



WEST AUCKLAND VINEYARD

Health and safety

Last review date: **November 2015**

There is a responsibility to create a safe and happy environment for working with children and young people, volunteers and members including a duty to provide proper health and safety measures. Everyone is responsible for health and safety, but the church also has particular legal responsibilities, and guidelines built on experience, on which to act. This policy takes into account:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Regulatory reform (Fire Safety) Order 2005

Food Safety Act (1990) and EU Food Hygiene Law

The policy goes beyond statutory requirements, as a matter of good practice and care for all people involved in church life (eg provision of basic first aid during church activities)

The policy will of course be more effective if all church members, and those who use the premises do the following:

- Take responsibility for their own health and safety, and that of others who may be affected by what they do or do not do
- Co-operate with the church on health and safety
- Correctly use items provided by the church(eg equipment) in accordance with training and instructions
- Not interfere or misuse anything provided for health, safety or welfare

To prevent accidents- Risk assessments

R.A will be completed for the premises and activities, and actions arising should be implemented. Specific RA need to be carried out for group activities/events, taking into account the participants and their needs. Specific RA will need to be completed for offsite activities, including transport. Group leaders should carry out a quick visual check of the area to be used for their activity and report any concerns as soon as possible.



Possible hazard	Action to be taken	By whom	Done
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Possible hazards might be stacks of chairs, hot radiators, window fixings, glass doors, splintered wood, loose fittings, unclean toilets etc

Electrical equipment

- All electrical equipment should be visually checked
- Report all faults immediately
- Do not use or attempt to repair faulty equipment
- Electrical equipment should be turned off and disconnected when not in use
- Electrical equipment brought onto the premises should be PAT tested
- Flexible cables should be carefully placed so they don't cause a hazard

Manual handling

The need for manual handling should be eliminated as far as possible. If it is unavoidable, RA must be carried out first

Contractors

Anyone entering the premises for the purposes of carrying out paid work will be regarded as a contractor, and will be given instructions regarding the areas where they are permitted to work, and any safety precautions they must take

Emergency procedures

Fire risk assessment must be reviewed annually. Fire detection, warning and evacuation procedures are tested regularly and updated as necessary. Fire exits must be clearly marked, and emergency lighting systems installed, Fire alarms, smoke detectors and fire fighting equipment should be regularly tested and properly maintained and records kept

Food Hygiene

All food handlers will be trained (Basic Food Hygiene). Appropriate risk assessments will be carried out for foods to be prepared and stored, including storage at the correct temperatures. Workers will follow good personal hygiene and all surfaces coming into contact with food during preparation will be clean before use.



First Aid

First aid kits will be kept on the premises in easily accessible and well signed locations. A list of designated first aiders should be kept up to date, with expiry dates for current training. Use of first aid equipment will be reported after use and contents replenished as soon as possible to keep it fully stocked. Any accidents should be recorded in the Accident book/ accident record sheet. The accident book is located with the First Aid kits- in both kitchens, along with a list of qualified First Aiders and Medically trained personnel for more serious occurrences

Serious incidents/accidents

Reporting of Injuries, diseases and dangerous occurrences regulations (RIDDOR) will be followed. See www.hse.gov.uk/riddor for further details

This policy will be reviewed, monitored and revised every 12 months, approved by the Church leaders, and adopted by WAVC annually.

November 2015