



## WORKPLACE HEALTH, SAFETY AND WELFARE POLICY

### Section 1

#### 1.1 The Workplace (Health, Safety and Welfare) Regulations 1992

Employers have a general duty under section 2 of the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. People in control of non-domestic premises have a duty (under section 4 of the Act) towards people who are not their employees but use their premises. The Christ Church Centre (CCC) will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and as appropriate with the Management of Health and Safety at Work Regulations 1999.

#### 1.2 Management commitment

The Senior Pastor and Network Elders give personal and long-term commitment to staff regarding health and safety and will listen to the views of employees. The Senior Pastor and Network Elders receive a copy of staff safety meetings and staff workplace potential hazard walkabouts.

#### 1.3 Responsibilities

The **Senior Pastor** is the person who is overall responsible for health and safety and the management of the CCC. The **Responsible Person** is responsible for:

- ensuring the Health and Safety policy is put in place and followed by all persons legally entitled to use the Centre.
- ensuring the annual review of the Health and Safety policy.
- staff participating in Safety Risk Assessments, consulting staff regarding safety and other Centre matters, recording accidents, First Aid training, work-related ill-health investigations and keeping an accident book.
- staff and non-staff induction and continuous health and safety training.
- liaising with staff and actioning findings of workplace potential hazard walkabouts.
- maintaining Health and Safety instructions.

#### 1.4 Health and Safety Risk Assessment

This policy sets out how the Christ Church Network will comply with the above regulations. A 'Health and Safety Risk Assessment' (see below) has been undertaken and will be

reviewed every three years or when major changes to the work environment have taken place. Any necessary actions will be taken.

### **1.5 Personal Emergency Evacuation Plans (PEEPs)**

All staff and regular attenders/visitors who are known to have a disability or illness will have a PEEP plan completed.

### **1.6 Workplace Inspections**

Regular workplace safety inspections will be carried out by staff members to identify any workplace hazards. Findings will be presented at regular staff safety meetings or earlier as needed. Typical workplace hazard identification areas are:

- Slips, trips, and falls.
- Manual handling of office stationery supplies, use of equipment such as photocopier.
- Display screen equipment.
- Working at height, for example filling shelves above head height.
- Stress situations.
- Electrical hazards, such as potential electric shock from faulty appliances.
- Identifying any materials containing asbestos.
- Fire hazards and potential fire situations.
- Working alone.

## **Section 2 HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996 (AS AMENDED)**

### **2.1 Consulting Staff on Health and Safety matters**

By law, all employees must be consulted on health and safety matters. Some workers, who are self-employed, are still classed as employees under health and safety law.

As there is regular contact with all employees, consulting with all staff is deemed to be the most effective means of communication as it gives everyone a chance to have a say in health and safety matters.

Due to the size and disposition of the CCC organisation health and safety meetings will be carried out in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

### **2.2 Health and safety meetings**

A health and safety meeting with staff will be held at least annually to discuss or review health and safety issues. Where a health and safety issue is deemed urgent, any member of staff can request an 'extraordinary' health and safety meeting by contacting the Senior Pastor.

### **2.3 Issues that employees will be typically consulted over are:**

- The introduction of any measure which may substantially affect their health and safety at work, e.g., the introduction of new equipment or new systems of work and the health and safety consequences of introducing new technology.
- The management will inform staff on any:
  - risks and dangers arising from their work
  - measures to reduce or eliminate these risks and dangers, and
  - what employees should do if they are exposed to or are aware of a risk (see 'Potentially Dangerous Issues Reporting Form')
- The planning and organisation of health and safety training, where necessary.

### **2.4 Staff participation in health and safety meetings**

All staff are expected to fully participate and cooperate in health and safety meeting and safety matters. Ideas are encouraged which improve the health and safety of the staff and CCC users.

No disciplinary or retributive action will be taken against individuals for raising contentious issues or criticising management practices.

A record of the meeting dates, attendees, the items discussed, and actions taken will be kept by the Operations Manager.

Feedback on actions or findings will be reported at the next health and safety meeting or as appropriate: the feedback time may be dependent on the scale of the work involved.

## 2.5 Workplace walkabout risk assessment and hazard spotting

Members of staff will be required to take part in regular workplace safety walks, to identify any potential workplace safety issues, such as slip, trip or fall hazards.

### 2.5.1 Accident book

The accident book is a formal document, legally required by all employers, to record the details of any accidents that happen on work premises. The Operations Manager is the custodian of the accident book.

The following information should be recorded:

- The name and contact details of the injured person.
- The name and contact details of the person reporting the accident.
- Details of the accident: date, time and location.
- Details of the injuries sustained:
  - Type of injury e.g., cut, burn, fall, head injury, slip or trip.
  - The severity of the injury e.g., did the person need to be hospitalised, were they knocked unconscious, did they require first aid treatment.
- How the accident happened:
  - Details of the events which led up to the accident
  - Details of any faulty machinery or equipment involved.
  - Description of the working conditions at the time of the accident
  - Details of what actions were taken to help the injured party following the accident.
  - Evidence in the form of CCTV footage and photographs from the scene of the accident

The Accident book is to be retained for three years after the last reported incident.

### 2.5.2 Reporting of injuries, diseases, and dangerous occurrences regulations (RIDDOR)

Reporting a RIDDOR accident is an essential document for employers and employees, who are required by law to record and report details of specified work-related injuries and incidents. It enables businesses to comply with legal requirements under social security and health and safety legislation. For guidance on reporting see 'A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)'

#### What must be reported

- deaths and injuries caused by workplace accidents
- occupational diseases
- carcinogens mutagens and biological agents

- specified injuries to workers
- dangerous occurrences
- gas incidents

The Responsible Person and Senior Pastor are responsible for the completing a RIDDOR report.

### **Section 3 GENERAL**

#### **Associated Procedures**

Procedures, associated and used as part of this Workplace Health, Safety and Welfare Policy are listed below:

- Health and Safety Risk Assessment (see Appendix below)
- Workplace Health, Safety and Welfare Meetings Record
- Hazard Spotting Tool (Guidance sheet)
- Workplace Walkabout Risk Assessment

#### **HSE reference information**

- Involving your workforce in health and safety  
Guidance for all workplaces
- Preventing slips and trips at work, a brief guide
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Slips and trips - Hazard spotting checklist ([www.hse.gov.uk/pubns/ck4.pdf](http://www.hse.gov.uk/pubns/ck4.pdf))

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## APPENDIX

### CHRIST CHURCH CENTRE HEALTH AND SAFETY RISK ASSESSMENT

#### 1 Health

The measures outlined in this section contribute to the general working environment of people in the workplace.

#### 2 Ventilation

Workplaces need to be adequately ventilated. Fresh, clean air should be drawn from a source outside the workplace, uncontaminated by discharges from flues, chimneys or other process outlets, and be circulated through the workrooms.

Ventilation should also remove and dilute warm, humid air and provide air movement which gives a sense of freshness without causing a draught. If the workplace contains process or heating equipment or other sources of dust, fumes or vapours, more fresh air will be needed to provide adequate ventilation.

Windows or other openings may provide sufficient ventilation but, where necessary, mechanical ventilation systems should be provided and regularly maintained.

#### Response

Ventilation in the CCC is provided by windows and via a Heating, Ventilation and Air Conditioning (HVAC) system.

#### 3 Temperatures in indoor workplaces

Environmental factors (such as humidity and sources of heat in the workplace) combine with personal factors (such as the clothing a worker is wearing and how physically demanding their work is) to influence what is called someone's 'thermal comfort'.

The employees working at the CCC offices are mainly sedentary, and the temperature should normally be at least 16 °C. However, if work involves physical effort, it should be at least 13 °C (unless other laws require lower temperatures).

#### Response

Local air conditioning units and central heating maintains the working environment, as a minimum at least 13 °C. Temperature control is made via local thermostats.

#### 4 Work in hot or cold environments

The risk to the health of workers increases as conditions move further away from those generally accepted as comfortable. Risk of heat stress arises, for example, from working in high air temperatures, exposure to high thermal radiation or high levels of humidity, such as those found in foundries, glass works and laundries.

Cold stress may arise, for example, from working in cold stores, food preparation areas and in the open-air during winter.

## **Response**

There are no hot or cold extremes identified in the CCC work environment.

## **5 Lighting**

Lighting should be sufficient to enable people to work and move about safely. If necessary, local lighting should be provided at individual workstations and at places of particular risk such as crossing points on traffic routes. Lighting and light fittings should not create any hazard.

Automatic emergency lighting, powered by an independent source is required under the Regulatory Reform (Fire Safety) Order 2005 and, should be provided where sudden loss of light would create a risk for evacuation of persons.

## **Response**

Lighting and emergency lighting are identified in the Fire Risk Analysis. Testing is carried out on a routine basis (refer to the Fire Risk Policy document and the Fire Safety Log).

## **6 Cleanliness and waste materials**

Every workplace and the furniture, furnishings and fittings should be kept clean and it should be possible to keep the surfaces of floors, walls and ceilings clean. Cleaning and the removal of waste should be carried out as necessary by an effective method. Waste should be stored in suitable receptacles.

## **Response**

Cleaning staff are employed to keep clean the workplace, furniture, fittings, floors and the removal of waste to the appropriate Council waste bin. Cleaning fluids are used by the cleaning staff. Precautions in their use are listed on the products. Cleaning staff are made aware of the use and precautions, when using these commercial and household products by the responsible person. Furniture and fixtures are inspected in accordance with the building maintenance policy.

## **7 Room dimensions and space**

Workrooms should have enough free space to allow people to move about with ease. The volume of the room when empty, divided by the number of people normally working in it, should be at least 11 cubic metres.

All or part of a room over 3.0 m high should be counted as 3.0 m high. 11 cubic metres per person is a minimum and may be insufficient depending on the layout, contents and the nature of the work.

## **Response**

The CCC is considered to be a normal fire risk area. The CCC meets the requirements of the:

- Workplace (Health Safety and Welfare) regulations
- HM Government, Fire Safety, risk assessment, offices and shops, section 4 regarding Room occupancy, Escape Route capacity and Distance to final exits.

(Refer to the CCC Rooms – Normal and maximum safe room occupancy, Escape route capacity and distances to Final Exits document, found in the Centres server, Buildings file.

## **8 Workstations and seating**

Workstations should be suitable for the people using them and for the work they do. People should be able to leave workstations swiftly in an emergency. If work can or must be done sitting, seats which are suitable for the people using them and for the work they do should be provided. Seating should give adequate support for the lower back, and footrests should be provided for workers who cannot place their feet flat on the floor safely.

### **Response**

Suitable office desk seating is provided. All users and operators of Display Screen Equipment receive advice on seating posture and screen positioning as part of induction training.

## **9 Display Screen Equipment (DSE) Users**

### **Response**

The following staff positions are regarded as regular users or operators in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992

- Senior Pastor Christ Church Newland
- Riverside Pastor
- Orchard Park Pastor
- CCC Staff

Advice on DSE user posture is found in the CCC Display Screen Equipment (DSE) Workstations and Seating Advice document.

## **10 Workplace and Equipment Maintenance**

The workplace, and certain equipment, devices and systems should be maintained in efficient working order (efficient for health, safety and welfare).

Such maintenance is required for mechanical ventilation systems; equipment and devices which would cause a risk to health, safety or welfare if a fault occurred; and equipment and devices intended to prevent or reduce hazard.

The condition of the buildings needs to be monitored to ensure that they have appropriate stability and solidity for their use. This includes risks from the normal running of the work process (e.g., vibration, floor loadings) and foreseeable risks (e.g., fire in a cylinder store).

### **Response**

The mechanical ventilation system (HVAC system) is serviced by a competent service company.

The nature of the activities in the CCC do not pose a risk of vibration or floor loading. Building maintenance is carried out as part of the 'Building Fabric Maintenance Policy'.

## **11 Floors and traffic routes**



'Traffic route' means a route for pedestrian traffic, vehicles, or both, and includes any stairs, fixed ladder, doorway, gateway, loading bay or ramp.

Floors and traffic routes should be sound and strong enough for the loads placed on them and the traffic expected to use them. The surfaces should not have holes or be uneven or slippery and should be kept free of obstructions and from any article or substance which may cause a person to slip, trip or fall.

Open sides of staircases should be fenced with an upper rail at 900 mm or higher, and a lower rail. A handrail should be provided on at least one side of every staircase, and on both sides if there is a particular risk. Additional handrails may be required down the centre of wide staircases. Access between floors should not be by ladders or steep stairs.

### **Response**

The Fire Risk Analysis has identified that there are sufficient traffic routes, of sufficient width and headroom, to allow people to both escape in an emergency and to circulate safely with ease during normal activities. No vehicle access is provided to the premises. Access ways, stairs and floors are checked daily.

Rear of the building, external escape route gates are padlocked when the building is not in use. These gates are required to be opened whenever the building is occupied.

During all times that the building is in use by people; the Responsible Person ensures that all exits, corridors, and stairs are available and free from obstructions and combustible materials and usable. (Refer to the Centre Fire Safety Policy/Responsible persons responsibilities.)

## **12 Falls into dangerous substances**

The consequences of falling into dangerous substances are so serious that a high standard of protection is required. Dangerous substances in tanks, pits or other structures should be securely fenced or covered. Traffic routes associated with them should also be securely fenced.

Duties to prevent falls from height in general are covered by the Work at Height Regulations 2005.

### **Response**

There are no dangerous substances held in tanks, pits or other structures on the work premises.

## **13 Transparent or translucent doors, gates or walls and windows**

Windows, transparent or translucent surfaces in walls, partitions, doors and gates should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage. If there is a danger of people coming into contact with it, it should be marked or incorporate features to make it apparent.

Employers will need to consider whether there is a foreseeable risk of people coming into contact with glazing and being hurt. If this is the case, the glazing will need to meet the requirements of the Regulations.

### **Response**

There are no transparent or translucent doors, gates, walls or windows on the premises.

#### **14 Windows**

Openable windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not pose any undue risk to anyone.

Windows and skylights should be designed so that they may be cleaned safely. When considering if they can be cleaned safely, account may be taken of equipment used in conjunction with the window or skylight or of devices fitted to the building.

### **Response**

Standard opening and closing handles are fitted to windows.

#### **15 Doors and gates**

Doors and gates should be suitably constructed and fitted with safety devices if necessary.

### **Response**

All doors are suitably constructed and fitted with and without locks or with safety devices as necessary. Doors are inspected in accordance with the building maintenance policy

#### **16 Swing, power-operated and upward opening doors and gates**

Doors and gates which swing both ways and conventionally hinged doors on main traffic routes should have a transparent viewing panel.

Power-operated doors and gates should have safety features to prevent people being struck or trapped and, where necessary, should have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency.

Upward-opening doors or gates need to be fitted with an effective device to prevent them falling back. Provided that they are properly maintained, counterbalance springs and similar counterbalance or ratchet devices to hold them in the open position are acceptable.

Powered vertical opening doors that are powerful enough to lift an adult or child should be fitted with measures to prevent this.

### **Response**

Conventionally hinged doors on main traffic routes have a transparent viewing panel.

There are:

- No doors or gates which swing in both ways
- No power-operated doors and gates
- No powered vertical opening doors or gates

- No upward-opening doors or gates.

There are two electrically, key-operated, 30-minute fire rated, roller fire shutters, both located in the ground floor kitchen. One shutter opens into room 2 and one into the Hub. The shutters close automatically in the event of a fire alarm. The roller shutter is closed when the kitchen is not in use. A 'Main Kitchen' policy is in place which includes closure of the fire shutters. Kitchen Shutters are closed when cooking.

#### **17 Escalators and moving walkways**

Escalators and moving walkways should function safely, be equipped with any necessary safety devices, and be fitted with one or more emergency stop controls which are easily identifiable and readily accessible.

#### **Response**

There are no escalators or moving walkways

#### **18 Passenger lift**

A passenger lift is installed in lobby 1 rising to the first floor, lobby 4. The lift is semi-automatic requiring persons using the lift to push and hold an ascent or descent button.

#### **Response**

Instructions outside of the lift prohibit the lift being used if there are no other persons in the building.

In case of emergency or passengers requiring assistance, an alarm button is fitted in the lift which sounds an alarm. The 1<sup>st</sup> floor fire warden is responsible for responding to the alarm.

#### **19 Sanitary conveniences and washing facilities**

Suitable and sufficient sanitary conveniences and washing facilities should be provided at readily accessible places. They and the rooms containing them should be kept clean and be adequately ventilated and lit. Washing facilities should have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying. If required by the type of work, showers should also be provided. Men and women should have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

#### **Response**

The sanitary requirements at the CCC comply with the above requirement.

#### **20 Drinking water**

An adequate supply of high-quality drinking water, with an upward drinking jet or suitable cups, should be provided. Water should only be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply. The containers should be refilled at least daily (unless they are chilled water dispensers where the containers are returned to the supplier for refilling). Bottled water/water dispensing systems may still be provided as a secondary source of drinking water. Drinking water does not have to be marked unless there is a significant risk of people drinking non-drinking water.

### Response

Drinking water is available directly from the town mains supply only.

#### **21 Accommodation for clothing and facilities for changing**

Adequate, suitable and secure space should be provided to store workers' own clothing and special clothing. As far as is reasonably practicable the facilities should allow for drying clothing. Changing facilities should also be provided for workers who change into special work clothing. The facilities should be readily accessible from workrooms and washing and eating facilities, and should ensure the privacy of the user, be of sufficient capacity, and be provided with seating.

### Response

No special accommodation for clothing and facilities for changing is deemed necessary for the work activities carried out at the centre.

#### **22 Facilities for rest and to eat meals**

Suitable and sufficient, readily accessible rest facilities should be provided.

Seats should be provided for workers to use during breaks. These should be in a place where personal protective equipment need not be worn. Rest areas or rooms should be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time, including suitable access and seating which is adequate for the number of disabled people at work.

### Response

Facilities for rest and a place to eat meals are available and meet the above requirement.

#### **23 A 'No Smoking Policy' exists in the Christ Church Centre.**

There are no designated Smoking areas within the building.

### **DATE OF RISK ASSESSMENT**

The Workplace Health and Safety Risk Assessment was carried out by the Responsible Person and Technical co-ordinator to verify this statement.

Date: \_\_\_\_\_

Signed:

- Responsible Person \_\_\_\_\_
- Technical co-ordinator \_\_\_\_\_