



**BARNABAS
CENTRE**

CHURCH AND
COMMUNITY

Health and safety policy

1 General statement

St Barnabas (Church, Centre, and Community Project) is working towards a comprehensive health and safety policy and is bound to abide by the Health and Safety at Work Act. This lays down certain duties on all staff and volunteers. The duties are to take care of their own safety and that of other staff, volunteers and visitors, and to co-operate with the trustee board and its officers to enable it to carry out its responsibilities. In particular, staff and volunteers have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or any other person who has a right of access to the organisation's premises at any time.
- Adhere to safety procedures laid down by St Barnabas (Church, Centre, and Community Project) from time to time, and conform to all instructions given by those with a responsibility for health and safety.
- Record all accidents, near-miss occurrences and hazardous situations in the health and safety/accident book and report them to the next meeting of the trustees (the 'Parochial Church Council, PCC).
- Meet their other statutory safety obligations, including that laid down in Section 8 of the Act, which states that 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions'.

2 Organisation and responsibilities

2.1 Trustee board/management committee

Overall and final health and safety responsibility within the organisation lies with the trustees of the Church, known as the Parochial Church Council (PCC). The PCC will appoint one person, who will take the responsibility for drawing to the attention of the trustee board, staff and office volunteers any health and safety matters that need to be discussed and/or acted upon.

2.2 Delegated responsibility

The Vicar as chair of trustees shall be given delegated responsibility for ensuring that the health and safety policy is carried out within the organisation. In particular, they will be given delegated responsibility for:

- Carrying out regular safety inspections of the property utilised by St Barnabas (Church, Centre, and Community Project).
- Ensuring that floors and aisles are kept clear, as far as reasonably practical, of trailing wires, equipment, stationery, and so on.
- Ensuring that the general fabric of the premises (including office items and equipment used by staff) is maintained.
- Investigating and reporting accidents.
- Ensuring that a health and safety workplace poster on health and safety law is displayed.
- Making staff and office volunteers aware of the specific fire escapes and fire extinguishers within the building.
- Ensuring staff and volunteers are given a copy of this policy and understand its contents.

- Ensuring that staff and volunteers are made familiar with the alarm systems within the building and action to be taken in the event of a fire.
- Drawing to the attention of the trustee board and staff any new legislation on health and safety relevant to the work of St Barnabas (Church, Centre, and Community Project).
- Drawing to the trustee board's attention any matters they are unable to deal with.

2.3 Staff and volunteers

All staff and office volunteers have a responsibility to:

- Read and fully understand the St Barnabas (Church, Centre, and Community Project)'s policy statement and the procedures to be carried out in the event of an emergency; if there is any doubt about the meaning, staff must seek clarification from the Vicar.
- Co-operate with the trustee board and the Vicar, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- Report to the Vicar within 24 hours of any accident occurring:
 - On the premises.
 - Off the premises, while acting on behalf of St Barnabas (Church, Centre, and Community Project).
- Bring to the notice of the Vicar any potentially dangerous circumstances that staff or volunteers are unable to put right.

2.4 Review

The Vicar, in conjunction with the Vicar, will keep this policy under constant review to reflect any changes in legislation. The policy will be fully reviewed every three years and will be subject to approval by the trustee board.

3 General arrangements

3.1 Accidents, near-miss occurrences and hazardous situations

St Barnabas (Church, Centre, and Community Project) has a health and safety accident book located in The Barnabas Centre and all incidents, no matter how small, must be recorded as soon as possible after the incident. The incident should also be reported to [designated name]. In addition to reporting accidents, it is equally important to report near misses and potential hazards, in order to enable preventative action to be taken before it is too late. Once an incident has been recorded in the accident book, the sheet must be removed and stored separately, for example, in the personnel file.

It is the responsibility of [designated name] to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.

the Vicar is responsible for reporting incidents and or fatal accidents.

- Major injury accidents/conditions.
- Dangerous occurrences.
- Accidents causing more than three days' incapacity for work.
- Certain work-related diseases.
- A first-aid kit is available in the Barnabas Centre.

3.2 General fire safety

the Vicar is responsible for the maintenance of the fire-fighting equipment and the arrangement of regular fire safety checks and fire drills.

The Vicar also oversees a fire certificate for the building. All staff must also read and understand the fire procedure.

The Barnabas Centre has a policy with Target Fire appliance who issue a fire notice. The notice will be stored in the main office in the Barnabas Centre and a copy advertised at the back of the church nave.

4 Personal safety

- Staff or volunteers who are working on their own should not allow access to casual visitors who have no appointment.
- All windows and entry doors will be lockable.
- Staff who are going to be away on St Barnabas (Church, Centre, and Community Project) business should make it clear to other staff where they will be, how long for and how they can be contacted.
- Staff should inform the office who they wish to be contacted in the event of an emergency, giving contact details.
- Staff who carry money for St Barnabas (Church, Centre, and Community Project) have the right to be accompanied by another person.
- Visits to the bank should not be at a regular time.
- Staff should not put themselves at risk on account of St Barnabas (Church, Centre, and Community Project)'s property.
- All incidents of aggression or violence and any threat to personal safety should be reported to the Vicar and recorded in the accident book.
- Staff should be vigilant with regards to terrorist incident warnings—for example, unattended bags.

5 Stress management

- Stress at work is a serious issue: workers can suffer severe medical problems, which can result in under-performance at work, and cause major disruptions to the organisation.
- The responsibility for reducing stress at work lies both with the employer and the employee.
- Employees should become aware of the causes of stress and ensure that they do not work in a way which could cause them to suffer an increase in stress, nor cause an increase in stress on others.
- If an employee is suffering from stress at work, they should discuss this with their line manager or the Vicar at the first opportunity. Where practicable and reasonable, St Barnabas (Church, Centre, and Community Project) will seek to assist the employee.
- St Barnabas (Church, Centre, and Community Project) will do all it can to eradicate problems relating to stress at work.

6 Food safety

The food co-operative that operates from within the Barnabas Centre receives up to 1 metric ton of food each week. It's never less than about 550 kg a week. The project is named Food Thrive!

Food Thrive! is assessed by two separate agencies:

1. Oldham Council assesses food safety and food standards across the whole of the Barnabas Centre. It sends an Environmental Health Officer (EHO) every three years.
It was last inspected by Karen Vaudry on 14 July 2021, and awarded a grade of 5, which is the highest grading available.
2. Fareshare (Manchester) assesses Food Thrive! each year. This inspection evaluates the food safety certificates of volunteers and staff; and looks at the relevant documentation.
There are only two possible outcomes of 'satisfactory' or 'unsatisfactory'. In June 2023 we were assessed as 'satisfactory'.

Agreed by the Management Committee



Signed:

Date: 09.08.2023

Date implemented.	2023	2024	2025	2026	2027
Date reviewed.		August 2023			
Date approved by trustees.	23.04.2023				