

CARLISLE DIOCESAN YOUTH CENTRE

**St. John's in the Vale
Keswick
CA12 4UB**

Health and Safety Policy

and

Risk Assessment

December 2010

HEALTH AND SAFETY POLICY

Statement of Intent

The Management Committee of the Carlisle Diocesan Youth Centre recognises their responsibility to provide a safe and healthy environment for the staff, young people, volunteers, leaders of groups and other people who come onto the premises. They will take all reasonable practical steps within their powers to fulfil this responsibility.

Organisation

Health and Safety at Work act 1974

Section 7 of the Health and Safety at Work Act 1974 places a duty on the employee to take care of his own health and safety, and of other persons who may be affected by his acts or omissions and to co-operate with his employer in enabling him to comply with his duties under the Act.

- Perform their tasks in a manner which will safeguard the Health and Safety of themselves and any others who may be affected and give due regard to protection of the environment.
- Co-operate with their employer in order to enable him to comply with his health, safety and environmental duties.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety welfare or the environment.
- Obey all company rules and regulations.
- Take special care to protect children and do NOT encourage them into dangerous areas of the workplace (i.e. Electrical cupboards, Store rooms etc.)
- Be made aware of the possibility of prosecution under Section 8 of the Health and Safety at Work Act 1974.
- Before leaving facility unattended at the end of work:

Secure all buildings

Make secure all machinery and electrical equipment

Ensure all waste products are stored in a safe manner

Ensure all cleaning products are stored in a safe manner

Make ladders / step ladders inaccessible

Lock up all small tools and appliances

Isolate any live electrical plant or equipment

The Management of Health and Safety at Work Regulations 1992

Regulation 3 requires every employer and self employed person to make a suitable and sufficient assessment of:

- The risks to the health and safety of his employees to which they are exposed whilst they are at work.
- The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

General principles of risk assessment

This regulation requires all employers and self-employed persons to assess the risks to workers and any others who may be affected by their undertaking.

Employers with five or more employees must also record the significant findings of that assessment.

Many employers already carry out DE FACTO risk assessments on a day-to-day basis during the course of their work; they will note changes in working practice, they will recognise faults as they develop and they will take necessary corrective actions. This Regulation however requires that employers should undertake a systematic general examination of their work activity and that they should record the significant findings of that risk assessment.

A risk assessment should usually involve identifying hazards present in any undertaking (whether arising from work activities or from other factors, e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

In this approved code:

- A hazard is something with the potential to cause harm (this can include substances or machines, methods of work and other aspects of work organisation);
- Risk expresses the likelihood that the harm from a particular hazard is realised;
- The extent of the risk covers the population which might be affected by a risk; i.e. the number of people who might be exposed and the consequences for them.
- Risk therefore reflects both the likelihood that harm will occur and its severity.

In some cases, this detailed approach may not be necessary since all the hazards are known and the risks are readily apparent and can be addressed directly.

The Children Act 1989

The Guidelines (Safe from Harm)

Safe from Harm was prepared to provide voluntary organisations with guidelines for safeguarding the welfare of children and young people in their care. The code is not new legislation but reinforces existing legislation such as The Children Act 1989.

Protecting All God's Children: The Child Protection Policy for the Church of England

The House of Bishops has produced a document entitled Protecting all God's Children. This sets out in detail the approved Child Protection policy for the Church of England.

Diocesan Code of Practice for the Church's Work with Children and Young People

The Diocese of Carlisle has produced guidelines for churches and organisations in creating and maintaining a Child Protection Policy.

Child Protection Policy

The Carlisle Diocesan Youth Centre has a Child Protection Policy which is annexed to this Health and Safety Policy and Risk Assessment.

The Managers of the Centre follow the guidelines in the Diocesan Code of Practice with regard to the appointment of staff and volunteers; the protection of children from abuse; the protection of children from significant harm and good practice in working with children, and expect users of the Centre to follow this guidance.

Where an organisation has its own Child Protection Policy, they are expected to ensure that the policy is adhered to at all times.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1994 (RIDDOR) require that any occupational injury, disease or dangerous occurrence be reported as outlined below. The report must be made to the local enforcing authority i.e. Allerdale Borough Council, Environmental Services Division.

The Centre will ensure that incidents and accidents are recorded in an accident book and where necessary reported to the relevant authority.

The authority must be notified by the responsible person as soon as possible (normally by phone) and a written report sent within 7 days if anybody dies or is seriously injured in an accident connected with company business.

A report must be made to the authority within SEVEN DAYS if:

- Someone is absent from work for more than three days as a result of an accident at work.
- As a result of injury or condition reportable under Regulation 3 which causes his/her death within one year of the date of the accident.
- A specified occupational disease (schedule 2 of the Regulations) is certified by a Doctor.

When a reportable disease occurs the Company and any Contractors will keep a record of the following information:

- The date of diagnosis
- The occupation of the person affected
- The name and nature of the disease

Organisational Responsibilities

Overall responsibility for health and safety within the Centre rests with the Management Committee. The Warden, The Revd. Bryan Rothwell is responsible on a day to day basis for this policy being carried out.

In the absence of the Warden, the Assistant Warden, Mr Brian Hinde will adopt this responsibility.

The Warden

The Management Committee direct Bryan Rothwell, in consultation with the Chairman to:

- To set up arrangements in the Centre to cover all Health & Safety legal requirements and bring them to the attention of all staff and visitors.
- To be available to any member of staff or visitors to discuss and to seek to resolve any Health & Safety problems.
- To report to the Management Committee those instances where his authority does not allow the elimination / reduction to a safe level, but to take all necessary short-term measures to avoid danger pending rectification.
- To ensure that all areas of the Centre are inspected informally on a regular basis and for an annual risk analysis to take place.
- To ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
- To ensure that all visitors, including maintenance workers etc, are informed of any hazards on site of which they may be unaware and to ensure that consideration is given to the possibilities of maintenance work affecting staff and visitors.
- To ensure that any new staff are briefed about safety arrangements.
- To ensure the use of protective clothing and equipment and that it is properly maintained and renewed when required.
- To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.
- To ensure that suitable first aid facilities are provided
- To ensure the supply and cleanliness of the water supply
- To implement regular tests and maintenance programme for electrical appliances, fire alarms, emergency lighting, lift and other equipment used on the premises.
- To ensure that this policy is revised and re-written as necessary.

The Assistant Warden

- To liaise with management, work-force, contractors and visitors to the Centre on all health and safety matters.

- Oversee all ground work to ensure that it is carried out in a safe manner.
- Ensure that all casual staff are able to carry out their duties safely and are informed of any risks to their health and safety
- Maintain discipline in the workplace
- Report any accidents, incidents or near misses to the Warden
- Ensure that any necessary protective equipment is available, suitable and is correctly worn, stored and maintained

Cleaner

- Ensure a good housekeeping policy is implemented
- Ensure all cleaning materials provided including chemicals, mops, brushes, vacuum cleaners etc. are used and stored in a safe manner
- Report any accidents, incidents or near misses to the Warden
- Ensure that any necessary protective equipment is available, suitable and is correctly worn, stored and maintained.
- Report any damage to the building or its fixtures to the Warden/Assistant Warden

Contractors and others

- Will be expected to provide health and safety policy statements with details of organisation and arrangements.
- Risk assessments and method statements relevant to the work undertaken must be supplied.
- All work must be properly supervised to ensure that contractor's own employees, other employees and members of the public are not put at risk.
- Contractors who do not work safely will be asked to leave the site.

Arrangements

Accidents

All accidents, other than those of a very minor nature, are to be recorded in the accident record book(s). These are kept in the kitchen drawers. The procedure for reporting more serious accidents is stated in the recent RIDOR guidelines and detailed in the Risk Assessment.

Emergency Services

Doctors: Castlehead Medical Centre
Ambleside Road
Keswick.
Tel: 72025

Dr. Atack
Bank Street
Keswick
Tel: 72438

Hospital: Keswick Cottage Hospital
Tel: 67000

Accident Prevention

Suitable clothing and footwear to be worn at all times.

Avoid creating hazards to health and safety:

- wipe up spills immediately
- keep the floor clear (especially exit areas)
- return everything to its proper place after use
- obtain help to lift heavy objects

Defect Reporting

Whenever any employee notices a health and safety problem which they are not able to put right, they must report the matter straight away to the Warden.

Electrical Safety

- Equipment is inspected and certified annually by an approved firm of electricians.
- Plugs, sockets and switches should be checked when used and any defects reported immediately.
- Portable electrical equipment should be visually checked as used.
- All equipment to be switched off when not in use.
- All electrical appliances are regularly inspected and certified by a suitably qualified person.

- Fixed electrical installations will be inspected and tested with a programme set by a competent electrical engineer

Visitors to the Centre often bring their own equipment for use while at the centre including mobile phone chargers, hair dryers, audio and video equipment, computers etc. It is the responsibility of group leaders and individuals to ensure that the equipment they use is safe.

Environmental Protection

- Litter is placed in bins.
- Heating is carefully controlled, and doors closed.
- Electricity is only used when necessary and lights are turned off when rooms are not in use.
- Everyone is encouraged to respect all forms of wildlife.
- The use of sprays, including CFC's, are openly discouraged.
- Recycling – bins are situated opposite the school in Threlkeld and at Otley Road Car Park in Keswick and groups are encouraged to use them.

Fire Evacuation Procedures & Fire Precautions

The arrangements for fire safety in the Youth Centre and Annexe is subject to the requirements of the certifying authority under the Fire Precautions (Workplace) Regulations 1997. The Youth Centre will adopt all recommendations made by the fire authority.

In general fire prevention measures will include:

- Elimination of sources of ignition
- Regular checks of electrical installation and equipment
- Prohibition of smoking
- Good housekeeping to reduce amounts of combustible materials
- Storage and use of highly flammable liquids will be kept to a minimum (petrol for lawnmowers, paints, solvents, etc). Adequate stores for highly flammable materials will be provided (e.g. butane canisters)

Fire Procedure:

On the discovery of a fire:

- Evacuate the premises and close doors if possible.
- If the fire cannot be extinguished safely and quickly with fire extinguishers then **CALL THE FIRE BRIGADE.**
- Take roll call at the assembly point - opposite the Churchyard Gate

Signs will be placed in all rooms stating procedures in the event of a fire.

Fire Alarm

- Fire alarm system will be regularly tested and a record kept
- The alarm system will be checked annually

Fire Extinguishers:

- Fire extinguishers are located around the building.
- Staff will be trained in the correct use of fire extinguishers
- Fire extinguishers will be checked annually

First Aid

The first aid box is kept in the cleaner's cupboard in School House. Groups staying at the Centre must provide their own first aid equipment. All employees should be informed of First Aid facilities as part of induction training.

General Precautions

With regard to possible accident, fire or health hazards, all people must pay attention to the following:

- Rubbish disposal – sharp objects and broken glass are wrapped in newspaper before being placed in the bin.
- Cleanliness.
- Stacking and storage – avoid overloading shelves.
- Use of protective clothing where appropriate.
- Storage of flammable / toxic substances e.g. cleaning materials.
- Correct labelling and marking of containers.
- Procedure guidelines for the use of equipment

Hazardous Substance (COSHH)

The Warden is responsible for all hazardous cleaning substances, cleaning equipment etc. and the storage of them. They are kept locked up when young people are staying in the Centre.

An assessment of any substance or process which could be hazardous to the health of employees and others will be conducted. Controls to reduce the risk to health and the environment (as far as reasonably practicable) will be put in place following the assessment.

Any person who may be affected by any of the hazards and associated risks identified in the Risk Assessment will be informed.

Anyone ordering such substances should ensure the relevant health and safety data sheet is obtained before the substance is used.

Induction of new staff

All new staff will be given a copy of the H&S policy and asked to familiarise themselves with it.

Kitchen

The cleanliness of the kitchen is paramount and instructions for the safe storage of food is displayed in the kitchen.

Ladders and steps

Staff will be instructed in the correct use of ladders and steps. It is recommended that a second person should hold the steps. It is up to the user to check the condition of the ladders BEFORE use.

Lift

The lift will be tested annually, and regular checks will be made to ensure that the lift is in working condition. Key switches have been installed to prevent unauthorised use.

Lighting, ventilation and heating

The Warden will check the adequacy of lighting, ventilation and heating on a regular basis.

Monitoring

The H&S policy will be reviewed on a 3 year cycle.

Risk Assessment

A regular risk assessment of the premises will be carried out and arrangements made for any problems to be rectified in consultation with the Management Committee

Control measures should be implemented to reduce risks to an acceptable level before any task is carried out, and the process or task should be continuously monitored and reviewed as necessary.

Rules for contractors

Window cleaners and contractors visiting the premises to carry out maintenance, installation or repair (to the building, grounds or equipment) must be advised for the need for safe practice. It is

essential to make sure that all such contractors carry out their own insurance.

Contractors' equipment, tools and materials (e.g. pesticides, paint, chemicals etc) are to be kept out of reach of young people.

The Warden is within his rights to stop a contractor working if it is felt that the contractor is adopting unsafe practices.

Security

Groups are advised on the need for security during their stay at the Centre. Security locks have been fitted to all the main doors. Doors should not be left propped open.

Smoking

There is no smoking on the premises.

Structural Inspections

All structures to which the public have access will be subject to inspection at least annually. This inspection will concentrate on damage which may occur to buildings through water ingress or wind effects.

Some items to watch for are

- Steel rusting due to water ingress
- Deterioration of concrete
- Deterioration of wall tiles and panel fixings in large brickwork or clad panels
- Damage to glazing and fixings

Training

Opportunities for staff to attend H & S courses will be given as appropriate.

RISK ASSESSMENT

OUTLINE

The Risk Assessment covers four sections and is further subdivided as follows:

Model Risk Assessment

School House (Main Building)

Upper Floor

Common Room
Common Ante Room
Bedrooms & Showers/Toilets
Store

Ground Floor

Kitchen
Dining Room
Bedrooms & Showers/Toilets
Cleaner's Store
Drying Room
Lift & Stairs

Chapel House (Annexe)

Kitchen/Common Room
Bedrooms & Showers/Toilets
Drying Cupboard

Church & Churchyard