings, including handbags, briefcases, coats or other personal belongings.
- Report to the external assembly point (The Green). Please keep the road clear and stand away from the building.
- The Operations Director (and if not present the Buildings and Facilities Manager and then any member of the St Michael's Admin. and Resources Team) will decide if we should call the fire service before leaving the building, taking the sign-in sheets from the front desk and the visitors' record book with them. These will be used to check no one is left inside the building.
- Act in accordance with the instructions of the Operations Director or in their absence the most senior member of staff on site, who will take charge in case of a fire or a fire practice and liaise with the fire service etc.
- Do not return to collect personal items or re-enter the building until instructed to do so.
- If it is safe to do so, the senior member of staff will check the activation board to locate the area of the building which triggered the alarm. If a visit to that area proves that there is no evidence of a fire, the senior member of staff should let the evacuation process complete before supervising an orderly return to the building. In this instance emergency services need not be called.
- If safe to do so, staff/volunteers using the kitchen areas must, before evacuating their area:
 - turn off any electrical equipment
 - turn off the main gas supply
 - turn off any gas operated appliances

8. Hygiene

When using the kitchen areas for community/church events, the responsible staff member/ volunteer/hirer must:

- ensure any cuts or sores are covered with blue waterproof dressings. These are available in the Coffee Shop – please ask the team leader, lead volunteer or nominated first aider
- ensure users try to avoid touching food with bare hands as far as possible. There is specific equipment for serving each food item which should be used
- ensure that hands are washed before handling serving equipment and serving food or drinks
- never cough or sneeze over food
- keep all equipment and surfaces clean using the appropriate cleaning materials provided

9. Control of Substances Hazardous to Health (COSHH)

All substances as above will be stored in locked cupboards. These will either be related to building maintenance and stored in the Building and Facilities Manager's storage room or in the cleaning store. Hazardous chemicals must be stored on the highest shelves in the cleaning cupboards.

10. Terrorism

Whilst the risk to St Michael's is identified as extremely low, there may be occasions when hirers of the building (eg the BBC's *Any Questions*) might attract attention from protest or terrorist groups and the risk rating is heightened. In these cases, the Operations Director will liaise with the local Counter Terrorism Security Group (Avon and Somerset Constabulary). The National Counter Terrorist Security Office has released a guidance document <https://www.gov.uk/government/publications/crowded-places-guidance>.

11. First Aid

First aid boxes are available in:

- the OSR foyer
- the Coffee Shop kitchen
- SMC reception.
- SMC kitchen
- Seminar Room 4
- Upper Offices in the kitchen
-

These contain dressings etc for treating minor injuries. They must be checked regularly.

A list of qualified first aiders is available in the church office, the Coffee Shop and the PSN office.

In the event of illness, injury or accident at work, assistance should initially be sought from a designated first aider who will decide about what other help is required. If the injuries are serious, an ambulance should be summoned immediately. If the person(s) is a member of staff, an envelope containing personal details, giving information on known allergies etc of the patient, should be collected from the Operations Director and handed to the paramedics.

The nearest hospital with an accident and emergency department is Southmead Hospital.

In accordance with the Health and Safety at Work (First Aid at Work) Regulation, injuries, accidents or near misses, no matter how trivial they may seem, must be recorded as soon as possible in the accident book by the most senior member of staff available or the employee/volunteer who administered the first aid. Accident forms are held in the reception office, the Coffee Shop and the PSN. Once completed they should be handed to the Operations Director or the PSN manager.

12. Machinery and Equipment

Machinery and equipment must only be operated by trained people with all safety guards and safety devices in place and operational. Faulty or failed safety guards and devices

should be notified immediately to the line manager, and the equipment made inoperative until the failure is resolved.

The Tower is only to be used by competent people who have had appropriate training. There should always be at least 2 people present when working on the tower and 1 person must always be on ground level. No more than 2 people should be on the tower at any one time and the wheels should always be locked in place before anyone gets onto the tower.

When it is necessary to use ladders, checks should be made in line with HSE guidelines; <http://www.hse.gov.uk/work-at-height/leaning-ladders.htm> (See Appendix 4 – Working at Height). A second person be present if working at heights above three metres.

Computer users should ensure that their work space is set up so as to avoid having to sit awkwardly or make unnecessary head movements; operators' chairs should be adjusted to the correct height so that the monitor screen is around eye-level. Users should try to change their eye focus by looking away from the monitor screen occasionally to relax the muscles of the eyes and recover from any fatigue.

The PCC will pay for the cost of regular eye tests for employees who use visual display units (VDUs) as a **significant** part of their work. Where an optometrist/optician deems it necessary for the employee to be provided with spectacles solely for the purpose of working with VDUs and for no other purpose, the PCC will pay for the cost of basic frames and lenses.

Electrical equipment used in all buildings must be subject to Portable Appliance Testing (PAT) every two years or be less than a year old and have a valid receipt indicating the date of purchase available for inspection. Regular safety inspections/servicing must take place where required for all gas/electrical equipment and records retained for inspection in the church office.

Fixed electrical testing must be carried out every five years or 20% every year.

13. Lone Working

The PCC/SMCC do not require anyone to work alone. However there are occasions (holiday/sickness/attendance at training courses etc) that may result in lone working. Whenever possible, two people should be involved in locking up buildings. A risk assessment should be available to all staff/volunteers who may find themselves locking up the building on their own. The risk assessment must take account of any extra risk factors. Managers must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All workers, including those working alone, are responsible for following safe systems of work and everyone can take simple steps to reduce the risks associated with their normal working life.

14. Manual Handling

It is the policy of the PCC/SMCC that staff should adopt good practice in handling equipment at all times. See Appendix 5 – Manual Handling.

15. Mobile Phones and Driving

The PCC/SMCC requires that Mobile phones (including hands-free) must not be used when driving. Calls must only be taken or made when it is safe and legal to do so.

16. Training

Health and Safety training will be provided for all employees as and when necessary. There will be regular fire drills and at least three per year, at different times of the day.

17. Employer Liability Insurance

The PCC/SMCC holds employer liability insurance and the certificate is displayed in the church office.

Appendix 1: The Coffee Shop

In addition to the generic matters highlighted in Sections 1–17 the Coffee Shop requires compliance with the following (extract from *2016 Volunteer Handbook*).

What to Wear

- The Coffee Shop will provide each member of staff and volunteers with an apron.
- Clean and comfortable clothes and shoes, (open-toe and high heels are not considered best practice), should be worn.
- Hair should be kept neat and tidy and, if likely to fall over the face, it should be tied back.
- A minimum amount of jewellery is fine but heavy necklaces should not be worn that could possibly swing into machinery or customers.
- A light fragrance is fine, but not strong perfume.

Control of Substances Hazardous to Health (COSHH)

- Substances that are hazardous to health are stored in a restricted area and in a high cupboard, out of reach of children.

Hygiene

- Please ensure any cuts or sores are covered with blue waterproof dressings. Blue dressings are easily visible if dropped into food. These are available in the Coffee Shop – please ask the team leader.
- Please try to avoid touching food with bare hands as far as possible. There will be particular equipment reserved for serving each food item, so please use this rather than your hands.
- Always wash your hands before handling this serving equipment and serving food or drinks.
- Never cough or sneeze over food.
- Clean as you go – keep all equipment and surfaces clean. There are particular cloths for parts of the coffee machine, but generally use the spray surface cleaner and some blue paper towel to wipe all surfaces.
- Always remove apron before you go to the toilet.
- There will always be at least one person who has a food hygiene qualification on duty, so if in doubt, please ask.

What to do in Case of Emergency

Safety is of paramount importance. Please read the following carefully.

- If you discover a fire, immediately operate the nearest fire alarm point.
- If in the kitchen, push the emergency stop button to shut off the gas.
- On hearing the fire alarm, the team leader should ensure that everyone using the Coffee Shop evacuates the building as quickly as possible using the nearest exit.
- If it is safe to do so, the till should be switched off and keys taken out.
- Do not stop to collect personal belongings.
- If it safe to do so, all windows and doors should be closed.

- On evacuating the building, everyone should assemble on The Green.
- The team leader should check that all staff and volunteers are present.
- Once outside, no one will be allowed to re-enter the building until specifically told to do so by the most senior member of staff/lead volunteer present.

What to do if you are ill

- If you become ill at work, speak to the team leader straight away and a decision will be made as to whether your illness poses a risk to the 'food environment' and action taken accordingly.
- If you have suffered from any kind of vomiting then please allow a period of 48 hours to elapse before returning to work.

Appendix 2: The Pre-School & Nursery

In addition to the generic matters highlighted in sections 1–17 the PSN requires compliance with the following and it is the PSN Manager's duty, along with the named HASAW representative, to ensure compliance.

Procedures

- Induction training for staff and volunteers includes a clear explanation of health and safety issues so that all staff are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. Induction training covers matters of employee wellbeing, including safe lifting and the storage of potentially dangerous substances. (Included are booklets from the Health and Safety Executive (HSE) on Control of Substances Hazardous to Health (COSHH), Slips and Trips and Manual Handling).
- Training records are retained for all members of staff and HASAW is an item on staff meeting agendas.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- All warning signs are clear and visible.
- All substances that may be hazardous to health – such as cleaning chemicals are recorded. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored (COSHH folder in the office).
- All cleaning chemicals are to be kept in their original containers.

Accidents and Illness

- First aid boxes are in all areas and they are checked regularly and replenished.
- All accidents that happen in the setting are recorded on an accident form. The parent/carer is informed and asked to sign the form indicating that they are happy with the explanation given. If a child comes in with any visible marks they are to be recorded and the parent/carer asked for an explanation. Regular monitoring of the accident and incident forms is to be completed by the manager.
- Any spills of blood, vomit or excrement are to be wiped up and put into a yellow bag and disposed of in the nappy bin which is then transferred into the yellow nappy bin outside for incineration. Disposable gloves and aprons must always be used.
- Floor and other areas are disinfected appropriately and immediately.
- Illnesses are to be reported to the Health Protection Agency (0117 342 5551)
- Certain serious accidents and specified occurrences as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are to be reported to the Health & Safety Executive.

Fire and Evacuation

- Fire doors are never obstructed.
- Smoke and heat detectors are checked regularly.
- Fire extinguishers are checked regularly.
- Alarms are checked regularly.
- Fire exits are clearly marked.
- Evacuation procedures are practised six times a year.
- The evacuation procedure is displayed in all rooms.

Activities and Resources

- Equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through activities we provide and the routines carried out by staff.

Electrical/Gas Equipment

- All electrical/gas equipment to conform to safety requirements and checked regularly.
- Our boilers and meter cupboards are inaccessible to children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children taught not to touch them.
- Lighting and ventilation to be adequate in all areas to allow duties to be carried out safely.

Outdoor Area

- The outdoor area to be securely fenced and checked each day before use.
- The sand pit is to be covered when not in use and cleaned regularly.
- All outdoor activities to be supervised at all times.

Indoors

- All rooms are checked daily for cleanliness and safety.
- Where doors have chains, they are fitted to allow exit in an emergency and also provide security.
- Safety gates are closed when access is not required.
- Children are not permitted in the kitchen.

Hygiene

- Toys are to be cleaned on a daily basis, depending on what has been played with.
- The toilet area to be checked regularly throughout the day and a high standard of hygiene maintained including hand washing and drying facilities and the disposal of nappies. Toilets are cleaned regularly.
- Protective clothing – such as aprons and disposable gloves are worn as required.
- Cuts/open sores are to be covered immediately with a plaster or other dressing.
- Good practice is encouraged with the children, ie shielding their mouths when coughing and sneezing and washing hands.
- Frequent touch points are cleaned regularly throughout the day.

Control of Substances Hazardous to Health (COSHH)

- Substances that are hazardous to health are stored in the porch area of the Pre-School and are kept behind locked doors.

Appendix 3: St Michael's Churchyard

Full guidance on the management of the churchyard can be found at: <https://d3hgrrlq6yacptf.cloudfront.net/5f3ecfb22c3ee/content/pages/documents/1601376937.pdf>

The main risks are summarised as injuries though collapsed stone memorials and objects hidden in long grass. The churchyard will be included in the six-monthly HASAW inspections carried out by the churchwardens and the Buildings and Facilities Manager.

Inspections

The inspection will assess the risks from:

- memorials that are posing a threat of injury, eg monoliths developing leans, table tops which have fallen, broken etc)
- broken or damaged kerbs/paving slabs
- rusting/twisting railings
- walls becoming unstable

Additional inspections should take place after extreme weather conditions.

Grass Cutting

Regular grass cutting needs to take place in order to ensure that hazards are visible, eg broken glass.

Reports

A report to the PCC is required after any inspection and its findings to be added to the minutes with appropriate remedial action taken.

Appendix 4: Working at Height

You are working at height if you:

- are working above ground level
- could fall through a fragile surface
- could fall into an opening in a floor or a hole in the ground

Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary, and the law recognises this.

What do you need to consider when planning work at height?

The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety
- check that the place (eg a roof) where work at height is to be undertaken is safe
- check each place where people will work at height for loose materials or objects that may fall on to people below
- if it is not reasonably practicable to prevent objects falling you must take suitable and sufficient measures to make sure no one can be injured, eg use exclusion zones to keep people away or mesh on the scaffold to stop materials such as bricks falling off
- carry out a risk assessment that includes contingency plans in the event of an accident

Appendix 5: Manual Handling

This policy is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying in the workplace. Under the Manual Handling Operations Regulations 1992 (MHOR), manual handling is interpreted as the transporting or supporting of any load.

Assessment of Risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors should be considered during the assessment.

The Task

Bending and stooping to lift a load significantly increases the risk of a back injury.

- Items should ideally be lifted from no lower than knee height to no higher than shoulder height.
- Outside this range, lifting capacity is reduced and the risk of injury is increased.
- When items are required to be lifted from above shoulder height, a stand or suitable means of access should be used.
- Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferred, particularly where the back can rest against a fixed object to give leverage.
- Carrying distances should be minimised, especially if the task is regularly repeated.
- Repetitive tasks should be avoided whenever possible.
- Tasks which involve lifting and carrying should be designed in such a way as to allow for significant rest breaks (rotation of tasks) or to avoid fatigue.
- Avoid tasks which require twisting the body wherever possible.

The Load

- The load should be kept as near as possible to the body trunk to reduce strain and should be not of such size as to obscure vision.
- An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution. The change in the centre of gravity is likely to result in overbalancing.
- Ensure there is a secure hand hold, using gloves where necessary to protect against sharp edges or splinters.

The Individual

- Consideration must be given to age, body weight and physical fitness.
- Regard must be given to personal limitation: employees/volunteers must not attempt to handle loads which are beyond their individual capability. Assistance must be sought where this is necessary.
- Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

- Significant knowledge and understanding of the work is an important factor in reducing the risk of injury.
- Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

The Working Environment

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be taken into account.

Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.

Managers or supervisors must ensure that:

- manual handling assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are regularly monitored and reviewed
- employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
- special arrangements are made, when necessary, for individuals with health conditions who could be adversely affected by manual handling operations

Safe System of Work

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions.

- Ensure that formalised systems of work that have been designed for the work activity are complied with.
- Make full and proper use of aids such as trolleys, and lifting equipment.
- Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- Use the legs and knees to bend and lift – do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.
- Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue.
- Ensure that there are no sharp, hot or cold edges which could cause injury.
- Ensure that walkways are free from obstructions.
- Make full and proper use of personal protective equipment.

Report any problems or concerns associated with manual handling operations to a responsible person without delay.