



HEALTH AND SAFETY POLICY STATEMENT, ORGANISATION & ARRANGEMENTS

United Kingdom & Republic of Ireland

November 2018

INDEX

Foreword.....	2
General Policy Statement.....	3
Management Organisation and Responsibilities.....	4
Accident Reporting.....	6
Amendments.....	6
Bomb Threats.....	6
Children's Nurseries and Play Groups.....	7
Control of Substances Hazardous to Health (COSHH) Regulations.....	7
Contractors.....	8
Consultation: The Health and Safety (Consultation with Employees) Regulations 1996.....	8
Display Screen Equipment.....	8
Documentation and Records.....	9
The Electricity Regulations 1989.....	9
Financial Provisions.....	10
The Regulatory Reform (Fire Safety) Order 2005.....	10
First Aid: The Health and Safety First Aid Regulations 1981.....	11
Fork Lift and Electrical Pallet Trucks.....	11
Gas Regulations.....	12
General Employee Responsibilities.....	12
Hygiene.....	13
Housekeeping.....	13
The Manual Handling Operations Regulations 1992.....	13
Inspection of Plant and Equipment.....	13
Legionnaires Disease.....	14
Machinery.....	14
Measurement of Effectiveness.....	15
Night Security.....	15
Noise at Work Regulations.....	15
Occupational Exposure to Food and Other Dusts.....	16
Office Safety.....	16
Outside Authorities.....	16
Outside Catering and Charitable Events.....	17
Personal Protective Equipment Regulations (PPE).....	17
Recreational Activities.....	17
Restricted Areas.....	18
Risk Assessment.....	18
Road Transport.....	18
Safety Meetings.....	19
Safety Representatives.....	20
Slips, Trips and Falls.....	20
Steps and Ladders.....	20
Training.....	21
Unforeseen Incidents.....	21
Visitors/Contractors – Business.....	21
Window Cleaning.....	22
Work Equipment Regulations.....	22
Working from Home.....	23
Working from Home and Safety Practice.....	23
Working Time Regulations 1998.....	23

FOREWORD

Good health is the most prized possession that any of us can hope for and the Health and Safety at Work Act 1974 is aimed at preserving this possession, by bringing in rules and regulations to ensure that the utmost care is practised whilst carrying out daily tasks.

It is important that our acts and omissions do not cause injury to our colleagues, fellow workers, members, residents or visitors while attending or staying in Seventh-day Adventist Church premises, hence the clauses imposing penalties on employers and employees alike.

The reader may feel some regulations are an intrusion into our personal liberty, but this is the law, which is designed to protect our health and safety in the long term.

Every manager, employee, contractor or residential client, as far as is reasonably practicable, is responsible in his or her own right for their own safety and the safety of others, who either visit, work or reside in Seventh-day Adventist Church premises.

Consequently, it is essential that all adhere strictly to the laid down procedures, duties and disciplines, and Codes of Safety Practice outlined by the responsible authority for Health and Safety matters as they affect the various activities carried out by the Seventh-day Adventist Church throughout the United Kingdom and the Republic of Ireland.

The Codes of Practice included in this document are those enshrined in UK legislation. The Seventh-day Adventist Church recognises that the law relating to Health and Safety at Work in the Republic of Ireland may differ from the above. The guidelines set out in this document are not intended to contravene the law and regulations relating to Health and Safety in the Republic of Ireland.

RESPONSIBILITY FOR HEALTH AND SAFETY

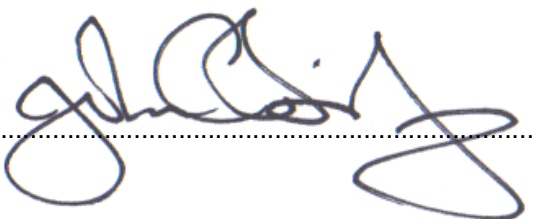
GENERAL POLICY STATEMENT

The Executive Committee of the British Union Conference of Seventh-day Adventists will continue to take care of the health, safety and welfare of all its employees, visitors, guests and contractors whilst working at, visiting or attending any of its premises, having regard to its statutory obligations under the Health and Safety at Work Act 1974, including any other regulations made under these legislative documents.

The Executive Committee will also pay due attention to the need for conducting its undertaking in such a way to ensure, so far as is reasonably practicable, that persons in its employ, along with visitors, guests, contractors and members of the public are not exposed to risks which could affect their health and safety. It will endeavour to provide such conditions of work and standards of maintenance and repair of grounds, buildings, plant and equipment as are conducive to the health, welfare and safety of these persons so as to comply with its legal and moral responsibilities.

In order to comply more fully with the requirements of current health and safety legislation, **The Executive Committee** will extend its influence to encourage other UK Seventh-day Adventist church organisations to ensure that through their respective Executive Committees and Governing Boards, they maintain their General Policy Statements on Health and Safety, signed by a responsible officer or institutional head, which will include their own disciplines and procedures. This master policy as laid down by the British Union Conference of Seventh-day Adventists may be used by them as an example or template for their compliance with health and safety legislation throughout the United Kingdom and the Republic of Ireland.

The Executive Committee will make use of any specialist guidance from the Health and Safety Executive, as well as consulting with employees with respect to the proper discharge of its health and safety obligations.

Signed


Pastor John C Surridge
Executive Secretary
British Union Conference of Seventh-day Adventists
November 2018

MANAGEMENT ORGANISATION AND RESPONSIBILITIES

BUC Executive Chair: The Chair will use his influence to ensure compliance with the Health and Safety at Work Act 1974, including any other safety legislation as it affects the functions and activities in the Seventh-day Adventist Church throughout the United Kingdom and Republic of Ireland.

BUC Executive Secretary: The Chair charges the Executive Secretary to communicate and translate the Health and Safety at Work Act 1974 and other safety legislation to the various boards of directors and committees.

BUC Treasurer: The Treasurer acts as a financial advisor to the Chair and Secretary on matters which have a direct influence on Health and Safety legislation as it affects the functions and activities of the Seventh-day Adventist Church.

Director and Governing Boards of church operated institutions and Functions: The appointed chair of these governing boards and committees is responsible for ensuring that at its meeting members are made aware of Health and Safety legislation and requirements as it affects their various events and activities.

Under the direction of the Chair, designated members of these governing boards serve as the channel of communication to the various heads of schools, general managers, head deacon and treasurer for dealing with activities and equipment. A safety committee advisory board exists to keep these governing boards informed and aware of health and safety legislation as it affects the specific areas of activity throughout the Seventh-day Adventist Church.

Heads of Schools, General and Centre Managers: These functional heads must ensure that all departmental heads not only receive and understand the Health and Safety regulations which affect their work activities but are given the necessary assistance and training to enable them to be competent in dealing with these responsibilities.

Departmental Heads: The Departmental Heads, under the Health and Safety at Work Act 1974, have a responsibility for ensuring that all workers, that come under the influence of their direction and control, are given adequate instruction and information to carry out work and other activities in a safe manner, so as to avoid, as far as is reasonably practicable, the possibility of accidents to others and themselves.

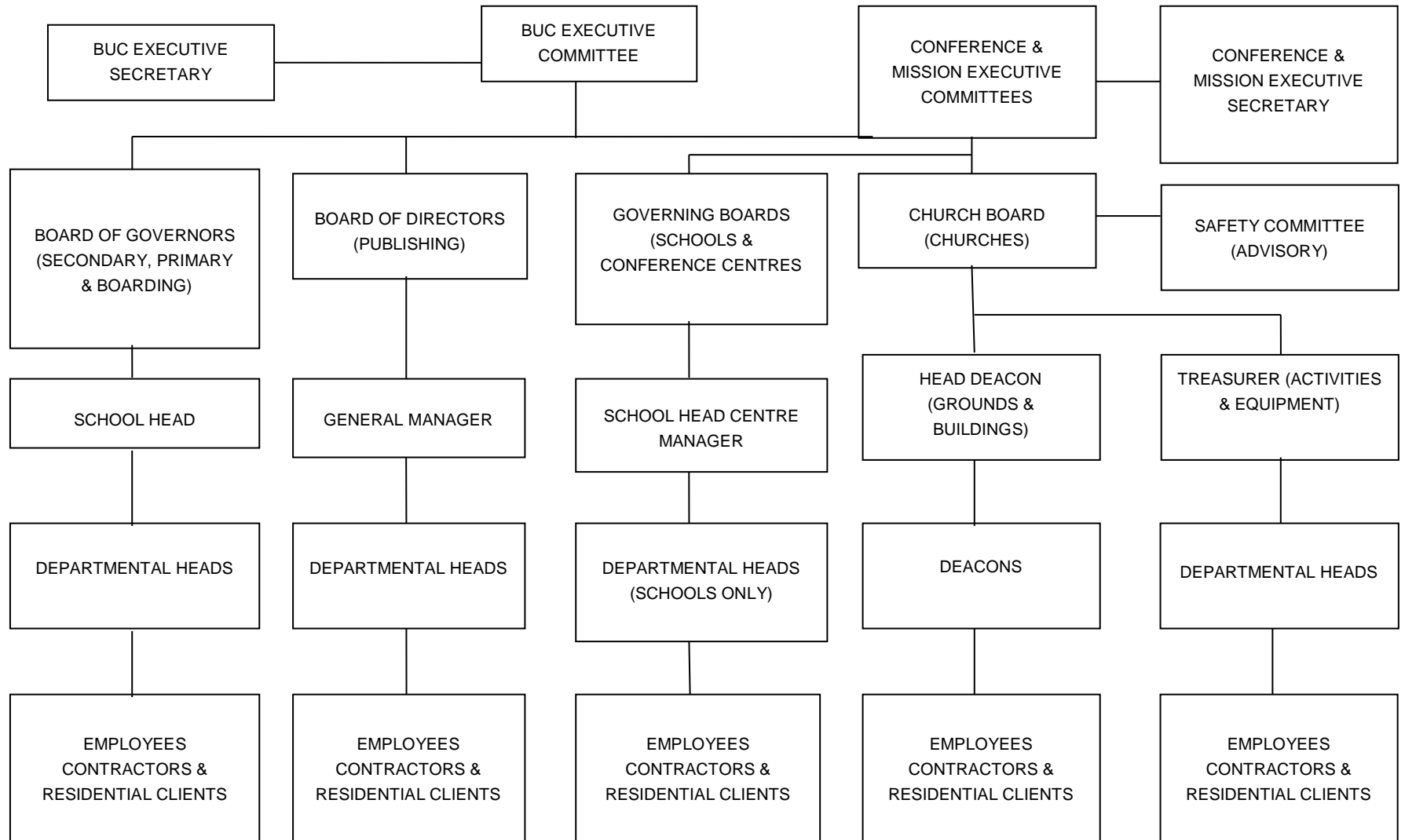
The Head Deacon: Due to the Head Deacon having the overall responsibility for the maintenance and services to church buildings and grounds, it is considered prudent from a Health and Safety standpoint to deal with this as a separate part of the management organisation.

In this capacity, the Head Deacon sits on the local church board meetings and will be held responsible for ensuring that the necessary action is taken to comply with Health and Safety requirements. The Head Deacon also chairs specific meetings attended by all deacons to ensure continuity of information. It is expected that where Health and Safety Representatives are appointed by the Board they will work closely with the Head Deacon where appropriate.

Deacons: The Deacons will interpret and put into practise any aspects of this legislation or procedures which apply to the maintenance and service of buildings and to keep abreast of any changes and development with Health and Safety as it affects the specific local areas of responsibility.

The Church Board: The Church Board has overall responsibility for ensuring the health and safety of all church premises and activities. Even when responsibility has been delegated to a Health and Safety Representative and/or to the Head Deacon the Board is still responsible for ensuring that these posts work effectively and are appropriately directed and supported so that they may create a safe environment.

Others: Employees, contractors, residential clients have a responsibility under the Health and Safety at Work Act 1974, including other legislation and codes of practice, for their acts or omissions as they may adversely affect others.



ACCIDENT REPORTING

In compliance with the RIDDOR regulations 1995 i.e., the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, the Seventh-day Adventist Church, in all its activities throughout the United Kingdom and the Republic of Ireland, will maintain strict compliance with the regulations which exist regarding the reporting of accidents.

Any dangerous occurrence whether it involves personal injury or not, must be reported to the manager or person-in-charge. A dangerous occurrence is one which causes serious plant or property damage and could result in a major or even fatal injury. This includes all work-related deaths, all major injuries or injuries which lead to absence from and/or affect the ability to work as normal for 3 days or more, work related diseases, and dangerous occurrences (near miss accidents). In such cases, the manager or designated person-in-charge will ensure that all evidence remains undisturbed, for inspection by an appointed manager from the appropriate health and safety authority, except in such cases where there is a need to extricate an injured person or in the immediate interest of safety.

It needs to be understood that these responsibilities and procedures apply to employees, members, invitees, visitors, self-employed workers, customers, and may include work related violence and suicide.

Note: More detailed information on accident reporting, prescribed major injuries and dangerous occurrences can be found in the Seventh-day Adventist Church's United Kingdom Codes of Safety Practice.

AMENDMENTS

Amendments to the United Kingdom Safety Policy will be made, when necessary, through the resources of the BUC Executive Committee, who may invoke the assistance of a specialist or competent person in health and safety matters before making such changes.

It is of critical importance that all the holders of this Health and Safety Policy document for the United Kingdom, are informed of the changes which it has been found necessary to make. It also needs to be understood that such changes may affect the holders of local policy statements and that the said Policy be kept updated.

BOMB THREATS

It is not policy to evacuate on every occasion that a bomb threat is received. The responsible manager or designated person of a school, work premises, conference centre, church or main office building, will be responsible for deciding whether to evacuate or not on receipt of a bomb threat. In the absence of that person, an appointed Deputy Manager will assume that responsibility.

Procedures for dealing with bomb threats during normal and outside normal business hours:

1. The recipient of the threat will follow the instructions laid down in writing for such emergency situations. They will relay the information to the responsible manager or designated person-in-charge or in his or her absence, the appointed deputy. If no responsible person is immediately available they should contact the police directly even if they believe that the threat is a hoax. They will not inform any other person.
2. The responsible manager or designated person-in-charge will, after consultation with the police, decide whether the threat is genuine or a hoax. If the consultation with the police decides the call is a real threat, the decision will be made to evacuate the entire premises.
3. Unlike fire evacuation, bomb threat evacuation does not have the same degree of urgency and whilst there should not be any undue delay in clearing the premises, employees, visitors, residents, members of the public should endeavour to take with them their shopping bags etc., to facilitate search procedures.

- More detailed information found in the relevant codes of safety practice.

CHILDREN'S NURSERIES AND PLAY GROUPS

The Seventh-day Adventist Church has operating, in some of its community centres, nursery facilities and playgroups, which quite naturally have to be registered with the local authorities. The management and nurses have to be qualified and competent to carry out this work. Regular inspection will ensure risks such as electric shock, burns, cuts from sharp edges, slipping on wet floors, spilled food, window breakage and unsafe/unhygienic food preparation are avoided.

Note: Specific procedures, rules, levels of competence and qualifications required can be obtained through Social Services establishments and HMSO book shops.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS

The COSHH regulations are effective throughout the UK and Republic of Ireland. In order for the Seventh-day Adventist Church throughout the United Kingdom and the Republic of Ireland to comply with these regulations, the procedures listed below have been established, implemented and will be kept under constant review. In all cases, where possible, hazardous substances will be replaced with less hazardous substances as these become available on the market, therefore those responsible for purchasing and using these substances will keep abreast of advances in new/less hazardous products on the market.

1. An overall chemical assessment will be carried out of the detergent substances in use, outlining the risks, which might exist, also any controls that may be considered necessary will be identified in writing.
2. A chemical register has to be compiled, which identifies all the chemicals and substances used on Seventh-day Adventist Church premises which require an assessment of risk to be carried out.
3. Every member of the work force or user will be given induction training on the COSHH regulations including the use of chemicals.
4. New starters and temporary staff to receive the same training package.
5. Retraining due to the introduction of new chemical substances will be strictly monitored and refresher training considered at intervals.
6. There will be a strict responsibility for keeping training records.

The Control of Substances Hazardous to Health not only covers the use and storage of chemical substances but also the emission of dust and fumes, therefore, the existence and use of Asbestos and other hazardous materials/processes will be covered in more detail in the codes of practice.

Note: The Seventh-day Adventist Church, in compliance with the spirit of these regulations, in its various functions and activities, intend to make relevant chemical-in-use information available for instruction and inspection purposes. Further guidance on carrying this out will be included in the codes of practice.

CONTRACTORS

Contractors and the contracting organisation share responsibility for Health and Safety issues. Before entering into a contract the church should ensure that the contractor will operate a safe system of work and is provided with copies of any relevant safety policies/practices and risk assessments. The contract should allow for termination on Health and Safety grounds.

Contractors working on or in Seventh-day Adventist Church premises are required to comply with safety and hygiene rules. The engaging manager or designated person-in-charge will ensure compliance with the under-mentioned requirements:

1. Signed acceptance of the local centre's regulations including the requirements of COSHH.
2. Failure to comply will result in a contractor being stopped from working and possibly told to leave the premises and in effect a termination of contract.
3. All accidents and injuries to contractor's employees must be reported to the manager or designated person-in-charge, although the legal responsibility for reporting any such accident to their staff, under the RIDDOR Regulations, is that of the contractor. However in the case of a self employed worker the reporting responsibility falls to the manager.
4. Where contract employees work on a daily basis inside or outside any Seventh-day Adventist Church premises then, apart from the instructions given out on the health and safety rules, more detailed information will be given regarding fire evacuation, assembly points and the fire alarm sound.

Note: These health and safety rules do not exclude any other statutory requirements for certain work activities and these, where relevant, are outlined in the Safety Codes of Practice, although this may not exclude other responsibilities.

CONSULTATION: THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

The Health and Safety (Consultation With Employees) Regulations 1996 legislates that employers must consult all employees on matters affecting Health and Safety at work. The Seventh-day Adventist Church fully accepts that employees are legally entitled to have their say and that employers must listen.

Note: More detailed information can be found in the Seventh-day Adventist Church Safety Codes of Practice.

DISPLAY SCREEN EQUIPMENT

The Display Screen Equipment Regulations 1992 outline the need for the following action to be taken:

1. Assessments to be carried out on all display screens and workstations.
2. A display screen user is someone who carries out a substantial part of their work on display screen equipment and workstations.
3. A display screen operator, due to the risk of eye strain from the use of DSE equipment, is entitled to an eye test from a doctor or optician, at the employer/centre expense.
4. The screen operator also has the right to an eyesight test, which must be carried out by a registered ophthalmic optician at the cost of the employer/centre.
5. Where a person who does not normally wear glasses, is required and prescribed by a competent authority to use glasses when working on display screen equipment, the Seventh-

day Adventist Church i.e., the local centre, must provide a basic appliance (spectacles for display screen work), or a specified allowance towards their cost, free of charge to the employee.

Other elements that make up the workstation, will also be taken into consideration, such as conflicting light, desk height, adjustable swivel chair, workstation layout, document holder, foot rest etc, and where these are identified as needed by the assessment these will be provided.

DOCUMENTATION AND RECORDS

Records will be kept, where appropriate, at all Seventh-day Adventist Church premises or centres by the manager or responsible person-in-charge and made accessible to meet both statutory and operational needs. They are:

1. A library of relevant legislation and codes of practice related to the health and safety of its employees, maintenance and contract services.
2. Accident books, report forms, investigation records, forms F2508, including any other statistical information or requirements as may be relevant.
3. Inspection and examination reports of lifts, hoists, items of equipment, which are legally required, will be checked and be available for inspection.
4. Records on the testing of fire alarms, extinguisher equipment and, at least once every 12 months, evacuation of the premises in every centre of residence or activity will be strictly maintained.

THE ELECTRICITY AT WORK REGULATIONS (ER) 1989

The Electricity at Work Regulations (ER) 1989 is effective throughout the UK and Republic of Ireland. Part two of these regulations are those which apply in the main to the activities of the Seventh-day Adventist organisation:

1. Electrical repairs, alterations and installations in Seventh-day Adventist Church premises throughout the United Kingdom and the Republic of Ireland, will only be carried out by qualified electricians, or other competent persons.
2. The main theme of these regulations is to **isolate** at all times the power source, when working on electrical equipment. **Isolation** means cutting off the source of electrical energy to any electrical equipment. **Isolation** means the disconnection and separation of electrical equipment, but in such a case, precautions shall be taken as is necessary to prevent, so far as is practicable, dangerous situations e.g., limiting the number of instances where operations would have to be carried out on equipment that cannot be completely switched off before any for example repair or maintenance work is carried out on that piece of equipment.

Note: Portable Electrical Equipment. In keeping with the Electricity regulations 1989, a firm commitment has been given and will be maintained by the Seventh-day Adventist Church throughout the United Kingdom and the Republic of Ireland for the maintenance, checking and recording of all portable electrical equipment to comply with the required safety standards. The Seventh-day Adventist Church will also ensure that every 5 years, in compliance with the Electricity regulations, that all mains wiring systems/electrical circuits are inspected, checked and certified. Please see Codes of Practice for further information.

FINANCIAL PROVISIONS

Day to day repairs, maintenance, adjustments to normal business enterprise and activities will be considered by the manager or designated person-in-charge and form part of the annual existing budgeting procedures.

Where improvements to health and safety are a major issue and could not have been foreseen, then by review and consultation, the required financial resources will be given serious consideration and the authority for dealing with such matters located at the appropriate board of governors or BUC Executive Committee at Watford, Herts, WD25 9JZ.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Organisations should seek to prevent fires and ensure that if there is a fire everyone can get out safely. This means understanding the risks and dangers that may cause a fire to occur or spread rapidly and identifying those things that may prevent a rapid and safe escape. The emphasis of the FSO is on preventing and/or safely managing any emergency hence the designated person should seek to actively reduce, manage or eliminate where possible the risks identified.

It is the designated person's personal responsibility to either conduct or instruct a competent person to conduct fire safety risk assessments and create, implement and maintain a fire management plan. The designated person retains legal responsibility for discharging their duties competently even if the work is conducted by someone else.

A form to help with the required 5 step fire risk assessment can be found in the codes of practice.

The responsible person must ensure that the fire risk assessment identifies any possible risks and dangers and how to reduce, eliminate or manage them. The risk assessment and emergency plan should cover the diverse activities of the organisation and should be updated as practices change. Where flammable or explosive materials are used or stored appropriate protective procedures should be put in place. Special consideration must be given to those individuals or groups who may need additional care or assistance in an emergency even if they only attend the site infrequently. This includes everyone who is on the site including employees, contractors, volunteers, members and members of the public.

The emergency plan should be developed, maintained and if necessary implemented, by the designated person. This plan should be reviewed periodically and any resultant updates and findings should be recorded.

In the interests of employees, visitors, contractors, residential clients and hotel guests' safety, a number of provisions have been made should a fire break out in any part of Seventh-day Adventist premises. They are the following:

1. Regular inspection will be carried out to ensure that all flammable materials are isolated and safe as is reasonably practicable, and protected from known possible ignition sources.
2. The fire alarms will be tested on a regular specified basis and means of escape fully maintained by the manager-in-charge.
3. Fire evacuation practices will be carried out at prescribed intervals, with assembly points and escape routes clearly identified and records maintained by the manager-in-charge.
4. Fire extinguishers will be visually inspected every six months and contractually serviced and tested on an annual basis.
5. Fire extinguishers use training will be on an annual basis.
6. Fire alarm testing will be carried out weekly and records kept of time/date including any defects.

7. A complete evacuation carried out at least annually, date/time taken to complete record.
8. Smoke detectors will be located throughout parts of the residential and service premises, where an early warning of fire is of critical importance to the health and safety of all its occupants.
9. (a) Emergency lighting of some description must be installed, eg. in residential premises specifically on all escape routes to give some safe access out of the premises. This lighting should be checked on a regular basis and should be included as part of fire alarm testing procedures.

Note: Where cost and the size of the premises is an issue, alternatives are acceptable, e.g., twin box spotlights that operate on a solenoid valve should the power fail or fully charged hand lamps placed in strategic positions, throughout the premises.

(b) It is recommended that during the dark evening or night hours a shut off test of all electricity be carried out to test the function and effectiveness of the emergency lighting.

(c) The contractual fire servicing company must also be competent enough to test the battery system and power source of the emergency lighting.

Note: More detailed information can be found in the Codes of Practice.

FIRST AID: THE HEALTH AND SAFETY FIRST AID (FA) REGULATIONS 1981

The First Aid (FA) Regulations are effective through out the UK and Republic of Ireland. A code of practice approved by the health and safety commission was produced to accompany the regulations, their purpose being to provide practical guidance with respect to the above regulations, and covering equipment, facilities, and arrangements to be made by the employer in order to provide suitable coverage for all employees during working hours. First aid arrangements will include consideration of lone workers, extensively travelling and remote employees.

The appointed first aiders provided in these premises will be suitably trained and qualified to take charge of a situation in the event of injury or serious illness until the emergency services arrive (if necessary). In small low hazard units the minimum provision will be an appointed person and first aid supplies. They are responsible for first aid equipment and the restocking after use of any first aid supplies, during their normal times of attendance or working hours. They are responsible for employees, visitors, residents and guests. The manager, responsible person or in their absences suitably appointed person will call for an ambulance, if required.

Periodic review of first aid provision will include consideration of employees with disabilities, particular health problems, inexperienced employees, involvement in hazardous work, the suitability of the location of first aid facilities and range of equipment, first aider holiday cover arrangements, ongoing training needs and the nature of the provision of first aid to remote, extensively travelling and lone workers.

FORK LIFT AND ELECTRICAL PALLET TRUCKS

The use of forklift trucks or electrical pallet trucks could be somewhat limited on the Seventh-day Adventist Church premises. However, it needs to be understood that the present minimum age for a fork truck driver is 18 years. Potential drivers should be given pre-employment medical examinations and be properly instructed, trained in accordance with the HSE's Approved Code of Practice for Rider operated lifting trucks and licensed before being put in charge of a forklift truck.

When contractors work on our premises and use a forklift truck, the manager or designated person-in-charge, or project manager should ask to see the driver's licence or certification, prior to work commencement.

GAS REGULATIONS

The Gas Safety (Installations and Use) Regulations simplify and replace the existing pieces of legislation.

People die needlessly every year from gas related carbon monoxide poisoning therefore appliances and boiler systems are to be kept clean and must be used strictly in accordance with the makers or service company's instructions.

Relevant gas safety leaflets need to be obtained and displayed where these installations are in use and the instructions contained there strictly followed. If a leak is suspected, the emergency number for gas reports or service contractors must be prominently displayed near to the equipment in question.

It needs to be clearly understood that it is a legal requirement for gas installers and service operators to be Gas Safe Registered.

Note: A summary of requirements outlined in the Gas Regulations can be found in the Codes of Safety Practice.

GENERAL EMPLOYEE RESPONSIBILITIES

Employees generally are to take reasonable care to avoid injuries to themselves or to others in their activities by acting in a responsible manner.

1. They will co-operate with their employers in meeting statutory and company safety requirements.
2. They will at all time use equipment and protective clothing provided.
3. They will practise good housekeeping.
4. They will undergo necessary safety training and occupational health checks.
5. They will not interfere with or misuse anything provided to protect their health, safety or welfare or that of others.
6. They will make themselves familiar with the company's health and safety policy.
7. They will report all accidents to their employer, no matter how minor, including all near misses which might occur.
8. They will report all defects and unsafe situations to their employer.

The church respects the right of employees to report breaches of Health and Safety law to the HSE where the church has been previously notified and has failed to take corrective action. The church will not victimise or in any way treat less favourably any employee who does so.

HYGIENE

Due to the Seventh-day Adventist Church's involvement in preparing and serving food for human consumption in many of its schools, residential and church premises throughout the United Kingdom and the Republic of Ireland, compliance with mandatory hygiene rules will be strictly maintained.

The requirement for protective clothing, pest-free premises, hand washing, temperature control and storage, product protection, plant cleaning and sterilising, reporting of transmittable illness and a positive commitment to ensuring many of its food handlers obtain a basic hygiene certificate are just some of the measures which will be taken seriously. Where kitchen premises do not meet the required hygiene standards, improvements will be given priority to bring them up to standard, or food preparation will not be carried out in these areas.

HOUSEKEEPING

Untidiness, clutter, lack of thought and concern, poor housekeeping, apart from indicating managerial failings, can lead to accidents and injury. Systems and procedures exist and will be amended as necessary, to promote and improve standards of housekeeping, not only inside our buildings, but also in the yards, grounds and outside perimeters.

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992

The Manual Handling Operations Regulations 1992 require a number of matters to be considered when any manual handling operation is to be undertaken ie. when lifting, lowering, carrying, pushing, pulling, hoisting or moving by bodily force, and must include consideration of the Task, Load, Working environment, Individual capability and other factors when moving or transporting articles, substances, people etc.

There are activities carried out on Seventh-day Adventist Church premises, where some aspects of these regulations could apply. In order to comply with these regulations, the Seventh-day Adventist Church will implement and maintain the following procedures:

1. Assessments will be carried out by responsible managers or designated person-in-charge. Such assessments might include the need for guidance from a safety consultancy resource.
2. Professional advice from a qualified occupational health nurse or practitioner may be used, if the assessment identifies the need eg. concern regarding ergonomics, kinetics etc.

INSPECTION OF PLANT AND EQUIPMENT

Surveys and inspection of equipment and plant to meet statutory requirements, regulations and safe operating practices will be undertaken by the manager or designated person-in-charge and will ensure the following:

1. Inspections will be carried out within the specified time limits.
2. Inspection certificates and reports will be retained in an agreed place for inspection.
3. Stipulated repairs will be effected within the timescale indicated, and the affected machinery or equipment will be taken out of use until the necessary repairs have been carried out.

LEGIONNAIRES DISEASE

Storage Tanks, Cooling and Spray Systems

The Seventh-day Adventist Church in its various main office buildings, residential premises, schools, community and church centres throughout the United Kingdom and the Republic of Ireland, has duties under the Health and Safety at Work Act 1974, in particular Section 2(2)A, to ensure the provisions and maintenance of plant and systems of work are, as far as is reasonably practical, safe and without risks to health.

See Local Codes of Practice – Appendices for a fuller treatment of this subject.

Arrangements

1. A specialist water treatment company will carry out remedial work and sampling of storage tanks, spray systems and associated equipment.
2. The specialist company will either carry out themselves or give instruction and training to designated in-house person, for dosing with Biocide, and seeing that all descaling requirements are carried out.
3. Accurate and detailed records of maintenance and cleaning of plant and water treatment will be available at all residential, school, office and church premises as required.
4. In most cases water supplies for drinking, personal washing and other purposes, in Seventh-day Adventist Church premises throughout the United Kingdom and Republic of Ireland, comes directly from the main water supply and will be treated at source.
5. Shower heads throughout all residential premises, will be soaked in a chloride solution at a specified frequency.

The manager or designated person-in-charge in all Seventh-day Adventist Church premises throughout the United Kingdom and the Republic of Ireland is responsible for ensuring these treatments are strictly carried out.

MACHINERY

The Provision and Use of Work Equipment Regulations (PUWER), replace most of the existing legal requirements for guarding machinery and unlike the old laws, applies across all industrial and service sectors. Machinery should only be used when it is suitable, assessed as safe, maintained, used by trained people and has appropriate safety warnings and measures.

These regulations place a principal duty on employers, so far as is reasonably practicable, to ensure that appropriate measures are taken which prevent people or persons coming into contact with dangerous moving parts of machinery for the purpose of operation, adjustment, lubrication, cleaning and observation. The following measures will be implemented to ensure compliance:

1. Use of guards of fixed design on appropriate machinery which require tools for their removal, and that can only be removed when the power source is shut off.
2. Provision of other guards or protection devices as appropriate.
3. Provision of jigs, holders, push sticks or similar protection appliances on appropriate machinery.
4. Provision of information instruction, training and supervision.
5. Codes of practice and safe systems which are regularly reviewed.

MEASUREMENT OF EFFECTIVENESS

The following means of monitoring safety standards and effectiveness will be used:

1. Daily health and safety checks by the manager or designated person-in-charge will be made and these will be monitored by a check list covering the residential, work and recreational activities carried out in the Seventh-day Adventist Church throughout the United Kingdom.
2. Regular safety inspections of all residential, work and recreational activities in church premises will be undertaken on a three-monthly frequency by the manager or designated person-in-charge using a prepared list of inspection.
3. Accident investigation will be treated with serious commitment, including 'near miss' occurrences and resulting recommendations will be deployed rapidly.
4. Codes of practice, risk assessments and safe systems of work will be regularly reviewed.
5. Post event reviews of any occasional, annual or ad hoc off site activities will include assessment against pre event safety risk assessments and plans and success measures.

Resulting recommendations from any of the above will feed into annual reviews of the effectiveness of the Health and Safety Policy, Codes of Safety Practice and safe systems of work as they impact on organisational safety.

NIGHT SECURITY

The management understands its responsibility and duty of care under the Health and Safety at Work Act 1974 and the Safety Health and Welfare at Work Act 1989 (Ireland), not only for its employees, but also its residents and guests who at any time reside in its premises.

Clearly, the night and early morning hours give a measure of concern, particularly as other members of staff may not be around. With this in mind, the manager or designated person will maintain a night porter on regular duty or some other emergency arrangement where lone working would otherwise occur.

NOISE AT WORK REGULATIONS

It is highly unlikely that the Noise at Work Regulations 1989 will have any serious effect on the activities carried out in Seventh-day Adventist Church premises. However, it should be noted that in addition to the general duty on employers to reduce the risk of hearing damage to the lowest level reasonably practicable, there are specific requirements.

1. Where daily exposure to noise levels at or above 90dba, the first commitment by employers is to reduce the noise levels. Where this is not practicable or possible, regulatory signs will be displayed visibly and management will make the wearing of ear protection mandatory.
2. When daily exposure to noise levels at or above 85dba are likely to occur, information will be given of such noise exposure, including the effects of noise on hearing and the benefits of using ear protection. If such a risk exists in any Seventh-day Adventist Church premises, a selection of plugs and muffs will be investigated and made available and their use will be encouraged. Audiometry is not mandatory, but will be made available should any employees be exposed to 85 dba and above. This provision will include new starters.

OCCUPATIONAL EXPOSURE TO FOOD AND OTHER DUSTS

There are a number of dusts which are listed by the health and safety executive and are prescribed 'dusts hazardous to health' with laid down exposure limits, requiring strict controls and regular medical surveillance.

Foodstuffs are non toxic by any normally accepted definition of the term. A great deal of research and maintenance goes into ensuring that foods and their additives, which go in during processing, will cause no chronic or acute ill health to consumers.

The same conclusions may be drawn regarding exposure of workpeople to foodstuffs during processing, that there is no definable toxic hazard. There are many factors, which may alter this conclusion however, due to the patterns of exposure to dust, fumes, heat, noise etc. and the constant levels of exposure throughout a working period.

Some examples:

1. Exposure to foodstuff additives, which are harmless at concentrations found in food, can become harmful at high levels caused by further processing. Such levels will not be reached in Seventh-day Adventist Church work and recreational church activities.
2. Constant exposure to certain dusts may cause allergic hypersensitivity presenting as asthma affecting the lung eventually, or dermatitis.
3. Exposure to imported toxic agents on raw materials such as mould spores and other micro-biological agents e.g., dust from sacks, packing materials, traces of fumigant and other chemicals.
4. The use of bleaching agents, inert gases, fumigants, solvents, oils, paints, hazardous substances used during processing.

Note: The COSHH regulations cover these occupational exposures and the Seventh-day Adventist organisation has assessment and procedures in place to ensure that persons' health and safety are not adversely affected.

OFFICE SAFETY

Office safety will be treated with the same degree of importance as any other residential, work or recreational activity throughout Seventh-day Adventist Church premises in the United Kingdom and Republic of Ireland. This includes the need for good housekeeping and tidiness, necessary safety training, strict reporting of accidents and dangerous situations or 'near miss' incidents.

All accidents within office areas will be recorded in the appropriate accident book.

Safety training will be made available for administrative and clerical personnel as required.

OUTSIDE AUTHORITIES

The manager or designated person-in-charge or in their absence an appointed and accepted deputy will be responsible for dealing with outside health and safety authorities, consultants and environmental health inspectors. With regard to such health and safety issues, surveys and inspection visits as may be necessary to comply with regulations and required standards.

The manager or designated person-in-charge will liaise with their immediate head of department on the detail of such visits including copies of all inspection reports, to facilitate any written response to the appropriate authority as may prove necessary. It is fully understood that health and safety executive inspectors are law enforcement managers and have the under-mentioned rights:

1. They do not have to make prior arrangement of any visit to our premises. However, there is a right to ask for their warrant. Failure to provide this enables the manager or manager in charge, should they wish, to refuse entry to the premises.
2. Should it be found necessary, they can photograph or take documents from locked filing cabinets having given a suitable receipt to the owner or person-in-charge of the premises.
3. Health and Safety executive inspectors/Environmental health officers have the right and freedom to speak to anyone who may reside or work in our premises in the carrying out of their inspection visit and it is strongly recommended that everyone gives such enquiries their complete co-operation.

Please Note: These are just some of the main aspects connected with visits from law enforcement managers dealing with matters of health and safety.

OUTSIDE CATERING AND CHARITABLE EVENTS

There are risks of injury to employees, volunteers or members of the general public who attend outside functions involving the preparation and serving of hot food and drinks. Also the temporary use of electrical supply and equipment in outside catering events could give the potential for accidents to occur; consequently careful consideration and the implementation and maintenance of appropriate procedures will be adopted during the planning and the duration of the events.

The Seventh-day Adventist Church in its United Kingdom and Republic of Ireland safety policy and codes of practice, have laid down some points of guidance which should be referred to and strictly observed.

PERSONAL PROTECTIVE EQUIPMENT REGULATIONS (PPE)

The Personal Protective Equipment Regulations 1992 require the following:

- Personal protective equipment will only be used as a last resort against the risks to people's health and safety, when engineering improvements or other safeguards are not considered to be possible or, reasonably practicable.
- The manager or designated person-in-charge will be made responsible for ensuring that regular checks are carried out on the condition and the maintenance of equipment, however this does not override the wearer's responsibility in relation to the use of and the reporting of defects in their PPE.

RECREATIONAL ACTIVITIES

Where such activities are part of an organisation programme then the requirement of the Health and Safety at Work Act 1974 and other specific codes of safety practice will need to be maintained. These include:

- Recreational and exercise equipment used inside gymnasiums and buildings, including outdoor sports; activities must be checked for safety on a regular basis.
- Persons trained/qualified need to be in attendance during these times.
- First aid facilities and somebody trained to use them need to be readily available.
- An effective means of communication in the case of emergency, e.g., mobile telephone or intercom where recreational and physical activities take place in an isolated location, and away from a permanent building.

- Current regulations and safe practices concerning activities such as trekking, mountain climbing, water sports, and caving should be followed at all times. Centres offering these activities should ensure they comply with licensing requirements where necessary.

More detailed information can be obtained from the HSE website or local authority.

RESTRICTED AREAS

A number of restricted areas exist in Seventh-day Adventist Church premises, throughout the United Kingdom and Republic of Ireland, where access is restricted to authorised personnel in the interests of safe working practices. These specific areas will be listed and identified as they relate to residential homes, schools, office buildings, recreational centres and church premises. Some examples are:

1. Chemical storage;
2. Boiler room;
3. Plant room at roof level;
4. Kitchens;
5. Workshops.

However, the local Health and Safety policy and Codes of Practice will outline these in more relevant detail.

RISK ASSESSMENT

Compliance with the Management of Health and Safety at Work Regulations, requires a company or organisation to make sure that all risks to people's safety have been assessed - with the frequency, severity of risk and injury clearly identified in the assessment, along with a commitment and action plan to implement measures that will reduce the identified risks, so far as is reasonably practicable.

This in broad terms has been included in the Seventh-day Adventist Church's United Kingdom and Republic of Ireland Health and Safety Policy document.

To make sure that all risks have been covered, including the required assessments, the Seventh-day Adventist Church in its commitment to deal with these matters, will ensure that exceptions to these risks will be covered and identified in each of the local policy arrangements.

More detailed advice and practical guidance on carrying out these risk assessments is available on the HSE website, can be made available as a workshop training session or completed by a health and safety consultant having made contact with the BUC Executive Committee office at Watford, Herts., WD25 9JZ.

ROAD TRANSPORT

The Seventh-day Adventist Church work, office and residential premises have yards and roadways providing access and egress for collections, deliveries, passenger transportation and private vehicles. The Health and Safety Executive publishes guidance notes in their general series (GS), which indicate possible safety methods related to the movement of vehicles within and around industrial premises, which has similarities to a number of Seventh-day Adventist Church centres.

The use of a wide range of vehicles, many with their own special hazards, lorries, motor vehicles, fork lift trucks and private cars have, in some industrial situations, been identified as being one of the largest

single causes of death, inflicting injuries more serious than process machines. With this in mind, the under-mentioned provisions have been made:

1. Roadways have to be made wide enough for safe movement of the largest vehicle.
2. Account has to be taken of the number of vehicles and pedestrians entering and leaving the site.
3. One way traffic systems should exist.
4. Entrances and gateways have to be made of a sufficient width and space to accommodate access and egress.
5. Designated crossing places, raised footpaths, suitable barriers at entrances to and from buildings are to be used.
6. Roadways and buildings during night hours have to be adequately illuminated.
7. The speed limit should not exceed 15-mph and must be observed.

Note: Forklift trucks operations have been dealt with separately in this policy statement or any related Codes of Safety Practice, although such items of mechanised equipment are somewhat limited in Seventh-day Adventist Church premises.

SAFETY MEETINGS

Safety Action Groups and Meetings: In order to translate health and safety policy into practical action throughout the various centres scattered around the United Kingdom and Republic of Ireland, safety action groups will operate at all residential homes, churches, main office buildings, community centres, conference centres, presses, etc.

Responsibilities

- (a) To implement health and safety policy as it affects their specific centre(s).
- (b) To determine priorities of work to be carried out including time schedules for completion.
- (c) To ensure the satisfactory completion of accident report books and forms.
- (d) To ensure the distribution of accident report forms as appropriate.
- (e) To oversee hazard prevention inspections and audit reports.
- (f) To monitor performance.

Composition: The manager or designated person-in-charge, is Chair of the safety action group. The group will be limited to not more than six other members. Three members are required for a quorum. Members will need to represent areas covering the interests and activities which are carried out in each particular church centre activity. A group secretary will be appointed.

Meetings: Safety action groups will meet at least quarterly on fixed (published) forward dates with a pre-planned agenda.

Agenda and minutes: The group secretary will prepare the agenda, in conjunction with the Chair, and circulate the agenda to group members two weeks prior to the meeting of the safety action group. The secretary will be responsible for writing and circulating the minutes of the meeting.

Note: Urgent health and safety matters should not wait for meetings to take place but should be dealt with promptly and as a matter of extreme concern.

SAFETY REPRESENTATIVES

The Safety Representatives Regulations 1977 are made under the umbrella of Health and Safety at Work Act 1974. The Seventh-day Adventist Church does not have any negotiable or consultative arrangements with any of the recognised trade unions, which would include their appointment of safety representatives. It needs to be understood that the Safety, Health and Welfare at Work Act 1989, in the Republic of Ireland, would in no way change this position.

Each local centre of work activity should consider whether to appoint elected safety representatives to work alongside the manager or designated person-in-charge, or to raise and resolve safety issues with all members of the workforce direct.

SLIPS, TRIPS AND FALLS

The Seventh-day Adventist Church recognises these as being serious risks. Therefore, in the interest of people's safety, it commits itself to the under-mentioned disciplines and practices:

1. Good housekeeping.
2. Regular sweeping, vacuuming and washing of floors.
3. Adequately lighted working areas, stairways and corridors.
4. Urgent rectification of any incidents of leakage, spillage, obstructions etc.
5. Appropriate repair and maintenance of hazardous traffic and pedestrian routes in and around the curtilage of Seventh-day Adventist premises – including repair and replacement of floor coverings as necessary.
6. The rule of wearing safe, sensible working shoes in a satisfactory condition must be monitored and strictly enforced.
7. Running or taking short cuts, during work pressure periods, or being casual about working conditions should be discouraged in the interests of employee safety.

STEPS AND LADDERS

In compliance with health and safety guidance and codes of safe working practice for people using steps and ladders it is also of critical importance that these items of equipment are regularly inspected for signs of damage or weakness including any ropes or hinging mechanisms.

It would be prudent in the interests of safety, to compile a ladder and steps register identifying each item of equipment with a letter code and serial number. The painting of wooden ladders and steps should be discouraged as this could so easily cover up defects and weaknesses.

Note: More detailed information can be found in the Safety Codes of Practice Section.

TRAINING

The Seventh-day Adventist Church throughout its various activities in the United Kingdom and Republic of Ireland has a firm commitment to health and safety training as is considered necessary not only to meet the requirements of current legislation, but to maintain the effectiveness of its health and safety policy.

It is essential that people handling and preparing food for human consumption and serving to the general public are holders of the basic food hygiene certificate or qualification.

Localised 'on the job' health and safety training will be carried out in the workplace, school and church premises particularly as this applies to portable electric equipment, food handling and storage, use of chemicals, fire prevention and evacuation. It is the responsibility of each manager or designated person-in-charge to ensure that not only adequate training is made available, but to ensure strict personal training records are kept for each individual employee in the work force.

UNFORESEEN INCIDENTS

The Seventh-day Adventist Church in its residential premises, accepts from experience that its guests whilst residing in its premises could, due to sudden ill health or an unbalanced state of mind, particularly during the night hours, be suddenly taken ill or even attempt suicide.

When such a situation is found, then there are some strict rules which must be observed and for the social services these are outlined in an operational manual. However, it will be necessary where relevant to include these guidelines in the arrangements which form part of each local Health and Safety policy document.

VISITORS/CONTRACTORS - BUSINESS

For the safety of everyone, visitors are required to observe certain rules:

1. Visitors should not walk around Seventh-day Adventist Church premises unaccompanied, unless authorised to do so by the manager or manager in charge. It is preferable, that they are accompanied by an appropriate person for the duration of their visit.
2. In many Seventh-day Adventist Church premises, visitors need to be aware of lorries, cars, pallet or even fork lift trucks, which may be liable to move at any time.
3. Drivers should exercise great care when manoeuvring their vehicles, bearing in mind that pedestrians, children, and other vehicles are moving around in the yards, parking spaces and perimeters of premises. Where reasonably practicable, a maximum speed limit of 15 mph should be observed.
4. The Seventh-day Adventist Church discourages smoking in any of its premises as a matter of principle, but also to minimise the risk of fire and to comply with the Food Hygiene and Food Safety Regulations, where smoking in kitchens and food preparation areas is clearly prohibited.
5. Visitors should be made aware by the appropriate responsible person of the procedure to follow in the case of emergency evacuation. It is the responsibility of the person who has invited the visitor/contractor on to the premises to accompany them on their visit and to ensure that they have left the premises at the conclusion of their work or in case of emergency.
6. In the interests of safety and security, including the purposes of emergency evacuations due to fire or bomb threats, all visitors should sign in on arrival and sign out on departure.

7. In order to maintain the Seventh-day Adventist Church's commitment to standards of safety and hygiene, visitors must comply with any local safety and hygiene rules, both on the site and in its residential, main office buildings and service premises.

WINDOW CLEANING

In compliance with health and safety guidance for window cleaners and the codes of practice which are relevant to the various methods and items of equipment used for these work activities, the Seventh-day Adventist Church is fully aware that accidents and fatal injuries may occur to people working at height on ladders or other access equipment.

It needs to be understood that the client cannot abdicate his responsibility, simply because this work has been contracted out to a second or third party, without any understanding as to how the work will be carried out.

Therefore it is strongly recommended, in the interests of client responsibility for health and safety, that a work method statement is drawn up in writing, which needs to be agreed and signed by both parties.

Should the manager or designated person-in-charge have any concerns about the work which is to be carried out on Seventh-day Adventist Church premises for which they have responsibility, then expert advice should be sought from the BUC Executive Committee at Watford, Herts. WD25 9JZ.

WORK EQUIPMENT REGULATIONS

In compliance with the Provision and use of Work Equipment Regulations (PUWER) and the Lifting Operations, and Lifting Equipment Regulations (LOLER 1998), the Seventh-day Adventist Church will ensure throughout all its work and service activities that in the selection and purchase of equipment due regard is given to working conditions/hazards existing on the premises, including the Health and Safety issues posed by the use of work equipment.

The requirements of the previous regulations remain unchanged.

All persons who use equipment, supervise or manage it will have available to them Health and Safety information and where necessary written instructions including:

- The use of work equipment will be restricted to those authorised and competent to use it;
- Repairs, modifications, maintenance, servicing will be carried out by people who are suitably competent and have specific training;
- Conditions/methods by which work equipment is to be used;
- Foreseeable/abnormal situations and actions to be taken;
- Conclusions drawn from experience in using the equipment;
- Training given to all persons using/supervising/managing the use of *specified* work equipment;

The amending directives which place requirements on organisations are:

- The Provision, Management and Use of Mobile Self-Propelled and Remote Controlled Work Equipment;
- The Inspection of Work Equipment in Certain Circumstances;
- The Provision and Use of Lifting Equipment; and
- The Management of Lifting Operations.

Note: These regulations have a more specific and wider coverage of work and lifting equipment and much of it has none or limited relevance to the Seventh-day Adventist Church's activities. However, the Codes of Safety Practice will give a skeleton coverage of these regulations and where more detailed information is necessary, it would be prudent to obtain the regulation document and approved Codes of Practice and guidance or seek the assistance of an appropriate competent person.

WORKING FROM HOME

The Seventh-day Adventist Church has a responsibility only for electrical equipment and associated pieces of furniture eg. desk, adjustable chair, which have been supplied by the Seventh-day Adventist Church. These must be maintained in a safe and satisfactory condition.

The employee's house (premises), service and power supplies from a health and safety standpoint are clearly the responsibility of the owner or user. Employees should check with their Insurance provider to ensure that they have the appropriate level of cover, and that working from home would in no way invalidate their insurance cover.

Note: A safe system of work for employees working at home is included in the Seventh-day Adventist Church, Codes of Safety Practice, General Information.

WORKING FROM HOME AND SAFETY PRACTICE

In keeping with the required health and safety regulations, the Seventh-day Adventist Church throughout the United Kingdom and Republic of Ireland, considers it necessary to identify their responsibilities for employees carrying out clerical and administrative work at home by understanding and agreement. They are as follows:

Regulations:

1. Health and Safety at Work Act 1974, and Safety Health and Welfare at Work Act 1989 (Ireland).
2. The Management of Health and Safety at Work, which requires a risk assessment to be carried out on all work activities.
3. Display Screen Equipment (DSE) Regulations.
4. Manual Handling Operations Regulations
5. Safety, Health and Welfare at Work Regulations.

WORKING TIME REGULATIONS 1998

The above regulations, implement the EEC Working Time Directive in Great Britain.

The Seventh-day Adventist Church, as an employer, continues to have a general duty, so far as is reasonably practicable, under section 2 of the Health & Safety at Work Act 1974 for the health, safety & welfare at work of all its employees. This means employees cannot be required to work excessive hours or shift patterns which are likely to lead to ill health or accidents caused by fatigue.

Under the Management of Health & Safety at Work Regulations, employers are required to carry out a risk assessment to identify hazards such as fatigue & evaluate the extent of risk involved so that measures can be taken to comply with the general duties under the Health & Safety at Work Act. Note: See Codes of Safety Practice for more detailed information.