

Enfield Vineyard Health and Safety policy

This is the statement of general policy and arrangements for:		Enfield Vineyard Church	
Enfield Vineyard Church		have overall and final responsibility for health and safety in the church buildings	
Jamie Parnell		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Jamie Parnell	<ul style="list-style-type: none"> ➤ Keep Risk Assessments up to date by reviewing annually ➤ Train staff and volunteers regarding H&S practices and procedures ➤ Ensure actions from any Risk Assessment are completed 	
Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work	Jamie Parnell	<ul style="list-style-type: none"> ➤ Cover H&S policies and procedures as part of staff and volunteers' induction ➤ Ensure staff training is kept up to date 	
Engage and consult with building users on day-to-day health and safety conditions	Deborah Cullingford	<ul style="list-style-type: none"> ➤ Ensure action is taken on any reports of H&S risks, incidents or hazards 	
Implement emergency procedures – evacuation in case of fire or any other significant incident.	Jamie Parnell	<ul style="list-style-type: none"> ➤ Ensure all staff, keyholders and Nominated Persons are trained on emergency procedures ➤ Ensure that at least one trained person is in the building and monitoring building-based events at all times. 	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Jamie Parnell	<ul style="list-style-type: none"> ➤ Ensure equipment checks and carried out to agreed maintenance schedule. This should include annual Fire, Boiler, Electrical Equipment Testing ➤ Ensure storage space checks are carried out regularly 	
Signed: Chair of Trustees		Date:	5/6/2023
Health and safety law poster	Noticeboard – Main Hall		
First-aid boxes are located:	Main kitchen; No 36; Lower Hall (Kitchen), Garage; Gym		
Accident book is located:	Main hall; Gym		

Enfield Vineyard Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done Date
Fire in part or throughout the building	Building users or visitors, if trapped could suffer from smoke inhalation, burns or fatal injuries.	<ul style="list-style-type: none"> ➤ Fire risk assessment completed 2020. ➤ Fire Extinguishers checked annually. ➤ Fire evacuation procedures practised annually ➤ Clear passage through the building to each evacuation assembly point is maintained. ➤ Only non-combustible materials are stored under the stairwells. ➤ Staff, key holders, & Nominated persons /Leaders are familiar with the Enfield Vineyard fire procedures and equipment. ➤ Any responsible adult to use a fire extinguisher, having due consideration for his/her own personal safety and that of others in the vicinity. ➤ In the event of a fire marshal to direct adults and children to the fire evacuation point. ➤ Lift not used during a fire evacuation ➤ Both sets of stairs used 	<ul style="list-style-type: none"> ➤ Next assessment due June 2022 ➤ Ensure the actions identified as necessary are completed. ➤ Ensure any lessons learned from Fire evacuations are implemented ➤ Stairwells to be checked regularly to ensure they remain clear ➤ Fire training done within induction for staff, key holders & nominated people ➤ Appoint 5 Fire marshals ➤ Use of extinguishers to be part of induction training ➤ Ensure all helpers at all events have been instructed on evacuation procedures and assemble points 	<p>JP, RP</p> <p>JP</p> <p>JP, DC</p> <p>JP</p> <p>JP</p> <p>JP</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Ongoing</p> <p>Ongoing</p> <p>Within first week of new staff starting</p> <p>Ongoing</p>	<p>05/03/23</p> <p>01/03/23</p>
Using Electrical equipment	Users could get electrical shocks or burns from using faulty electrical equipment.	<ul style="list-style-type: none"> ➤ Portable equipment is checked by users for visual signs of damage before use. Any concerns such as defective plugs, damaged cables or equipment is reported to Senior Pastor/Leader ➤ Defective equipment is taken out of use safely and replaced. ➤ Portable Appliance Testing (PAT) and FIT test is carried out annually ➤ No building users can bring in equipment or appliances from home without prior consent. 	<ul style="list-style-type: none"> ➤ Remind staff to always do pre-use visual checks and not to use any faulty equipment 	<p>All Staff/Users</p> <p>JP</p> <p>JP</p>	<p>Ongoing</p>	
Electrical installation	<p>Increased risk of fire for building users from faulty or old electrical installation</p> <p>Children risk electrical shocks from unprotected sockets</p>	<ul style="list-style-type: none"> ➤ Full electrical test carried out annually by Electrify ➤ Fixed installation correctly installed by qualified electricians and inspected 	<ul style="list-style-type: none"> ➤ Check all low reach sockets have safety plugs. ➤ Access to fuse box must be kept clear 	<p>JP</p>	<p>Annually</p>	

		<p>regularly. All repairs carried out by qualified electrician.</p> <ul style="list-style-type: none"> ➤ Nominated person/ leaders know where the fuse box is and how to switch supply off in an emergency ➤ Any discoloured sockets, damaged cables and on/off switches are promptly reported. 		<p>JP</p> <p>All Staff/Users</p>		
Use of the Lift	Users could get trapped in the lift between floors	<ul style="list-style-type: none"> ➤ The lift is serviced once a year by the appropriate contractor. ➤ The lift is not used by anyone alone in the building. Signage on the lift. ➤ Trained personnel for manual operation of the lift must always be present ➤ Training of personnel for manual operation carried out annually 	<ul style="list-style-type: none"> ➤ Repeat video training session for manual emergency operation. Begin Autumn 2020. Repeat twice a year. 	JP/RP + Trained personnel	Annually	
Vehicle movement in the car park	Pedestrians could suffer serious injury if struck by cars entering/leaving the car park or moving within it		<ul style="list-style-type: none"> ➤ Display signage – ‘Caution cars and speed limit. ➤ Painted walkway to be marked from No. 36 to the Garage – immediate action. 	JP		03/2023
Slips, trips and falls Examples: wet or uneven surfaces, loose cables etc.	Users of the building and car park may suffer injuries such as fractures or bruising if they slip on spillages or trip over uneven surfaces, objects or cables.	<ul style="list-style-type: none"> ➤ General good housekeeping is carried out by employed cleaning team ➤ Set up team to keep work areas clear from obstructions ➤ Safety gate is used between kitchen and main hall ➤ All areas well lit. 	<ul style="list-style-type: none"> ➤ Needs to be communicated as part of induction for staff and volunteers ➤ Set up a Facilities Management Team ➤ Spring Clean by church members once a year 	<p>Facilities Team</p> <p>JP</p> <p>JP</p>	<p>Ongoing</p> <p>Ongoing</p>	
Hazardous substances e.g., cleaning products, paints, thinners	<p>Anyone undertaking cleaning activities risks skin problems, or eye damage from direct contact with cleaning chemicals.</p> <p>Building users may inhale vapour that could cause breathing problems</p>	<ul style="list-style-type: none"> ➤ Users are encouraged to use products safely e.g., follow instructions on the label, dilute properly and never transfer anything to an unmarked container. ➤ Correct equipment is provided e.g., mops, brushes, rubber gloves 	<ul style="list-style-type: none"> ➤ Consolidate cleaning cupboards/materials and fit lock ➤ COSHH file updated 	<p>JP</p> <p>JP</p>	<p>Immediate</p> <p>Immediate</p>	
Working at height; changing light bulbs; cleaning glasswork; wiring sound equipment and volunteers decorating the Halls	Anyone working at any height could suffer injuries, including bruising, fractures should they fall.	<ul style="list-style-type: none"> ➤ Appropriate equipment and suitable commercial stepladder are available for use. ➤ All outside contractors must provide their own risk assessment 	<ul style="list-style-type: none"> ➤ Put in place regular checking of the condition of stepladders. ➤ Print copies of HSE guidance on safe use of stepladders and make available to all users. 	JP/RP	Ongoing	
Manual handling of equipment etc	<p>Users risk injuries or back pain from lifting or moving heavy, bulky or awkward/difficult to grasp objects.</p> <p>Users could be injured by reaching, lifting stored equipment from shelves.</p>	<ul style="list-style-type: none"> ➤ Users are aware they should not try to lift objects that look or appear too heavy to handle. ➤ There is a lift available to transport heavy items to first floor. ➤ Hoovers, Chairs and tables are provided on each floor 	<ul style="list-style-type: none"> ➤ Include in Set-Up team instructions 	JP		17/05/2023

		<ul style="list-style-type: none"> ➤ Commonly used items and heavy items are stored on shelves no higher than waist height. Suitable steps are provided. 				
Using the kitchen -Contact with steam, hot water, or hot surfaces	Kitchen users may suffer scalding or burns injuries.	<ul style="list-style-type: none"> ➤ Users trained in correct use of the Hot Water Boiler. ➤ Heat-resistant gloves/cloths/aprons provided. 	<ul style="list-style-type: none"> ➤ Review and replenish all First Aid boxes ➤ Place 'hot water' signs where appropriate. 	JP/DC	Ongoing	
Using the kitchen -Kitchen knives and sharp blades	Users involved in food preparation and service could suffer cuts from contact with sharp blades or knives.	<ul style="list-style-type: none"> ➤ Knives are suitably stored when not in use in a locked drawer. ➤ First aid box provided. 	<ul style="list-style-type: none"> ➤ First Aid Boxes to be checked regularly 	JP/DC	Ongoing	
Using the kitchen Food and drink service	Users could suffer burns or scolds when using boiling water flasks People could suffer burns or scolds due to others walking around with hot drinks	<ul style="list-style-type: none"> ➤ Volunteers to ensure hot drinks, teapots and hot food are kept well away from edges of tables where people are. ➤ Lids on drinks are used everywhere in the building. ➤ Parents are responsible for overseeing their own's children's drinks. 	<ul style="list-style-type: none"> ➤ Instructions on using the kitchen safely displayed on the wall in the kitchen. ➤ Signage requesting people to always use lids. ➤ Signage for parents to supervise children's drinks. 	JP JP	Ongoing ASAP	
Using the kitchen Catering for others	Adults/children could suffer from a minor or serious illness as a result of food poisoning. Adults/ children could suffer from a minor or serious illness or death as a result of an allergic reaction to food	<ul style="list-style-type: none"> ➤ All people preparing food for events and activities adhere to basic hygiene standards and they prepare/store/reheat/serve food accordingly. ➤ All food served should be labelled e.g., gluten free or contains nuts and other allergy advice and that appropriate people are made aware of ingredients from any packages ➤ Parents/guardians are responsible for what their children eat and drink. 	<ul style="list-style-type: none"> ➤ Develop training in basic hygiene ➤ Display signs on washing hands ➤ Display signs about potential allergens 	JP/DC	Ongoing	
Safeguarding. Recognising and preventing potential abuse to children or vulnerable adults	Individuals may suffer sexual or physical abuse. Abuse may not be noticed and reported.	<ul style="list-style-type: none"> ➤ See separate Children's Ministry Risk Assessment ➤ See Vulnerable Adults policy 				
Lone working/ being alone in the building	Users could suffer injury or ill health while working/attending the building alone.	<ul style="list-style-type: none"> ➤ See separate Lone Workers Policy 				
Data		<ul style="list-style-type: none"> ➤ Refer to our Privacy and Data Policy on our website 				