



Darent Valley Community Church Health and Safety Policy

Darent Valley Community Church (DVCC)

Policy to be reviewed: December 2024

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 co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety within DVCC.

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 and voluntary helpers, and to provide such information, guidance 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, visitors and others who may attend church activities and events.

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 use of 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. Health and safety will be a regular agenda item at leadership and trustees meetings and employees and voluntary workers will be consulted on a regular basis (planning meetings) in order to seek their views on health and safety matters.

Signed

Pastor

Trustee

Date

Date

Next planned review date December 2023

B Organisation and Responsibilities.

1. Responsibility of the Trustees

Overall responsibility for health and safety sits with the trustees 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 church personnel. As new projects emerge, the names of responsible persons will be documented and the list amended accordingly.

2. The Leadership Team

The Leadership Team have a general responsibility to ensure that the H&S policy is implemented and to lead by example to promote an effective safety culture.

3. Responsibility of the Health and Safety Officer

The health and safety officer is appointed by the trustees and 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:

- a. be familiar with health and safety regulations as far as they concern the premises used by DVCC
- b. be familiar with the DVCC health and safety policy and arrangements and ensure these are observed
- c. ensure so far as is reasonably practicable, that safe systems of work are in place
- d. ensure that safety equipment and clothing is provided where appropriate, and all personnel made aware of its availability and whereabouts
- e. ensure that all equipment and tools are properly maintained and in good condition and that all operators have received the appropriate instruction for their use.
- f. ensure that food hygiene regulations and procedures are observed.

5. Responsibility of employees and voluntary helpers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst undertaking DVCC business or on premises used by DVCC

Employees and voluntary helpers must therefore:

- a. be familiar with specific risk assessments relating to activities undertaken by DVCC
- b. comply with safety guidance, operating instructions and working procedures
- c. use protective clothing and equipment when it is required
- d. report any fault or defect in equipment immediately to the appropriate person
- e. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- f. not misuse tools/equipment provided.

6. Responsible persons

The following are responsible for safety in particular areas. The numbers in brackets relate to the appropriate section of this policy:

If any hazards are identified in meeting places used by DVCC (hired, loaned, or rented) it is the responsibility of the Health & Safety Officer to alert the appropriate designated persons for that premises and keep a log of all such communications.

These lists are not exhaustive.

By activity	Position
Accident book/Accident reporting (1)	H&S Officer for DVCC
Fire extinguishers (2)	H&S Officer for organisation who own the building
Emergency evacuation (2)	H&S Officer for DVCC)
Portable electrical appliances (3)	Pastor/Equipment team lead
Fixed electrical system (3)	H&S Officer for organisation who own the building
Gas equipment (4)	H&S Officer for organisation who own the building
Hazardous substances (5)	H&S Officer for organisation who own the building
Plant and machinery (6)	H&S Officer for organisation who own the building
Condition of floors (7)	H&S Officer for organisation who own the building
Lighting (8)	H&S Officer for organisation who own the building
Working at high levels (9)	H&S Officer for organisation who own the building
Food preparation (10)	Hospitality lead
Manual handling (11)	H&S Officer for DVCC
Building defects/glazing (13)	H&S Officer for organisation who own the building
Child protection (14)	Safeguarding Lead
Events and outings (15)	Employees and voluntary helpers

Named responsible persons

Health & Safety Officer	TBA (Keith?)
Safeguarding Lead	Sue Hart
Pastor	Adrian Elms
Hospitality Lead	TBA
Equipment Lead	TBA (Martin?)

Names of H&S officers for buildings used by DVCC

ARPS	-
Riverside Club	- S Curtain
Olive Seal Hall	-

C Arrangements

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary helpers, members of the congregation and visitors.

1) Accidents and first aid

There is a First aid box in the reception area . This is checked and restocked on a six monthly basis by the H & S Officer or more frequently when requested by the first aiders.

Trained/qualified first aiders are: Sue Hart, Keith Wise, Nicola Thatcher and Lorraine Roe (Names and photographs are displayed on the welcome board)

An accident/incident book is located with the first aid kit:

All accidents and incidents are entered in the record book by whichever responsible adult is involved and the H&S lead must also be informed. Incidents will be reviewed at the first practicable opportunity by the H&S Lead.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Incidents will be reported by the H&S lead

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) we aim to comply with the 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 seven days will be reported to the enforcing authorities. So will diseases and certain dangerous occurrences, as defined by the HSE 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 the HSC official online form form F2508 ([How to make a RIDDOR report - RIDDOR - HSE](#))
- Accidents involving the injured person losing more than seven 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 fifteen 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 musculo-skeletal disorders.

Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

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.

Darent Valley Community Church does not own a building but uses premises that are rented/loaned by other organisations. We will comply with the Health and Safety policies for these organisations

2) Fire safety

Our policy is designed to support the organisations who own the buildings we use to comply with fire safety regulations.

We undertake to do the following:

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

To check that those in the building know what to do in the event of a fire, fire evacuation drills will be carried out annually.

Fire Marshalls will be appointed who's role it will be to:

- check that doors within the two fire escape routes can be opened.
- oversee fire evacuations during DVCC activities when required
- be familiar with location and use of firefighting equipment in areas of ARPS used by the church. It will be their responsibility to use the fire extinguishers when necessary

In the event of an emergency fire an announcement to leave the building will be made by the leader of that event or one of the leadership team

The emergency services will be contacted immediately by a nominated person using a mobile phone.

A trained Fire Marshall will oversee safety and evacuation proceedings at both exits.

If you discover a fire (no matter how small)

- 1 Immediately raise the alarm
- 2 Telephone the emergency services
- 3 Check the premises being used for occupants.

4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk

5 If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property

6 Evacuate to the designated assembly point (car park from main entrance; tennis court from side exit)

7 Ensure clear access for the emergency vehicles

3) Electrical safety

Our policy is designed to support the organisations who own the buildings we use to comply with electrical safety regulations.

We undertake to do the following:

Maintain a list of all our portable electrical appliances, held by the 'Lead for equipment'

Every two years all our portable electrical equipment will be PAT 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.

It is our policy not to purchase and use second-hand electrical goods until they have been inspected and PAT tested by a suitably qualified person and a register of such equipment is maintained

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:

- (i) Visually check all electrical equipment before use
- (ii) Report all faults immediately to the responsible person
- (iii) Do not attempt to use or repair faulty equipment unless you have suitable training
- (iv) No electrical equipment is to be brought onto the premises and used until it has been PAT tested by the approved person and entered in the electrical equipment record
- (v) Electrical equipment should be switched off and disconnected when not in use for long periods
- (vi) Cables should be positioned, secured and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

4) Gas equipment safety

Our policy is designed to support the organisations who own the buildings we use to comply with electrical safety regulations.

We undertake to do the following:

Employees and voluntary workers will remain vigilant for evidence of damage to gas equipment on the premises and will inform the H&S officer of the organisation renting/hiring/loaning the building of any damage.

If gas is detected (smelled) an evacuation of the building will be initiated in line with fire safety procedures and a gas leak will be reported immediately to the gas board and contact person for the organisation renting/hiring/loaning to building.

5) Hazardous substances

Our policy is designed to support the organisations who own the buildings we use to comply with electrical safety regulations.

We undertake to do the following:

Employees and voluntary workers will remain vigilant for evidence of hazardous substances on the premises and will inform the H&S officer of the organisation renting/hiring/loaning the building of any damage.

Where possible, we will eliminate the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment' – employees and voluntary workers will adhere to the product information provided by the manufacturers to determine the correct method of use, protective clothing needed, methods of storage and disposal, and action to take in the event of an accident.

6) Safety of plant and machinery

As a church we do not have access to or reason to use plant and heavy machinery. In the unlikely event of such equipment being used on the specific premises while DVCC activities are occurring, the H & S officer will make sure that:

- 1) those operating the equipment are aware of the parameters of the church activities,
- 2) work areas are clearly delineated and signed for everyone's protection.
- 3) are responsible for the condition of their equipment and any Health and Safety measures involved with their work.

Our responsibility will be to ensure that church members and visitors understand the parameters of the work being undertaken and maintain safe distance at all times. This will be the responsibility of the Health and Safety Officer.

7) Slips, trips and falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, employees, voluntary workers and the H&S officer will remain vigilant for obstacles, uneven or slippery surfaces, spillages, and other defects. These will be rectified where practicable or reported to the H&S officer for the organisation responsible for the building.

8) Lighting

In order to ensure that the premises used by DVCC is adequately lit, employees, voluntary workers and the H&S officer will remain vigilant for poor or broken lighting and will report this to the H&S officer for the organisation responsible for the building.

9) Working at high levels

The responsibility of inspecting and maintaining premises used by DVCC is the responsibility of the H & S officer designated to that specific premises. DVCC employees, voluntary workers or visitors will not work at high levels.

10) Preparation of food

- 1 We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
- 2 We ensure that all food handlers receive adequate supervision, instruction and training.
- 3 We ensure that the appropriate risk assessments are carried out for the foods that are prepared and stored, including storage at the correct temperatures.
- 4 Before any preparation commences, all surfaces coming into contact with food will be washed down and disinfected.
- 5 Food stuffs will only be prepared in the following areas: the school kitchen or kitchen in other premises used by DVCC. Also private kitchens of church members selected and approved by the Hospitality Team Leader.
- 6 Preparation and serving of food will be overseen by someone with training in food hygiene.
7. People with food allergies/intolerances will be advised to speak to a member of the hospitality team prior to partaking in food/drinks

11) Manual handling – lifting, carrying and moving loads

- 1 Our policy is to minimise the need for manual handling as far as is reasonably practicable.
- 2 Where there is a need to move loads routinely, risk assessments will be undertaken and the use of lifting aids and trolleys will be prioritised.
- 3 Guidance will be given to all those employees and voluntary workers who undertake manual handling and only those persons who have received guidance will undertake such activity.

12) Display screen equipment

Our policy is support all DVCC employees and voluntary workers to undertake an assessment of the risks encountered by habitual users of computer workstations. Where reasonable, we will provide equipment and promote healthy work behaviours 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.
- Work routines that involve periods away from the screen

13) Hazardous buildings/glazing

Our policy is designed to support the organisations who own the buildings we use to comply with buildings/glazing safety regulations.

We undertake to do the following:

Employees and voluntary workers will remain vigilant for evidence of hazardous building materials and glazing on the premises and will inform the H&S officer of the organisation renting/hiring/loaning the building of any concerns.

Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out

14) Child protection

The church maintains a Child Protection Policy which is reviewed regularly as advised by the Churches Child Protection Advisory Service.

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

15) Risk assessments/activities

Risk assessments will be carried out on all areas of premises regularly used by DVCC 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.

16) Contacts

Environmental Health Service Information: Sevenoaks Environmental Health Manager: Nick Chapman

Address: Environmental Health, Sevenoaks District Council Council Offices Argyle Road, Kent TN131HG

Email: information@sevenoaks.gov.uk Tel 01732 227 000

How to contact HSE, www.hse.gov.uk if unable to get online Tel 0300 003 1647

Free Health and Safety Law poster/ pocket card hse.gov.uk

A copy of the HSE poster 'Health and Safety Law – what you should know.'

Health & Safety books: 0333 202 5070