

STATEMENT OF HEALTH AND SAFETY POLICY TO EMPLOYEES TRAINEES AND VOLUNTEERS

In establishments the following statement must be displayed on the notice board in the staff areas. The following statement must be presented to all employees, trainees and volunteers not based at Church Army establishments.

1. STATEMENT OF POLICY TO EMPLOYEES TRAINEES AND VOLUNTEERS

Church Army's policy on Health and Safety at Work has been reviewed and updated to meet the needs of current legislation and to build on the practical experience we have gained through running the establishments and through running activities outside the establishments.

Every manager is responsible for:

- promoting satisfactory standards of health and safety at their workplace;
- making themselves familiar with the contents of this Policy;
- providing guidance, training and personal example to their staff to ensure that they understand this Policy and that its objectives are achieved;
- giving their staff the opportunity to put forward ideas for improving health and safety;

2. HEALTH AND SAFETY POLICY STATEMENT

It is Church Army's policy to do all that is reasonably practicable to prevent personal injury to employees, trainees, volunteers, visitors and contractors and to protect people from foreseeable hazards in the workplace. In particular, so far as is reasonably practicable, Church Army undertakes to:

- provide and maintain an environment that is safe and free from risks to health and safety;
- give the information, instruction, training and supervision necessary to ensure the health and safety of employees, trainees, volunteers and others who come into contact with our organisation;
- make available all necessary safety devices and protective clothing/equipment and to supervise and control their use;
- arrange for the safe use, handling, storage and transport of any articles or substances;

- consult and involve employees, trainees and volunteers concerning health, safety and welfare;
- render safe buildings, equipment and systems of work and provide adequate welfare facilities for employees, trainees and volunteers.

Employees, trainees and volunteers whilst at work, have a responsibility for their own personal health and safety, and for the well-being of their colleagues, the residents and visitors.

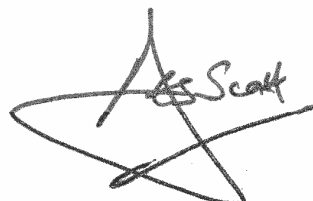
They must:

- work safely and efficiently;
- use the protective equipment provided;
- comply with the rules, instructions, procedures and statutory requirements;
- report any unsafe practices or methods of work;
- report any unsafe buildings or equipment;
- report any accidents, conditions or incidents that have led to, or might lead to, injury or damage;
- co-operate in the investigation of accidents and dangerous occurrences and in measures to prevent recurrences.

They must not:

- misuse or interfere with anything provided in the interests of health, safety and welfare.

Managers and other employees, trainees and volunteers must be involved in the promotion of health and safety in the workplace if acceptable standards are to be achieved. All managers have a duty to encourage employees, trainees and volunteers to put forward ideas of improving health and safety in their place of work.



Signed:.....

**COMPANY SECRETARY
CHURCH ARMY**

3. ORGANISATION

The Senior Leadership Team is responsible for the determination of Church Army's policy on health and safety and for the provision of adequate resources to ensure that its objectives are effectively achieved and maintained.

The Deputy Chief Executive and the Human Resources and Administration Manager have certain operational responsibilities in relation to health and safety at Wilson Carlile Centre and also for ensuring statutory insurance cover. The Establishment Line Managers and Establishment Managers have certain operational responsibilities in relation to health and safety at the establishments. Line Managers for those employees, trainees and volunteers not based at a Church Army establishment have certain operational responsibilities in relation to health and safety for these employees, trainees and volunteers.

All employees, trainees and volunteers are responsible for contributing to the maintenance of high standards of health and safety in the workplace. All employees, trainees and volunteers must act responsibly and do everything they can to prevent injury to themselves and others.

Employees, trainees and volunteers will follow instructions in relation to health and safety. In particular, where appropriate, they must:

- ensure fire doors are kept closed at all times and not jammed or wedged open, unless these are mechanically operated or different arrangements are agreed with the local fire authority;
- keep fire exits clear at all times;
- at the end of each working day or shift, switch off non-essential electrical appliances;
- report any electrical faults to the person in charge;
- maintain good standards of housekeeping;
- gain access to high upper storage shelves only by the safe use of steps provided;
- follow instructions and procedures relating to health and safety;
- report any job hazards, accidents and incidents to the person in charge;
- co-operate with investigations of accidents and incidents;
- alert their line manager immediately if they are suffering from any notifiable illness or condition;

- use correctly all work items provided by Church Army in accordance with their training and the instructions they receive to enable them to use the items safely;
- co-operate with Church Army to enable Church Army to comply with statutory duties for health and safety;
- report any shortcomings in health and safety arrangements even when no immediate danger exists to allow Church Army to take such remedial action as may be needed.

The Senior Leadership Team is responsible for implementing the Church Army's Health and Safety Policy in Church Army property, for Church Army employees, trainees, volunteers and unpaid workers, and others, and for monitoring its effectiveness.

The Lead Health and Safety Committee, in relation to Church Army property, for Church Army employees, trainees, volunteers and unpaid workers, and others, is responsible for:

- reviewing reports and information on accidents, dangerous occurrences and sicknesses linked to work and for bringing adverse trends to the attention of the Senior Leadership Team;
- monitoring the reliability of the risk assessments and the training needs of the risk assessors and advising the senior Leadership Team on any additional requirements arising;
- defining safe systems of work;
- external consultants who will advise the Senior Leadership Team on the requirements of the legislation.

Day-to-day responsibility for health and safety and for related training in the establishments rests with the Establishment Line Manager and Establishment Manager and for those employees, trainees and volunteers not based at a Church Army establishment it rests with the Line Manager. In particular they are responsible for:

- ensuring employees, trainees and volunteers understand their responsibilities for health and safety;
- communicating with employees, trainees and volunteers on matters of health and safety;
- ensuring that employees, trainees, volunteers and residents understand the fire and first aid procedures;
- enforcing safe systems of work and the use of protective clothing and equipment;

- ensuring that appropriate signs and notices are displayed;
- ensuring safe storage, proper maintenance and testing of plant and equipment;
- conducting safety inspections;
- recording, reporting and investigating accidents and dangerous occurrences;
- liaising with statutory enforcing authorities;
- ensuring safe storage of hazardous substances.

4. ARRANGEMENTS

4.1 Accidents

Employees, trainees and volunteers must report all accidents and dangerous occurrences, whether these involve personal injury or not, to their line manager, or to the Establishment Manager. Each accident is investigated to determine the cause and prevent recurrence.

4.2 Contractors

Safe working arrangements are agreed with contractors in order to ensure the health and safety of employees, trainees, residents, visitors and contractors.

4.3 Fire Prevention/Protection

In the establishments '**What to do in case of fire**' is covered by instructions on the notice boards. The '**No Smoking**' rules must be observed.

The maintenance of buildings, plant and equipment is the responsibility of the Establishment Manager in conjunction with the Property Manager.

4.4 Personal Protective Equipment

Personal protective clothing and equipment is issued for certain work and must be worn as directed. It should always be remembered that protective clothing never eliminates a hazard but only reduces the risk.

4.5 Safety Inspections

At the establishments formal inspections take place at least quarterly. They are carried out jointly by the Establishment Line Manager and a member of the Safety Committee. In Wilson Carlile Centre they are carried out by the Human Resources and Administration Manager and a member of the Safety Committee.

For those employees, trainees and volunteers working in outside undertakings formal inspections should take place at least annually. These are carried out by the employee's, trainee's and volunteer's Line Manager.

For those employees, trainees and volunteers based at and working from home formal inspections should take place once every two years. These are carried out by the employee's, trainee's and volunteer's Line Manager.

Corrective action must be implemented. Risks must be assessed and fully documented.

4.6 Smoking

In the interests of the health and safety of other employees, trainees and volunteers, all employees, trainees and volunteers are encouraged not to smoke whilst at work. No-smoking policies in the establishments must be adhered to.

4.7 Substances and Materials

The Line Manager, Establishment Manager checks the use of substances and materials which may be hazardous if not used correctly. He/She obtains information sheets on such substances and materials from suppliers, carries out a risk assessment and issues them to appropriate staff.

4.8 Suggestions

Any suggestions by employees, trainees and volunteers on improving safety are welcome and should be made to the Establishment Manager. Those employees, trainees and volunteers not based at a Church Army establishment should make their suggestions to their Line Manager.

4.9 Training

The training of employees, trainees and volunteers in health and safety matters such as the operation of fire equipment and emergency procedures, is undertaken by the Establishment Manager. Other health and safety training needs are developed by the employee's, trainee's and volunteer's Line Manager/Establishment Manager and/or the Lead Health and Safety Committee as appropriate.

4.10 Visitors

At the establishments all employees, trainees and volunteers have a duty to ensure the safety of visitors. All visitors report to reception on arrival and sign the Visitors' Book both on arrival and departure.

4.11 Food

Food and drink must only be consumed in certain designated areas.

4.12 Guards and Safety Devices

All guards and other safety devices must be in position and properly used.

4.13 Instruction

Instruction in safe working methods and the maintenance of these methods is one of the duties of the 1st line managers. Training records must be maintained for each staff member.

4.14 First Aid

There are first aid facilities at the establishments. Assistance is provided quickly to injured people, and where appropriate transport to hospital is arranged.

Appropriate first aid facilities are made available to those employees, trainees and volunteers not based at Church Army establishments.

4.15 Flammable Liquids and Materials

The liquids and materials are stored in locked fire resistant cabinets, bins, cupboards or other appropriate secure storage areas and are used in accordance with safety instructions.

4.16 Housekeeping

Good Housekeeping is the foundation of health and safety. At every workplace all employees, trainees and volunteers must keep, where appropriate to that workplace, corridors clear and work areas clean and tidy.

SAFETY RULES FOR EMPLOYEES AND TRAINEES

- Always walk, never run.
- Clear up all spillages immediately.
- Keep all access routes, fire exits and gangways clear.
- Do not stack shelves unevenly and always use a step ladder for access to items stored at a height.
- Broken glass or sharp objects must be wrapped before being disposed of in waste sacks.
- Never leave glass or sharp knives unattended in sinks.
- Never use equipment or chemicals until you have been trained.
- Always wear correct protective clothing/uniform.

- Report all hazards and accidents including “near misses”.
- Do not lift heavy loads without help.

4.17 Safety Committees

In the establishments Safety Committees are nominated from employees, trainees and volunteers who are willing to serve voluntarily on the committee. These committees meet at least four times a year to discuss health and safety matters.

4.18 Maintenance

The maintenance of buildings, plant and equipment is the responsibility of the Line Manager and Establishment Manager in conjunction with the Property Manager where appropriate.

A more detailed description of procedures and responsibilities is set out in Church Army’s Health and Safety Manual. This document is available for inspection by all employees, trainees and volunteers.