

Health and Safety Policy



A copy of this policy is to be circulated to and read by all members of OCMS staff and volunteers. A copy is to be retained in the Office and all new students should be asked to read and make themselves familiar with the policy requirements.

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Introduction

The Health & Safety at Work Act 1974 (hereafter known as 'The Act') (Sec. 2(3)) requires that employers draw up and bring to the notice of their employees a Health and Safety Policy. The Oxford Centre for Mission Studies (hereafter known as OCMS) Policy states the health and safety objectives of OCMS and describes the managerial structure by which they have been implemented.

1. Part 1 - Statement of Intent

It is the policy of OCMS, and the responsibility of OCMS, to adopt all reasonably practicable measures:

- a) to secure the health, safety and welfare of all employees at places of work under OCMS' control and elsewhere when performing their duties and to protect other persons who are lawfully on OCMS's premises against risk to their health or safety which might arise out of activities in those places;
- b) to prevent accidents and cases of work-related ill health;
- c) to manage health and safety risks in our workplace;
- d) to provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- e) to consult with employees on matters affecting their health and safety
- f) to implement emergency procedures, including evacuation in case of fire or other significant incident
- g) to review and revise this policy annually

Executive Director: Dr P. Bendor-Samuel
On behalf of the Board of Trustees

Signed _____ Date _____

2. Part 2 - Responsibilities for Health and Safety

- a) Overall responsibility for health and safety: Executive Director, Paul Bendor-Samuel
- b) Day to day responsibility: Chief Operations Officer, Matt Cripps
- c) To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Area of responsibility	Named person
Health and Safety committee (Discussion of emerging issues, policy and review)	Matt Cripps Rachel McIntyre
Fire Officer (Including oversight of regular fire drills; weekly fire alarm testing; annual checks on fire escape routes and fire extinguishers)	Christian Kim
Making arrangements for visitors (including contractors), including carrying out suitable risk assessments as appropriate	Rachel McIntyre
Storage of highly flammable liquids	Rachel McIntyre
Arranging safety inspections	Matt Cripps
Investigating accidents and work related ill-health	Matt Cripps
Monitoring maintenance and equipment	Rachel McIntyre
Maintenance of fire extinguishers	Executive Safety Solutions
Maintenance of fire alarms	Executive Alarms
Electrical Safety Supervisor	Rachel McIntyre
Gas Safety Supervisor	Rachel McIntyre
Maintenance Company for all gas boilers	Heritage GPH
Legionella	Matt Cripps
Display Screen Assessor	Matt Cripps
Risk Assessments	Matt Cripps
Consulting Employees	Matt Cripps
Accident reporting	Rachel McIntyre
First Aid boxes	Sara Afshari
First Aid	Sara Afshari Nicky Clargo Stuart Judge Elizabeth Santos
Monitoring	Matt Cripps
Emergency Procedures - Fire and Evacuation	Matt Cripps
Training	Matt Cripps

- d) All line managers are responsible:
 - i) for ensuring, in accordance with the law, the health and safety of staff, students and other persons in their area of responsibility and also anyone who may be affected by their work activities.
- e) All employees volunteers, and other persons entering onto the premises or who are involved in OCMS activities should:
 - i) Cooperate with supervisors and managers on health and safety matters, following any relevant instructions or advice
 - ii) Take reasonable care of their own health and safety
 - iii) Use the sign-in log when entering and leaving the building
 - iv) Ensure their work is carried out in the approved way and in accordance with OCMS policy
 - v) Familiarise themselves with the location of fire-fighting equipment, alarm points and escape routes, together with the fire procedures
 - vi) Report all health and safety concerns to an appropriate person (as set out in this policy)
 - vii) Notify the health and safety coordinator of any planned, new or newly identified significant hazard in their areas and also of those control measures needed to avert any risks involved

Any employee who is concerned about a previously unidentified hazard (i.e. one that has not undergone a risk assessment) will bring the matter to the attention of the responsible person (as detailed in this policy).

No OCMS employee is permitted to carry out work for which they have not been authorised or had suitable training, unless properly supervised and the work is within the capabilities of that employee to perform.

3. Part 3 - Arrangements for health and safety

- a) Risk Assessment
 - i) We will complete relevant risk assessments and take action, informing employees and volunteers of the contents of these
 - ii) We will review risk assessments when working habits or conditions change
- b) Training
 - i) We will give staff and subcontractors health and safety induction and provide appropriate training
 - ii) We will make sure suitable arrangements are in place for employees who work remotely
- c) Consultation
 - i) We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety, using staff meetings to consult regularly on health and safety matters
- d) Evacuation
 - i) We will make sure escape routes are well signed and kept clear at all times
 - ii) Evacuation plans are tested from time to time and updated if necessary
- e) Communication
 - i) Suitable safety signs are displayed wherever a hazard or risk potential exists that cannot be controlled by other means; safety signs will be obeyed and remain visible at all times

4. Specific Guidance

- a) First Aid
 - i) A First Aid box is located in the kitchen. An Accident Record Book is in the Office.
- b) Safety Training
 - i) Safety awareness training is undertaken by all staff and volunteers.
- c) Contractors and visitors
 - i) All contractors and visitors are required to report to Reception on arrival and sign the fire log on arrival
 - ii) Staff and students will be notified about any building work to be done on site
 - iii) OCMS recognises that, unless properly controlled, contractor employees can introduce hazards and be a source of increased risk potential within the workplace. For the purposes of this policy, contractors may be considered to include any person who is not an OCMS employee, engaged to service OCMS equipment, photocopiers; undertake structural alteration to, or maintenance of, OCMS premises; carry out work associated with any mains service (e.g. water/sewerage, gas, electricity, telephones; carry out general maintenance (e.g. gardening, window cleaning, contract cleaning). OCMS will use only contractors who can prove adequate responsibility in safeguarding their own employees and others who may be affected by their undertakings.
 - iv) OCMS equipment will not be loaned to, or used by contractors (except for the sole purpose of maintenance or servicing under contract) without the express written permission from OCMS contract co-ordinator, and only then in exceptional circumstances.
 - v) Supervision of the contractor's work and employees will remain the responsibility of the contractor; however, where a situation is observed, or foreseen, by an OCMS employee to represent a danger to persons or property not directly employed or owned by the contractor, the matter is to be reported to an OCMS supervisor or manager without delay. OCMS reserves the right for an OCMS manager or supervisor to stop any work that constitutes serious or imminent danger to persons or property outside the contractor's control.
 - vi) Where the contractor subcontracts any aspect of the work to be carried out, the contractor will ensure that the sub-contractor undertakes to conform to the same standards of health and safety responsibility as the contractor whilst on OCMS premises. Information will be given before any contract is entered into. The OCMS contract coordinator will ensure that copies of the OCMS Health and Safety Policy and necessary Emergency Procedures are given to the contractor, understood and agreed (signed for). There will also be an exchange of all relevant information regarding hazards and risks likely to be encountered.
- d) Electrical Hazards
 - i) OCMS is aware of its responsibility to avoid electrical hazards. Equipment is properly earthed, insulated, correctly wired and has regular inspections. A qualified electrician carries out maintenance. Wiring is checked for safety every five years.
 - ii) Any suspected loose connections or faults will be reported to Rachel McIntyre.
- e) Display Screen Equipment
 - i) OCMS has a duty towards employees who use display screen equipment as a significant part of their normal work and encourages safe working practices.
 - ii) Adequate lighting is provided and there is no distracting glare or reflections. The screen will have a stable image, adjustable brightness and contrast controls, and be glare and reflection free. The keyboard will be usable, adjustable and detachable. OCMS will provide a work chair with adjustable seat heights, a

- footrest when required and a desk to suit the tasks involved. A document holder will also be provided to prevent aching muscles and eyestrain.
- iii) Display screen equipment work will be planned so that there are breaks or changes of activity.
 - iv) Employees who use display screen equipment as a significant part of their normal work can ask OCMS to pay for an eyesight test, which will be carried out by an Optometrist. OCMS will pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. OCMS will not pay for glasses if an ordinary prescription is suitable. A letter from the Optometrist should be submitted when claiming for these.
 - v) OCMS tries to identify workstation hazards connected with display screen equipment, find possible causes and reduce risks. It supplies suitable equipment for each individual and makes improvements as necessary.
- f) Particular hazards
- i) Cleanliness: Floors are kept clean but not slippery. Signs are used to indicate wet floors.
 - ii) Waste Disposal: Empty toilet containers are washed out and placed in the refuse bin. Large items of electrical equipment are removed by the Council or taken to the Council Waste Disposal Area. All rubbish placed in appropriate refuse/recycle bins
 - iii) Safe Storage: Cleaning chemicals are kept in a locked cupboard.
 - iv) Marking and keeping exits clear: Exit signs are provided in all areas of the building. All exits are kept clear.
 - v) Ladders: Ladders are checked by the user before each use. They will be used with ladder stays if necessary and on firm footings.
 - vi) Single Steps: There are single steps throughout the building that staff are made aware of, with tape indicating the step where appropriate.
 - vii) Electrical Outlets: Electrical outlets and trailing wires are potential hazards that staff are made aware of.
- g) Machinery
- i) Garden machinery and tools, where required, are brought to site by the appointed maintenance contractor. Such contractors are required to comply with the current Health and Safety regulations.
- h) Trees
- i) Rachel McIntyre, or someone authorised to work on her behalf, will regularly inspect all trees on and adjacent to the OCMS site to ensure that they do not represent a danger to those on the premises. If trees require surgery, rather than just pruning, then a qualified tree surgeon will undertake the work.
- i) Dangerous Substances
- i) When handling bleach or other cleaning chemicals, the cleaning contractors are required to wear rubber gloves. Chemicals and cleaning products are stored in locked cupboards.
- j) Other hazards
- i) There are gas boilers in the cellar below the church. Maintenance is to be carried out on all gas boilers annually by the maintenance contractor.
- k) Gas Escapes
- i) If a gas leak is suspected, staff and students will report it immediately to Rachel McIntyre. If there is a situation presenting any serious and imminent danger of gas escape the Gas Board will be alerted without delay on 0800 111999 and the building evacuated.
- l) Suspect Packages
- i) If staff members have any suspicion that a letter or package may contain an explosive device, they will report it immediately to Rachel McIntyre.

- ii) Notices are displayed around OCMS indicating what signs staff should look for if they believe that a package is suspicious. These notices also detail what steps staff should take to establish the origin of the package.
- m) Manual Handling
 - i) OCMS encourages safe manual handling and correct lifting and carrying techniques to prevent back injuries. If tasks can be eliminated or if mechanical aids can reduce the risks associated with the tasks, these will be used.
- n) Emergency Procedures
 - i) Emergency procedures have been devised for implementation in the event of:
 - 1) Fire
 - 2) Personal Injury requiring First Aid and/or hospitalisation
 - 3) Suspect packages
 - 4) Mains services supply leak/spillage (e.g. gas, oil, water)
 - ii) OCMS staff members have been nominated to implement the procedures. All OCMS employees are to familiarise themselves with what to do in the event of an emergency procedure being activated.
 - iii) All emergency procedures remain under review for adequacy; any changes are notified to all employees.
- o) Accident Reporting
 - i) All accidents that result in personal injury and/or damage to OCMS property are to be recorded in the OCMS Accident Book held in the Office and reported to the supervisor with responsibility for the injured employee or damaged property or the supervisor of the area in which the accident occurred. "Near-misses" are to be reported to the relevant supervisor responsible for the area concerned without delay. Dependent upon the nature of the occurrence and immediacy of the situation, steps will be taken to prevent a recurrence of the incident.
 - ii) Accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are to be notified on HSE Form 2508 (or its equivalent) to the local enforcing authority within 7 days. Defined major incidents are to be reported by telephone immediately. Where an accident at work involves an OCMS employee being absent from work, that employee shall inform OCMS, as often as is appropriate, on their progress until a return to work is made.
 - iii) Any contractor, visitor or student who experiences an accident, or "near-miss" whilst on the OCMS premises, is to report the matter to the OCMS person responsible for their presence on site. The contractor, visitor or student is to be informed that they should notify their own employer(s), if applicable.
 - iv) Training and information will be given where accident investigation and recommendations to prevent recurrence have indicated a need for further training. Accident reports are submitted to the Executive Director and copied to the respective supervisor of the injured employee/damaged property/area concerned and also passed to the Health and Safety Coordinator.

Revision History

Version	Date	Written by/ Updated by	Approved by	Comments
1.0	03/06	OCMS	OCMS	
1.1	11/07	OCMS	OCMS	
1.2	02/08	OCMS	OCMS	
1.3	08/12	OCMS	OCMS	
1.4	11/17	OCMS	OCMS	
2.0	12/23	MC / RM	Council	Updates made in line with HSE policy template
2.1	11/24	MC / RM	G&F	Re-approval
2.2	11/25	MC / RM	G&F	Update First Aiders list and re-approval