



Health and Safety Manual

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Published by Tom Smith
Seagate Trustee

Signed

A handwritten signature in black ink that reads "Tom Smith".

Date 28.10.2024

Approved by Mark Inglis
on behalf of Seagate Elders

Signed

A handwritten signature in black ink that reads "Mark Inglis".

Date 28.10.2024

Approved by Dave Tudor
on behalf of Seagate Trustees

Signed

A handwritten signature in black ink that reads "Dave Tudor".

Date 28.10.2024

1. Organisation and responsibilities

Overall responsibility for health and safety is that of the Seagate trustees who will ensure that arrangements are in place to satisfy health and safety regulations. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2. Responsibility of the Health and Safety Officer & Café 141 Manager

The Seagate Church Officer will act as the health and safety officer and will carry the responsibility for the day to day implementation of the arrangements outlined in this manual for Seagate Church and the Meadowgreen Centre, and the Café 141 Manager is responsible for implementation at Café 141. This includes the following responsibilities:

- a) Be familiar with health and safety regulations as far as they concern the relevant premises
- b) Be familiar with the health and safety policy and arrangements and ensure they are observed
- c) Ensure so far as is practicable that safe systems of work are in place
- d) Ensure the relevant premises and associated areas are clean and tidy
- e) Ensure that adequate access and egress is maintained
- f) Ensure adequate firefighting equipment is available and maintained
- g) Ensure that food hygiene regulations and procedures are observed

3. Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of the health and safety policy and the requirements detailed in this manual. They should endeavour to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

- a) Comply with safety rules, operating instructions and working procedures
- b) Use protective clothing and equipment when it is required
- c) Report any fault or defect in equipment immediately to the appropriate person
- d) Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- e) Not misuse anything provided in the interests of health and safety

4. Accidents and first aid

Seagate

First aid boxes are located in:

- The foyer next to the hallway entrance
- In the church office

The Church Officer or nominated deputy will act as the designated person for first aid, and will be responsible for contacting emergency services as and when required during

main church activities. Activity leaders for activities out with main service times with vulnerable adults and children will nominate a team member to be responsible for first aid duties. This would apply to the following activities:

<u>Activity</u>	<u>Person responsible for first aid</u>
Youth	Matt Pearce, Helen Hogg
Mainly Music	Ruth Bishop
Tuesday's at 10	David Shaw, Tom Smith

The accident book is located on the Administration Notice Board in the back hall. All accidents and incidents are entered in the accident book. Where the church or church hall is let to outside organisations, they are told in writing that they must comply with the provisions of the Seagate Health & Safety policy and this will include the recording/reporting of accidents and incidents.

Accident books are regularly reviewed by the church officer.

Meadowgreen Centre

First aid box located in the entrance/foyer area.

It is the responsibility of those individuals hiring the Meadowgreen centre to ensure accident recording in the accident recording book provided and be familiar with the location of the first aid box. Hirers/Lets are responsible for provision of any first aid that may be required during their use of the Meadowgreen Centre, as per the Letting Policy.

Café 141

First aid box located in the kitchen.

For Café 141 the responsibility for accidents and first aid will reside with the Café manager.

RIDDOR REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES REGULATIONS 2013

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities (Health & Safety Executive). Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the HSE. So must diseases and certain dangerous occurrences as defined by the regulations. (See HSE guidance on the website for further details) All accidents and incidents that are reportable should be recorded online by visiting www.hse.gov.uk/riddor.

5. Fire Safety

Our policy is to fulfil the obligations under the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. In order to achieve this we undertake the following:

- An assessment of the fire risks in the church and associated buildings. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- A check that a fire can be detected in a reasonable time and that people can be warned
- A check that people who may be in the building can get out safely including the

- provision of emergency lighting and fire exit signage
- To provide reasonable firefighting equipment
- A check that those in the building know what to do if there is a fire
- A regular check that our fire- fighting equipment is in place and is serviceable and that an annual maintenance contract is in place with a reputable company

Evacuation Procedure in the event of fire

The fire evacuation procedure is described in Appendix 1 of this document which covers the Seagate Church building, Appendix 2 for the Meadowgreen Centre and Appendix 3 for Café 141.

6. Electrical Safety

- All electrical appliances to be used within premises should be checked and certified before use as appropriate
- All our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge at a minimum every three years
- Only authorised personnel should operate church sound system/projection system
- A visual inspection will be carried out of all electrical equipment as part of our routine health and safety checks within the premises. This will take place at least monthly
- Equipment must be switched off at the mains when not in use

7. Gas Safety

- Our gas boilers are maintained and checked annually by a competent contractor who is registered with the Gas Safe Registered. Management of these contractors is the responsibility of the Church Officer
- Visual inspection of equipment is carried out on an ongoing basis and recorded as part of the routine health and safety checks

8. Child Protection Procedures

Please refer to the Safeguarding Policy on the Seagate Website for full information regarding Seagate's Child Protection procedures.

Children or young people should be registered for Seagate activities and events, (which may require a separate registration form) by the completion of an activity Consent Form which includes parental declaration.

Registers of attendance of any activity or event should be kept which includes the names of all attendees and the names of the leaders who are responsible for each group of attendees at the activity or event.

All activity Consent Forms and registers must be returned to the Church Administrator for record purposes. A risk assessment of activities associated with the activity or event must be completed and a copy filed with Seagate Admin before the activity or event takes place. (One assessment of activity per annum is acceptable as long as there are no material changes to the activity),

Volunteer leaders must not transport children or young people in the course of activities or events unless they are on Seagate's approved drivers list which requires completion of a drivers' declaration.

If a leader becomes aware of the possibility of abuse of a child or young person or if they become aware of inappropriate behaviour of a leader or other person during the course of an event or activity, they must bring this matter to the attention of the activity leader or report it to the named Safeguarding officer or depute.

9. Food Safety

Seagate Church

Food must be safe to eat and our policy is to take all reasonable steps to promote safe practice in the preparation and serving of food to be consumed on church premises. In order to achieve this, we undertake the following:

- arrange food hygiene training for all involved in food preparation and regularly update training
- keep a register of all who have completed training
- display the following information on church kitchen notice board
 - opening checks when using kitchen
 - closing checks when using kitchen
 - basic hygiene rules on preparation and serving of food
- ensure that everyone involved in food preparation is aware of church policy and is issued with a food safety booklet containing above information.

Meadowgreen Centre

It is the responsibility of those individuals hiring the Meadowgreen centre, to ensure adequate food safety measures if serving food.

Café 141

The manager is responsible for ensuring legislation and obligations regarding food hygiene are adhered to within the café.

APPENDIX 1

In the event of fire at Seagate

- If you discover a fire on the premises immediately raise the alarm by pressing one of the fire alarm buttons (manual call point as shown below) located at the following locations:
 - Front vestibule
 - Rear entrance
 - Upstairs landing



- Tackle the fire if possible and within your capability, using the fire extinguishers provided but without taking personal risk
- All persons should proceed in an orderly fashion to the designated fire assembly point which is the grass area on the shore end of West Portland Street as shown below



- Summon the Fire Brigade and ensure everyone has left the building (the Fire Evacuation Co-ordinator* is responsible for ensuring all persons have left the building and for summoning the Fire Brigade)
- Instructions for cancelling the fire alarm are found adjacent to the main control box in the rear vestibule
- No one should return to the building unless it is deemed safe by a member of the Fire Service

*This role will normally be performed by the Seagate Church Officer, or nominated deputy as per the rota on ChurchSuite.

APPENDIX 2

In the event of fire at the Meadowgreen Centre

- If you discover a fire on the premises immediately raise the alarm by pressing one of the fire alarm buttons (manual call point as shown below) located at the following locations:
 - Front vestibule
 - Adjacent to rear fire exit corridor



- Tackle the fire if possible and within your capability, using the fire extinguishers provided but without taking personal risk
- All persons should proceed in an orderly fashion to the designated fire assembly point which is the car park located between the Meadowgreen Centre and the doctor's surgery as shown below



- Summon the Fire Brigade and ensure everyone has left the building
- No one should return to the building unless it is deemed safe by a member of the Fire Service

APPENDIX 3

In the event of fire at Café 141

If you discover a fire on the premises, follow the instructions detailed below:

- Tackle the fire if possible and within your capability, using the fire extinguishers provided but without taking personal risk
- All persons should proceed in an orderly fashion to the designated fire assembly point which is the car park located between the Meadowgreen Centre and the doctor's surgery as shown below



- Summon the Fire Brigade and ensure everyone has left the building
- No one should return to the building unless it is deemed safe by a member of the Fire Service