HEALTH AND SAFETY POLICY

Policy Title	**Health and Safety Policy**
Policy Review Date	**JUL 20**
Policy Reviewed by	

This policy applies to Phoenix Rising staff and volunteers.

INTRODUCTION

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:

A. General Statement of Policy

B. Organisation and Responsibilities

C. Arrangements

NOTE TO ALL EMPLOYEES 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.

SECTION 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 casual labour, and to provide such information, training 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, employees, contractors, visitors and others who may visit the church, grounds and any associated buildings.

The allocation of duties for safety matters and the particular arrangements which 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 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.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the companies, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

SECTION B: ORGANISATION AND RESPONSIBILITIES

1. RESPONSIBILITY OF THE COMPANY CHAIRS

Overall responsibility for health and safety is that of the PHOENIX RISING Company Chair 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 Companies personnel. As new projects emerge, the names of responsible persons will be notified, and the list amended accordingly.

All Phoenix Rising Chairs should ensure that they comply with health and safety responsibilities

2. RESPONSIBILITY OF THE COMPANY DIRECTORS

The PHOENIX RISING Board has general responsibility to ensure that the health and safety policy is implemented.

Phoenix Rising Boards should comply with the health and safety requirements

3. RESPONSIBILITY OF THE HEALTH AND SAFETY OFFICER

The following people carry the responsibility for the day to day implementation of the arrangements outlined in this policy:-

THE FACILITIES MANAGER

The responsibility of the Health and Safety Officers shall be to:-

1. be familiar with Health and Safety Regulations as far as they concern Phoenix Rising and premisis that we operate from;
2. be familiar with the health and safety policy and arrangements and ensure they are observed;
3. ensure so far as is reasonably practicable, that safe systems of work are in place;
4. ensure the buildings are clean and tidy;
5. ensure that safety equipment and clothing is provided and used by all personnel where this is required;
6. ensure that all plant, equipment and tools are properly maintained and accessbile
7. ensure that adequate access and egress is maintained;
8. ensure adequate fire fighting equipment is available and accessible;

4. RESPONSIBILITY OF EMPLOYEES

All employees 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 on company business or premises.

Employees must therefore:

1. comply with safety rules, operating instructions and working procedures;
2. use protective clothing and equipment when it is required;
3. report any fault or defect in equipment immediately to the appropriate person;
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
5. not misuse anything provided in the interests of health and safety.

5. RESPONSIBLE PERSONS

Chairperson - PHOENIX RISING

SECTION C ARRANGEMENTS (IMPLEMENTATION OF THE POLICY)

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

1. ACCIDENTS AND FIRST AID

First Aid boxes are located in the PHOENIX RISING Office and available on site, signposts will notify as to where the nearest First Aid Officer is located.

The accident book(s) is/are located in the PHOENIX RISING Office, on the welcome desk and in the Youth Project Office. Each group/tenant should also have its own accident book

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised.

Accident books and accident records are regularly reviewed by Facilities Manager.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the

Health and Safety Executive should be obtained.

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- any fatality to employees or non-employees;
- major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work).
- Injuries to non-employees which require the injured person to be taken straight to hospital for treatment.

RIDDOR

These accidents will be reported by the Responsible Person and in the first instance to the Facilities Manager.

When the Community Building, or parts of, is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in an accident book provided by them and Facilities Manager informed.

2. GENERAL FIRE SAFETY

Our policy is to fulfil our obligations under the Regularity Reform (Fire Safey) Order. 2005 In order to achieve this, we undertake the following by ensuring to follow the procedueres and protocols given by the premises of operations.

2.1 EVACUATION PROCEDURES

Phoenix Rising should follow evacuation procedures given by the premises of operations.

2.2 EVACUATION DRILLS

Fire evacuation drills will be carried out as and when carried out by the premises of operations.

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

3. ELECTRICAL SAFETY

Phoenix Rising should follow the electrical safety procedures given by the premises of operations.

4. GAS EQUIPMENT SAFETY

Phoenix Rising should follow the gas equipment safety procedures given by the premises of operations.

These arrangements are checked by the Responsible Person.

5. HAZARDOUS SUBSTANCES

Phoenix Rising should follow the hazardous substance procedures given by the premises of operations.

These arrangements are checked by the Responsible Person.

6. SLIPS, TRIPS AND FALLS (CONDITION OF FLOORS, STEPS AND PATHS)

Phoenix Rising should follow the slips, trips and falls procedures given by the premises of operations.

These arrangements are checked by the Responsible Person.

7. LIGHTING

Phoenix Rising should follow the lighting procedures given by the premises of operations.

These arrangements are checked by the Responsible Person.

8. 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 have received adequate supervision, instruction and training.

3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Only the persons who have received the appropriate training may prepare and serve foodstuffs

9. MANUAL HANDLING (LIFTING, CARRYING AND MOVING LOADS)

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

10. DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer work stations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:-

1. Stability and legibility of the screen
2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards, desks and chairs
5. The work station environment
6. The user friendliness of the software.

Daily work routines will involve periods away from the screen.

Where necessary risk assessments will be carried out by the Responsible Person.

11. HAZARDOUS BUILDINGS/GLAZING

Phoenix Rising should follow the hazardous substance procedures given by the premises of operations.

These arrangements are checked by the Responsible Person.

12. PERSONAL SAFETY

Risk Assessments need to be undertaken to assess the risks to persons working alone at the premises of operation. Individuals working alone should receive guidance about personal safety and working alone.

The Responsible person should ensure that these are in place.

13. RISK ASSESSMENTS

Regular risk assessments will be carried out on all areas for premises of operations, indoor and outdoor areas that carry a significant risk, by the Responsible person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

The Responsible person should ensure that appropriate risk assessments and procedures are in place.

IN OUR POLICIES:

'Board' refers to the Boards, committees or legal entities that govern the Phoenix Rising organisation.

'Manager/leader' refers to people who are in charge of various activities across the Phoenix Rising organisations. They may be paid staff or volunteer