

RESOUND HEALTH AND SAFETY POLICY

It is the policy of Resound to provide and maintain safe and healthy conditions, equipment and procedures for all our personnel, volunteers and any public visiting or hiring our premises, and to this end undertakes:

- a) To provide and maintain safe equipment and services and to ensure that procedures for regular checking are followed.
- b) To ensure that the working environment for employees meets relevant safety standards for the wellbeing of the staff.
- c) To provide such information, training and supervision as may be required to keep all staff and volunteers informed of relevant safety matters.
- d) To ensure that all groups carry out relevant risk assessments and health and safety procedures. See: Short term Mission Trips Policy and Church Youth Groups
- e) To ensure the safety of children and young people by implementing the Resound Safeguarding Policy and the Resound Safeguarding Adults Policy
- f) To ensure the safety and welfare of all people coming into the building. Hirers of the building will be asked to sign an undertaking to take reasonable care for their own health and safety and for others affected by their actions, and report accidents and hazards. Health and Safety is the responsibility of long term tenants. See: Crossways Pre-school Health & Safety policy

For this Policy to work the co-operation of all staff and management is required.

This Policy will be brought to the attention of all staff and be available in the office.

This Policy will be reviewed at yearly intervals or as necessary. Staff will be consulted on, and notified of, any revision.

1. RESPONSIBILITIES FOR HEALTH AND SAFETY

The Trustees:

- Have the overall responsibility for ensuring that Health & Safety legislation is complied with and are responsible for ensuring that employees are made aware of legislation and are properly trained for all tasks that they are required to undertake, and are kept informed of any developments that affect Health and Safety.
- The Management Team are delegated to implement policies and procedures
- Are responsible for ensuring that serious accidents are reported to the appropriate authorities.

The Building Manager is designated to be particularly aware of Health and Safety matters and is required to make the relevant people aware of them and is responsible for ensuring that regular checks are carried out.

All employees and volunteers have a legal duty to act in a safe and responsible manner so that neither they nor their colleagues or visitors are exposed to risk as a result of their conduct.

Employees and volunteers must not intentionally interfere with or misuse anything provided in the interests of safety and are required to report anything unsafe.

2. FIRST AID

a) First Aid boxes are located in the main auditorium, the first floor landing and the kitchen. The Building Manager is responsible for regular checking and stocking of these.

3. WHAT TO DO IF A NEAR MISS OR ACCIDENT HAPPENS

a) If a near miss happens to anyone on the premises or an organised group activity, it must be reported to a responsible person who will:

- Fill out a near miss report form
- Submit this to the Building Manager

b) If an accident happens to anyone on the premises or an organised group activity, it must be reported to a responsible person who will:

- Gain appropriate assistance and medical advice
- Fill out an accident report form
- Submit this to the Building Manager

c) If the accident results in a major injury it is the responsibility of the Building Manager to report this under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

d) Accident Report Book, forms and RIDDOR guidelines will be kept in the Building Manager's office

4. FIRE SAFETY

A responsible person(s) must be appointed for each user group. They need to be aware of the situation of fire exits and fire extinguishers.

a) What to do in case of fire

The person discovering the fire must raise the alarm immediately and ensure that

- i. Everyone in the affected building is alerted
- ii. Everyone is evacuated, all rooms and toilets checked, no-one remains in the building all doors are closed.
- iii. The Fire Brigade will be alerted automatically by the fire alarm system, but you may call them by dialling 999
- iv. If the fire is small and there is no risk to yourself, attempts may be made to extinguish the fire. Only trained operators should use the fire extinguishers.
- v. Everyone is assembled in a safe place outside the building (on the grass by the traffic lights) and should not return to the building until it is safe to do so
- vi. Make a report to the Building Manager

Fire Extinguishers are certified annually.

5. ELECTRICAL SAFETY

a) Fixed Electrical Installations:

The entire electrical installation is to be inspected and tested at regular intervals by a competent person. Any faults arising in the meantime to be brought to the attention of the Building Manager. It is the responsibility of the Building Manager to ensure that these functions are carried out.

b) Portable Electric Equipment:

All portable electrical appliances, including power tools and fixed plug appliances must be inspected at regular intervals and serviced as necessary so as not to cause danger to users. Users of any portable electrical equipment who notice any defect in the equipment must report the defect immediately and ensure that it is removed from use and either repaired or disposed of. No electrical work must be carried out, however minor, unless

the person is competent and is authorised. Leads must not constitute a tripping hazard by trailing across walk areas.

6. GAS SAFETY

All gas appliances (currently only two boilers) to be safely installed and annually inspected by an appointed Gas Safe registered engineer. Location of gas appliances and records of each inspection will be retained in the office.

7. HOUSEKEEPING

In order to ensure safe movement within and throughout the premises, all passageways, entrances, exits and work areas must be kept clear and uncluttered. Any obstructions or hazards must be reported immediately to the Building Manager who will arrange to rectify the problem as soon as possible.

Any defects to the structure of the building, or any of its fixtures and fittings, must also be reported to the Building Manager to arrange remedial action

Any spills or leakages must be cleared up at once and appropriate signs must be used to warn pedestrians of wet or slippery surfaces

Users of **Resound** are required to ensure that they take reasonable care for their own health and safety and for others affected by their actions, and to report incidents and hazards to the Building Manager. They must not intentionally interfere with or misuse anything provided in the interests of safety.

8. CHEMICAL SAFETY

All chemicals must be stored in their original containers and clearly labelled, i.e. dishwasher detergent, rinse aid, bleach, antibacterial spray)

Children not allowed in areas where chemicals are stored, i.e. kitchen

All manufacturers' instructions must be followed

Employees and volunteers must wash their hands after using any chemicals

Any problems, skin or eye irritations to be reported immediately to the Building Manager

9. MANUAL HANDLING

It is important to understand that the risk of personal injury is not only linked to lifting heavy loads incorrectly. In fact, manual handling injuries can be caused by lifting, pushing, pulling, carrying or lowering any load of any weight. Employees must recognise their personal limitations and to always take into account personal capabilities and level of fitness when lifting

10. FOOD HYGIENE

If food is prepared on the premises care must be taken to ensure that food hygiene & safety standards are followed (a copy is on the kitchen notice board and in Appendix 4). The lead person must have the appropriate Food Hygiene Certificate. All surfaces to be kept clean and free of clutter.

11. OFFICE SAFETY

All employees are responsible for notifying the Building Manager of any equipment defects or failures, trailing wires, broken furniture etc. In addition the Building Manager will carry out a regular check of the office area to note any hazards and arrange for them to be rectified.

Drinks should not be consumed, or kettles used, near electrical equipment such as VDUs or WP units to avoid the risk of electric shock or fire. The drawers of filing cabinets and desks must be shut after use, and filing cabinets should not be made unstable by heavy items being stored above lighter items.

12. WORKING WITH COMPUTER SCREENS

All employees should be able to work without causing undue strain on the back, limbs or eyes and have enough workspace to take whatever documents or equipment needed. Screens should be positioned to avoid glare and bright reflections on the screen. Employees need to be able to take breaks to avoid sitting in the same position for long periods. A footrest may be needed to avoid excess pressure on legs and knees. Any problems should be reported to the line manager and appropriate action taken.

13. LONE WORKING

In almost every job there are times when work has to be undertaken alone. In Resound we recognise the reality and necessity of this, but at the same time encourage sensible precautions to both minimise risk wherever possible and to maintain good working practice. Hazards would include

- Security when handling money,
- Safety in working situations with the vulnerable, sick (e.g. infectious diseases) and potentially violent or disturbed;
- Protection from libel and false accusation,
- Personal protection when working in higher risks settings at home or abroad.

While these situations may arise with any Resound staff worker, they are particularly relevant to Finance and Administration, Youth and Pastoral work, and Overseas team workers.

Good working practice would include:

- An employee banking cash and / or withdrawing money from cash machines: this should not be done on a routine schedule with obvious, predictable times. When and if large sums of money are involved then banking should not be undertaken alone.
- Working alone with under 18's is forbidden in line with Resound Safeguarding Policy.
- Working alone should never be undertaken at Resound, at home or on location with "at risk" people without prior arrangement and agreement with line management / leadership team knowledge. Also emergency contact numbers and phone access must be available. At risk would refer to ex-offenders on community placement, young people on drug rehabilitation, or others in crisis or with ongoing social or psychological difficulties.
- Counselling, mentoring and other forms of discipleship or support work with individuals must operate within the framework of Resound accountability networks of supervision and support – not in isolation.
- Working alone may not simply mean physical separation. The ethos of the church encourages open transparent relationships within the context of teamwork. This creates a healthier and stable working environment and acts as a safeguard for church workers and all those in the church and wider community. Risks associated with working alone are reduced by a culture that promotes discussion and dialogue that can then adjust and adapt working practice whenever and wherever necessary.
- When working overseas, Resound staff must follow Foreign Office guidelines, and seek advice from other experienced agencies. (YWAM, Christian Aid, etc.) Wherever possible, Resound staff should not travel alone in higher risk regions of the world.

14. VOLUNTARY WORKING IN POTENTIALLY DIFFICULT SETTINGS

These are general questions to be asked when undertaking contact in unknown settings, with unknown people. Whilst we want to be able to give out in cases of need, and show love to vulnerable people, we need to be aware of risks which may be present and know how to avoid them or get help if necessary.

Many of the individuals we may be asked to help will have social workers or health visitors assigned to them, and will be getting, or be offered, professional help. These agencies should be able to make us aware of the difficult situations, so that no one needs to be alone in those cases. We are not (necessarily) professionals, but may have skills which will be of benefit, so we need to know when to refer on, or back, to the professionals

Check list for one to one visits In conjunction with the Lone Working Policy

1. What is the purpose of the meeting?
2. Is one to one the best and safest option?
3. What contact has been made prior to the meeting?
4. Are professionals involved in this situation and do they advise this contact?
5. Has any specific advice been given?
6. Are there any risks already recorded?
7. What is the best type of meeting place?
8. Who of Resound staff will be aware of your involvement?

Actions

1. Select the best place for the meeting, preferably where other people are in the vicinity
2. Inform someone responsible of your whereabouts and timings
3. Have mobile phone on
4. Develop action plan with the vulnerable person
5. Debrief to someone who is aware of the situation (preferably with professional knowledge/support)

15. SAFE DRIVING

If you make any journeys on Trust business, you must comply with UK driving laws. Drive only when fit to drive. You must have:

- A valid driving licence
- MOT certificate
- Road fund licence (road tax)
- Insurance which covers you for driving on company business

16. THE ENVIRONMENT

Think about the environment.

Employees are required to reduce waste by recycling or re-using waste materials as this has environmental benefits as well as being good management.

A significant way of reducing the resources that we use is to reduce the amount of energy we consume. You can help reduce the amount of energy consumed by taking the following simple actions:

- Switch off unwanted lights.
- Switch off unused electrical appliances.
- Reduce heating temperatures if possible.
- Plan journeys - will an email, or phone call do instead

17. SAFEGUARDING CHILDEN

All employees should be aware and comply with the Resound Safeguarding Policy good practice guidelines.

18. SAFEGUARDING ADULTS

All employees should be aware and comply with the Resound Safeguarding Adults policy.

19. RISKS

The Risk Register must be reviewed regularly to ensure all risks are identified and actions carried out.

20. WORKING AT HEIGHTS

Working at height means work in any place where, if precautions were not taken, a person could fall down and injure themselves.

The law requires that employers and self-employed contractors assess the risk from work at height and go on to organise and plan the work so it is carried out safely.

Managing work at height follows a hierarchy of controls – avoid, prevent, arrest – which begins with the question – can the work be done safely from the ground?

If work at height cannot be avoided the following must be undertaken before work commences:

- Assess the risks, taking measures to remove any risks that can be removed.
- Always ensure there is a minimum of two people to carry out the task
- Produce clear method statements for everyone who will be involved in work at height.
- Plan, supervise and carry out the work in accordance with the method statements.

Try avoiding work at height, if you can. You must otherwise prevent or provide the means to arrest a fall and injury if work at height is necessary.

Work at height is the biggest single cause of fatal and serious injury in the construction industry, particularly on smaller projects. Over 60% of deaths during work at height involve falls:

- from ladders, scaffolds, working platforms and roof edges; and
- through fragile roofs or rooflights.

Follow the HSE [Five steps to risk assessment](#)

- [Identify the hazards](#)
- [Decide who might be harmed and how](#)
- [Evaluate the risks and decide on precaution](#)
- [Record your findings and implement them](#)
- [Review your assessment and update if necessary](#)

Resound policy does not preclude the use of ladders for working at height where it is risk assessed as being safe to do so. However, in order to access the lighting rig to adjust lights or projector, or the suspended speakers, a tower scaffold MUST be hired.

21. CROWD BEHAVIOUR

Resound is unlikely to need crowd control strategies as seated numbers are limited to around 300 and all possible eventualities have been risk assessed and adequately covered. However, Fire Regulations allow for a higher number of standing only crowds. If numbers are likely to exceed 300, discuss this with the Building Manager well before the event.

- Fire - the building complies with all current regulations regarding means of escape. Stewards/Fire marshals should be at events to help guide potentially disoriented people out of the building.
- Panic situation - stewards should be on hand to deal with any situations that arise.
- Power failure during an evening. We have emergency lighting & exit signs that will turn on if we lose power.

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