

CONDENSED OPERATIONAL DOCUMENT

**SEVENTH-DAY ADVENTIST
CHURCH
SCHOOL
OFFICE
RESIDENTIAL or
RECREATIONAL CENTRE**

**HEALTH and SAFETY POLICY
LOCAL STATEMENT
ORGANISATION
ARRANGEMENTS
CODES OF SAFETY PRACTICE**

SEPTEMBER 2004

**British Union Conference
Stanborough Park
Watford
Herts WD25 9JZ**

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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 ourselves, our fellow workers, visitors or residential clients whilst on our premises. Hence the clauses imposing penalties on employers and employees alike regarding the duty of care we have for those who attend and use our premises.

Some may feel some regulations are an intrusion into their personal liberty, but this is the law, which is designed to protect everyone's health and safety in the long term.

Every pastor, employee, visitor or residential client, taking into consideration the possibility of some mental or physical disability, and 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 who stay for a period of time in a church, school, office, residential or recreational centre.

Consequently, it is essential that all adhere strictly to the laid down procedures, duties and disciplines, outlined by the responsible person in charge.

POSITIONAL STATEMENT

The purpose of this local health and safety policy is not to repeat the commitment and arrangements outlined in the Seventh-day Adventist Church's Master Health and Safety Master Policy document, which covers in a broad sense the work and other activities carried out in and throughout the United Kingdom.

It is to make a positive commitment to reflect these ideals and arrangements, on a local basis as they affect every church, school, office, residential or recreational centre.

The responsible person in charge of these service activities and residential premises needs to understand quite clearly, that the governing board see him or her as the person responsible for ensuring that the necessary procedures, practices and controls are firmly in place, for maintaining the required health and safety standards outlined in the Seventh-day Adventist Church's Master Policy document at local level.

Responsibility for Health and Safety

GENERAL POLICY STATEMENT

The responsible person in charge at the Seventh-day Adventist Church premises at will continue to take care of the health and safety of all employees and other persons who attend the various activities in the premises, having regard to his or her statutory obligations under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations including any other regulations made under the auspices of this legislation.

The responsible person in charge will also pay due attention to the need for conducting his or her undertaking in such a way to ensure so far as is reasonably practicable, that persons not in the Church's employ who attend these church, school, residential or recreational premises or who may be affected by its influence and work activities, are not exposed to risk.

In respect of the moral responsibilities to employees and persons attending the centre, for whom he or she has a special duty of care, **the responsible person in charge** will endeavour to provide the best possible conditions of work, service and recreational facilities, which affect the health, welfare and safety of all who work in and use these premises.

The responsible person in charge will make maximum use of any machinery or arrangement to consult with employees or group meetings on matters concerned with health, welfare and safety of people who may at any time come directly within the local church, school, office, residential or recreational centre.

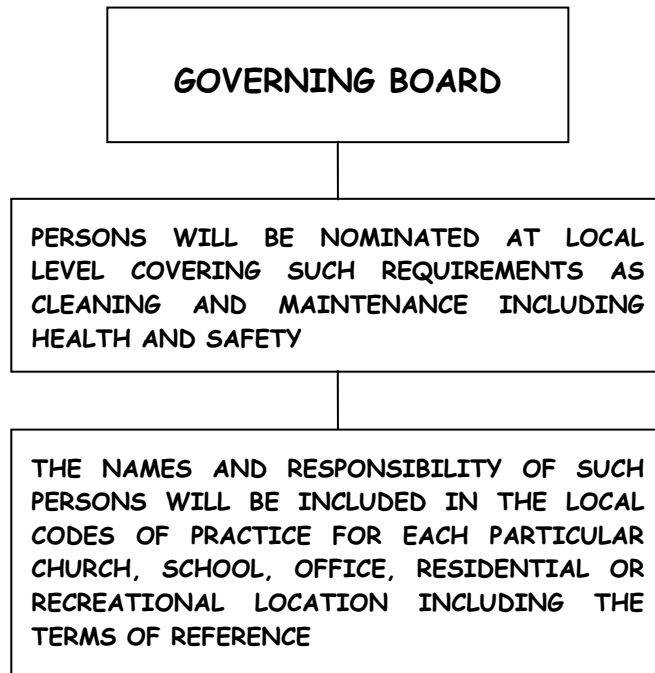
Signed _____ Date _____

Name of Responsible Person-in-charge

Signed _____ Date _____

Name of Officer

LOCAL MANAGEMENT ORGANISATION AND RESPONSIBILITIES



The Governing Board accepts complete responsibility for Health and Safety issues as they affect its church, school, office, residential or recreational location.

Although everyone has a responsibility not only for themselves but the safety of others, the Governing Board will ensure that someone is specifically nominated to oversee the Health and Safety at each designated location for which they are responsible.

Such person or persons carry out these functions in a non-executive capacity and in legal terms cannot be held ultimately responsible for any failures or breaches of Health and Safety legislation which might affect their areas of operation.

It needs to be clearly understood that in the final analysis the Governing Board are the custodians of these requirements and responsibilities.

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GLOSSARY

Governing Board

This means the governing body at the local church, school, office, residential or recreational location. It could therefore be a church board, a board of school governors, a management committee or an executive committee etc.

Officer

The Officer is the senior manager/officer who is present at the local church, school, office, residential or recreational premises at a particular point in time. This could be a head teacher, local pastor, head elder, manager, executive secretary etc.

Responsible Person in Charge

The Responsible Person in Charge is the individual who has been designated by the governing board for having responsibility to oversee the implementation of Health and Safety policy at a given local location.

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ACCIDENT REPORTING

In compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), every injury, however slight, must be reported to the officer or the responsible person in charge, so that this can be recorded in the accident book and the appropriate action can be taken.

Any dangerous occurrence, whether it involves personal injury or not, must be reported to the officer or responsible 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. In such cases, the officer or responsible person in charge will ensure that all evidence remains undisturbed, for inspection by an appointed officer 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.

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

AMENDMENTS

Amendments to the Safety Policy will be made, when necessary, through the resources of the officer or the responsible person in charge, who may invoke the assistance of specialist or competent person in health and safety matters before making such changes. It is of critical importance that all the holders of this Local Health and Safety Policy document, are recipients of the information and changes which it has been found necessary to make when these amendments are updated.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

The COSHH Regulations have been subjected to a number of updates and revisions, and in order for the to comply with these regulations, the under mentioned procedures have been established, implemented and will be kept under constant review. However it needs to be understood that the do not have in any of their workplace situation or premises, large quantities of hazardous chemicals, either stored or in use.

1. In all situations where substances are used which are classified as hazardous to health under the COSHH Regulations, as far as is reasonably practicable all substances should be substituted with less hazardous substances as and when they come on the market. Therefore the substances used will be kept under constant review.
2. A chemical register has been compiled, which identifies all the chemicals and substances used throughout the church, school, office, residential or recreational centre and a written COSHH assessment carried out.
3. Every member of the work force has been given induction training on the COSHH regulations including the chemicals in use.
4. New starters and temporary staff receive the same training and instruction on the safe use of chemicals.
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.

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All substances that are used are held in lockable storage units/containers and access is limited to authorised personnel only.

Note: The person responsible for ensuring these requirements are maintained at
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CONTRACTORS

Contractors working on or in the premises are required to comply with all health, safety and hygiene rules in force at the premises and these will be made available to contractors before work commences. The officer or person responsible for engaging contractors will ensure compliance with the requirements listed below:

1. Signed acceptance of the Centre rules and procedures including the requirements of COSHH and any other health and safety related rules.
2. Failure to comply will result in a contractor being stopped from working and possibly asked to leave the premises. This would result in a termination of the contract.
3. Whilst on SDA premises, if accidents and injuries occur to contractors employees, they must be reported to the officer or responsible person on site although the legal responsibility for reporting any significant accident/incident e.g. to the Health and Safety Executive (HSE) is clearly that of their own employer..
4. Where contractors employees are expected to work inside or outside the church, school, office residential or recreational centre they will be given the appropriate information regarding for example emergency evacuation, assembly points and the fire alarm signal.

Where contractors are undertaking a significant sized contract, especially of medium to long term duration or medium to large sized contract ie. a firm which employs 5 or more employees, they will be expected to provide a copy of their health and safety policy before their tender is accepted.

DISPLAY SCREEN EQUIPMENT (DSE)

In compliance with the Display Screen Equipment Regulations 1992, a written DSE assessment for the users of display screen equipment and their workstations, will be carried out by the appropriate officer or the responsible person, and where any remedial actions is identified as necessary, the required action will be taken as soon as possible.

DOCUMENTATION AND RECORDS

Records will be kept, where appropriate, at by the officer or responsible person and made accessible to the relevant personnel to meet both statutory and operational needs. Examples of documents and records are as follows: accident books, relevant codes of practice, form F2508/F2508A examination reports, lifts, hoists, boiler and heating systems, extinguisher equipment, emergency lighting, testing of portable electrical equipment, testing of fire alarms, emergency evacuations, minutes of safety meetings and training records, risk assessments, COSHH assessments, DSE assessments etc and will be held in a central location by an appointed person. Information from these assessments etc will be communicated to relevant personnel. As and when necessary.

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THE ELECTRICITY REGULATIONS 1989

In compliance with these regulations, the rules and procedures listed below will be strictly observed:

1. Electrical repairs, alterations and installations throughout the church, school, office, residential or recreation centre, will only be carried out by competent persons and qualified electricians who possess sufficient technical knowledge and experience to undertake the work.
2. The main purpose of these Regulations is to require precautions to be taken against the risk of death or personal injury from electricity in work activities.
3. Portable electrical equipment/portable appliances will be inspected ie. (Portable Appliance Tested) (PAT) at the church, school or recreation centre as required by the Electricity regulations 1989 within a 14 month frequency to comply with safety standards.
4. Visual inspections of the portable appliances must be made prior to its use (eg. check cable to ensure that there are no splits, plugs are not cracked etc).

Note: More detailed information can be found in the Health and Safety Master Policy document (Seventh-day Adventist Church).

FINANCIAL PROVISIONS

Day to day repairs, maintenance, adjustments to normal business enterprise and activities will be considered by the officer or responsible 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 is at a financial board level.

FIRE PRECAUTIONS

In the interests of the persons who attend the local church, school, office, residential or recreational centre a number of provisions have been made, should a fire break out in any part of the local church, school, office, residential or recreational premises. They are:

1. Where fire alarms and/or emergency lighting are installed within the building, these will be tested on a regular basis (at least monthly) and from a different call point each time.
2. In compliance with the Fire Precautions (Workplace) Regulations, fire evacuation/drills will be carried out at least once annually and assembly points and escape routes will be clearly identified throughout the building. A record of the date and time taken to complete the evacuation is to be maintained by the officer or the responsible person in the Fire Log Book.
3. Fire extinguishers and emergency lighting needs to be serviced on a regular basis, at least once annually.
4. Where appropriate specific training for personnel in the use of fire fighting equipment may be necessary, however, the emphasis should always be on people evacuating a building and ensuring their own personal safety rather than putting themselves at risk in order to save property.

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Note: Where residents due to age, physical disability or mobility problems would present a possible delay during an evacuation, serious consideration should be given to locating their rooms and accommodation as near to ground level and an emergency exit as possible.

HEALTH AND SAFETY FIRST AID REGULATIONS 1981

In compliance with the First Aid regulations 1981, the arrangements to cover the church, school, office, residential or recreational premises, the qualified, competent first aiders or appointed persons are as follows:

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Note: More detailed information can be found in the Seventh-day Adventist Church Health and Safety Master Policy document.

GAS REGULATIONS

The Gas Safety (Installations and Use) Regulations 1998 simplify the existing legal requirements. The new Regulations replace all previous Regulations.

Statistics indicate that approximately 30 people die needlessly each year from gas related carbon monoxide poisoning. An effective practice which would reduce such deaths is to ensure that appliances and boiler systems are kept clean and used strictly in accordance with the makers or service company's instructions. Any works to appliances must be undertaken by competent, qualified CORGI registered engineers.

Relevant gas safety leaflets are available, but more importantly leaflets/manufacturers instructions which relate to a particular appliance should be obtained and displayed where these installations are in use and the instructions contained therein 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. .

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

HYGIENE

Due to the local church, school, office, residential or recreational premises involvement in preparing and serving food for human consumption, all hygiene rules must be strictly adhered to in kitchen and food preparation areas. The officer or the responsible person will ensure that where appropriate all food handlers, have undergone training and are holders of a basic hygiene certificate qualification, and at least the responsible person will be the holder of such a certificate.

Appropriate protective clothing, headgear and standards of dress for food preparation areas will be provided. All food hygiene and health and safety standards and procedures e.g. hand washing, product protection, correct food preparation and storage methods will be adhered to. The responsible person will ensure by monitoring and controls that these standards are maintained.

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HOUSEKEEPING

Untidiness, lack of thought and poor standards of housekeeping, apart from indicating managerial failings, can often lead to avoidable accidents and injury. Appropriate systems and procedures must be in place and maintained, to promote and ensure adequate standards of housekeeping throughout the local church, school, office, residential or recreational premises.

INSPECTION OF PLANT AND EQUIPMENT

Surveys and inspection of equipment and plant to meet statutory requirements, and safe operating practices will be regularly undertaken. The responsible person will ensure that:

1. Inspections are carried out within the required limits;
2. Inspection certificates and reports will be retained in an agreed place for inspection;
3. Any repairs necessary are effected within the time scales indicated and the affected machinery or equipment is taken out of use until the necessary repairs have been carried out.

LEGIONNAIRES DISEASE

Storage Tanks, Cooling and Spray Systems

Legionnaires Disease is a type of pneumonia which occurs more frequently in middle aged or elderly smokers or those with chest problems. People catch legionnaires disease by inhaling small droplets of water suspended in the air which contain legionella bacterium. Most people who are exposed to legionella do not become ill. The bacterium is wide spread in nature eg. in ponds and does not usually cause problems.

Most community out breaks in the UK have been linked to installations such as cooling towers or evaporative condensers found as part of air conditioning and industrial cooling systems, which can spread droplets of water over a wide area.

The Health and Safety at Works Act 1974 refers to an organisations duty to ensure the provision and maintenance of plant and systems of work that are so far as is reasonably practicable safe and without risk to health.

Outbreaks of legionnaires disease occur from purpose built water systems where temperatures are warm enough to encourage growth of the bacteria in cooling towers, condensers, Jacuzzi's and water used for domestic purposes eg. in hotels, schools with showers etc.

To prevent the occurrence of legionnaires disease, companies which operate these systems must comply with the requirements outlined in the COSHH Regulations and the Approved Code of Practice (ACOP) L8. 'The Control of Legionella Bacteria in Water Systems'.

MACHINERY

The Provision and Use of Work Equipment Regulations (PUWER) 1998, replace most of the existing legal requirements for guarding machinery and, apply across all industrial and service sectors.

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

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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.

MANUAL HANDLING OPERATIONS REGULATIONS 1992

The Manual Handling Operations Regulations 1992, cover any movements/operations where bodily force is used including: lifting, lowering, carrying, pushing, pulling, hoisting etc and in particular consideration and assessment of the risk factors i.e. Task, Load, Working Environment, Individual Capability and Other Factors.

In order to comply with these regulations, the officer or the responsible person at the local church, school, office, residential or recreational premises will implement and maintain the following procedures.

1. Assessments will be carried out by responsible management or workplace representative, with some possible guidance from a safety consultancy source if necessary.
2. Professional advice from a qualified occupational health nurse or safety staff may be sought, if the assessment identifies the need: e.g. concern regarding ergonomics, kinetics, job re-design etc.

MEASUREMENT OF EFFECTIVENESS

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

1. Routine health and safety checks by the responsible person in charge of the local church, school, office, residential or recreational premises.
2. Inspections of all work, residential and recreational areas throughout the local church, school, office, residential or recreational premises, will be undertaken on at least on an annual basis by the responsible person or safety representative.
3. All accidents/near miss incidents and dangerous occurrences will be investigated and where necessary measures will be implemented to prevent their recurrence.
4. All codes of practice and safe systems of work will be regularly reviewed.

OFFICE SAFETY

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Office safety will be treated with the same degree of importance as any other work environment within the local church, school, office, residential or recreational premises. Good housekeeping standards, necessary safety training, strict reporting of accidents/incidents and dangerous occurrences and adherence to rules and procedures will be instituted and maintained.

OUTSIDE AUTHORITIES

Where necessary a senior person and deputy will be identified to deal with outside health and safety authorities e.g. HSE, consultants and environmental health Inspectors etc with regard to health and safety issues, surveys, inspection visits, as may be necessary in compliance with regulations and required standards.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In compliance with the Personal Protective Equipment Regulations 1992 it is accepted that the use of PPE should only be used as a last resort once the use of engineering improvements or other safeguards have been exhausted.

Where PPE is to be used, it must be provided free of cost to employees, and the Seventh-day Adventist Church and the management of local church, school, office, residential or recreational premises understand that where there remains a risk of injury, which can only be protected against by the use of PPE, it is their responsibility to consider and provide the following:

1. Approved protective clothing and equipment.
2. Involvement of the wearer in the choice, to ensure suitability.
3. Training and instruction in its use and level of protection that it affords.
4. Advice to users on checking their PPE and reporting any defects to the appropriate person.
5. Cleaning and replacement of PPE when necessary.

Note: Protective equipment needs to be used and not abused.

RESTRICTED AREAS

The under mentioned areas exist at the local church, school, office, residential or recreational premises, where access is restricted to authorised personnel only in the interests of safe working practices, these specific areas are as follows:

1. Chemical storage.
2. Workshop.
3. Boiler room and electrical store.
4. Plant room at roof level.

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5. Kitchen and associated areas.

These restricted areas will not be the same in every SDA premise.

RISK ASSESSMENT

In compliance with the management of Health and Safety at Work Regulations, which also includes the Safety at Work of Young Persons, Seventh-day Adventist Church centre at will ensure that consideration has been given to meeting the need for carrying out risk assessment not only on the work activities, but also the issues which might affect its visitors and residents whilst in and around the premises.

A formal written risk assessment will be undertaken and recorded where any significant hazards/risks are identified and will be regularly updated and reviewed and especially where a new/different practice or process is introduced.

Note: More detailed information on risk assessment can be found in the Health and Safety Master Policy and Codes of Safety Practice documents.

ROAD TRANSPORT

Many Seventh-day Adventist residential homes, main office buildings, schools, churches and recreational centres, have yards and roadways providing access and egress for collections, deliveries, passenger transportation and private vehicles.

The responsible person in charge where these situations are relevant to the premises, will familiarise themselves with the Health and Safety guidance as outlined in the Seventh-day Adventist Church Health and Safety Master Policy document.

SAFETY MEETINGS

In compliance with the arrangements outlined in the Seventh-day Adventist Church Health and Safety Master Policy document, covering its various activities throughout the United Kingdom, the church, school, office, residential or recreational centre premises should form a safety action group that meets twice per annum with a prepared agenda. A copy of the meeting's minutes should be presented to the next meeting of the relevant governing board.

Alternatively, it might be more prudent and efficient to include this subject in an existing governing board meeting. The discussion and any actions would then appear in the relevant governing board minutes.

If the former method is adopted the composition of the safety action group will be the responsible person in charge as chairperson and with no more than six other members, covering the interests and activities which are carried out in the church, school, office, residential or recreational premises.

SLIPS, TRIPS AND FALLS

The officer or the responsible person in charge of the church, school, office, residential or recreational premises recognises there is a potential for accidents, to occur. Staff and users of SDA Services have a responsibility for their own health and safety, however, in addition the following practices and procedures will be implemented and maintained in an attempt to further reduce the risk of injury:

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1. Good housekeeping.
2. Regular sweeping, vacuuming and washing of floors.
3. Adequately lighted working areas, stairways and corridors.
4. Urgent rectification of any incidence of leakage spillages, obstructions, etc.
5. Appropriate repair and maintenance of all hazardous traffic and pedestrian routes in and around the curtilage of SDA 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.

Consequently, where appropriate the church, school, office, residential or recreational premises in the interests of safety, will compile an inventory of equipment, identifying each item of equipment with a code and serial number and a record of visual inspection or more rigorous inspection and maintenance where necessary.

Note: More detailed information can be found in the Health and Safety Policy document and Codes of Safety Practice documents.

TRAINING

The Seventh-day Adventist Church throughout its various activities has a firm commitment to health and safety training where appropriate as it is considered not only to meet the requirements of current legislation, but to maintain the effectiveness of its Health and Safety Policy.

The responsibility for ensuring this is carried out at the church, school, office, residential or recreational premises is that of the responsible person. Adequate training will be made available and personal training records will be kept for each individual and be available for inspection.

VISITORS/CONTRACTORS - BUSINESS

For the safety of everyone, visitors are required to observe the organisations safety rules as follows:

1. Visitors should be accompanied around church or centre premises unless authorised to do otherwise, by the officer or responsible person who has invited them onto the premises.
2. In many of our 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 will be reminded to exercise great care when manoeuvring their vehicles, bearing in mind that pedestrians, even children, and other vehicles could be moving around in the yards, parking

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spaces and perimeters of SDA premises. Where reasonably practicable, a maximum speed limit of 15 mph should be observed.

4. Seventh-day Adventist Church organisation as a matter of principle discourages smoking in any of its premises. In addition this practice minimises fire risk and also complies with Food Hygiene and Food Safety Regulations. 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 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 order to maintain the Church's commitment to standards of safety and hygiene, visitors must comply with any local safety and hygiene rules, whilst around the church, school, office, residential or recreational premises.
7. Visitors should sign in on arrival and sign out on departure at the premises where this system would be appropriate.

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 activities, Seventh-day Adventist Church is fully aware that accidents and fatal injuries can occur to people working at height on ladders or other access equipment. When employing personnel to carry out this kind of work, officers should have regard to the fact that these persons should carry out their work in as safe a manner as possible.

The officer or responsible person of the having acquainted themselves with the guidance outlined in the Seventh-day Adventist Church Health and Safety Master Policy document, understands that they cannot abdicate responsibility simply because the work has been contracted out to a second or third party, without understanding how the work will be carried out, and will ensure that contractors have been made aware of the health and safety standards that they expect to be employed. In an attempt to help, a suggested method statement has been included in the Local Codes of Safety Practice for guidance purposes.

WORKING FROM HOME

The Seventh-day Adventist Church has a responsibility only for electrical equipment and associated pieces of furniture e.g. desk, adjustable chair, if supplied by 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 and personnel who work from home should check with their insurance company to see if any additional adjustments/premises have to be made/paid.

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 TIME REGULATIONS 1998

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

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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 and Safety at Work Act 1974 for the health, safety and 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 and Safety at Work Regulations 1999, employers are required to carry out a risk assessment to identify hazards such as fatigue and evaluate the extent of risk involved so that measures can be taken to comply with the general duties under the Health and Safety at Work Act.

Note: See Master document Codes of Safety Practice for more detailed information.

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APPENDIX A: SAFETY AUDIT DOCUMENT

Detail of Inspection Use ticks (☐) in the appropriate columns	Yes	No	Where necessary, use continuation sheet for details
<p>Ensuring Premises are Safe for Use</p> <ol style="list-style-type: none"> 1. Floor and stair surfaces secure, sound and clean. 2. Worn floor coverings. 3. Untidiness eg. Evidence of indiscriminate dumping. 4. Obstructions on stairs and in corridors. 5. Slippery surfaces. 6. Overflowing or dirty waste receptacles. 7. Broken glass. 8. Cleaning chemicals, substances left around when not in use. 9. Unsafe storage on shelves and in cupboards. 10. Kitchens or catering premises with carbonised dirt and grease deposits on equipment, walls, tables etc. 11. Poor lighting and badly sited switches, particularly on stairs and in store rooms. 12. Glass panel doors not marked with signage or logo. 13. Outside perimeters free of debris and rubbish. 14. Badly sited furniture and equipment. 15. Sharp corners of desks and cabinets. 16. Protruding drawers of filing cabinets and desks, eg. open drawers can cause accidents. 17. Insecure means of reaching up. 18. Insecure steps or ladders. 19. Standing on swivel chairs. 			
<p>Fire Prevention</p> <ol style="list-style-type: none"> 1. Waste regularly disposed of. 2. Machines, electrical equipment switched off at night. 3. Gas appliances working properly. 4. Storage of flammable liquids closely supervised. 5. Overloading of electrical plugs. <p>Fire Precaution</p> <ol style="list-style-type: none"> 1. Fire doors kept closed. 2. Familiarity with fire instructions to all users or residents. 3. Do responsible people know how to give and sound the fire alarm. 4. Exits, escape routes clearly indicated and free of obstruction. 5. Fire exit doors unlocked and checked regularly for ease of opening. 			

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Detail of Inspection Use ticks (☐) in the appropriate columns	Yes	No	Where necessary, use continuation sheet for details
6. Evacuation arrangements of persons using the premises including the assembly point. 7. Suitable adequate fire extinguishers with some competence in their use.			
Electricity 1. Loose connections, unearthed equipment, damaged cables, broken switches. 2. Worn or damaged appliances. 3. Trailing telephone and electrical leads. 4. Evidence of portable electrical equipment having been checked, ie. PAT tested.			
Machinery (where applicable) 1. Protective guards, satisfactory and in place. 2. Operators properly trained. 3. Know how to isolate the supply in the event of an emergency. 4. Where passenger or any lifting equipment exists, has this been inspected and certificated as per regulations. 5. Do persons know of the potential danger.			
Lifting and Carrying 1. Has a manual handling risk assessment been carried out. 2. Evidence of people handling, heavy or bulky loads. 3. The need to stoop or twist during these activities. 4. Has any training or instruction been carried out.			

Inspected by:

Name in Block Letters

Signature:

Date:

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CONTINUATION SHEET FOR MORE DETAILED INFORMATION

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APPENDIX B: SAFETY CHECK LIST FOR USE IN OFFICES

MAKE SURE THAT STAFF WHO JOIN YOUR SECTION KNOW WHAT TO DO
AND WHERE TO GO IN THE EVENT OF FIRE.

<p>Ensure a safe workplace</p> <ul style="list-style-type: none">▪ Condition of floors and stairs:<ul style="list-style-type: none">▪ worn stair treads?▪ missing or damaged handrails?▪ worn floor coverings?▪ slippery surfaces?▪ broken glass, etc.?▪ obstructions in corridors – furniture, cartons, trolleys, etc?▪ Poor lighting and badly sited switches, particularly on stairs or in storerooms.▪ Swing doors – obstructed vision panels?▪ Badly sited furniture and equipment - sharp corners of desks and cabinets?▪ Trailing telephone and electrical leads?▪ Protruding drawers of filing cabinets and desks:<ul style="list-style-type: none">▪ open drawers can cause accidents.▪ opening more than one drawer of a cabinet at a time can make it tip.▪ Insecure means of reaching up:▪ insecure stepladders?▪ standing on swivel chairs? <p>Fire Prevention</p> <ul style="list-style-type: none">▪ Ashtrays used?▪ Waste regularly disposed of?▪ Machines switched off at night?▪ Any oil or radiant heaters in danger of being knocked over or setting light to things?▪ Storage and use of flammable liquids closely supervised.▪ Gas appliances working properly. <p>Fire Precautions</p> <ul style="list-style-type: none">▪ Fire doors kept closed?▪ Staff familiar with fire instructions?▪ Instructions circulated on schedule?▪ Staff know how to give fire alarm?▪ Fire alarm audible everywhere?▪ Escape routes clearly indicated?	<p>Fire Precautions (continued)</p> <ul style="list-style-type: none">▪ Free from obstructions?▪ Fire exit unlocked or easy to open in case of an emergency?▪ Evacuation arrangements of visitors and disabled staff?▪ Everyone knows the assembly point?▪ Fire drills on schedule?▪ Fire extinguishers - any ambiguity about use? <p>Electricity</p> <ul style="list-style-type: none">▪ Loose connections?▪ Unearthed equipment?▪ Damaged cables?▪ Defective insulation?▪ Overloaded circuits?▪ Broken switches?▪ Worn or damaged appliances?▪ Trailing leads?▪ Liquids which, if split, could cause short circuits? <p>Machinery</p> <ul style="list-style-type: none">▪ Protective guards satisfactory and in place?▪ Operators properly trained?▪ Staff aware of any potential danger?▪ Can everyone stop energy supply in the event of an emergency?▪ Guillotines used with care?▪ Anything which might detract from the safe operation of lifts? <p>Lifting and Carrying</p> <ul style="list-style-type: none">▪ Legs bent, back straight?▪ Heavy loads shared?▪ Two journeys rather than one?▪ Visibility over the top?▪ Opening of doors?
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APPENDIX C: COSHH AND CHEMICAL INFORMATION RECORD

Flash Powder is a Sample for Guidance Purposes

Trade Name of Product Used	Name of Supplier	Name and Address of Manufacturer	What is it used for?	How is it used?
Flash Powder	Central Cleaning Supplies and Services	Proctor and Gamble Ltd., Brooklands, Weybridge Surrey KT13 0XP	Cleaning floors and similar surfaces	<ol style="list-style-type: none"> 1. Added, decanted into bucket and mopped over the floor 2. Hand washing on wall and similar surfaces

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Trade Name of Product Used	Name of Supplier	Name and Address of Manufacturer	What is it used for?	How is it used?

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APPENDIX D: CHEMICAL ASSESSMENT RECORD

Flash Powder is a Sample for Guidance Purposes

Trade Name of Product	Hazards in Use				First Aid	Treatment
Flash Powder	Eyes	-	Personal Protection	-	Eye Splash	May cause superficial irritation, rinse immediately with water, if symptoms persist, seek medical advice
	Skin	X	Respiratory	-	Skin Contact	May cause slight irritation, rinse affected area immediately with water, if symptoms persist, seek medical advice
	Inhalation	-	Gloves	X	Inhalation	None Considered relevant
	Ingestion	X	Eye Protection	-	Swallowing	Possible mild gastro/intestinal irritation which may induce vomiting, drink 1 or 3 glasses of water, if symptoms persist, seek medical advice
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	

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Trade Name of Product	Hazards in Use				First Aid	Treatment
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	
	Eyes		Personal Protection		Eye Splash	
	Skin		Respiratory		Skin Contact	
	Inhalation		Gloves		Inhalation	
	Ingestion		Eye Protection		Swallowing	

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APPENDIX E: EMERGENCY PLANS

GUIDANCE ON EMERGENCY PLANS

Please Note:

The detail of any Emergency Plan could vary according to the size of premises and the levels of risk that might be involved.

The main principle about the plan is that it works and is understood.

The Fire Regulations require that some record is made of evacuation procedures, alarm testing, the use of fire extinguishers, fire exits clearly marked and free of obstructions and any risk areas identified which need special consideration.

It is likely that many of you are already fulfilling most of these requirements covered by the Fire Regulations. However, that does not eliminate a need for a Risk Assessment to be carried out and recorded in writing.

The guidance given about the contents of an emergency plan does not exhaust the possibility that something has been overlooked. However, no one knows your premises better than you do, which includes any peculiarities or concerns that might exist.

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IN ACCORDANCE WITH FIRE REGULATIONS, THE REQUIRED EMERGENCY PLANS COULD VARY SIGNIFICANTLY ACCORDING TO THE PREMISES AND ITS USE	
IN SMALL TO MEDIUM SITUATIONS, THIS COULD BE ADEQUATE	IN RESIDENTIAL HOMES, CONFERENCE CENTRES, MAIN OFFICE BUILDINGS, THESE ADDITIONAL CONSIDERATIONS MAY BE NECESSARY
<p>Clear Instructions what to do in the case of Fire, as per a 'Fire Notice':</p> <ol style="list-style-type: none"> 1. Operate the nearest fire alarm. 2. Leave the building by the nearest exit. 3. Report to an assembly point, which should be clearly indicated. 4. Do not stop to collect personal belongings 5. Do not re-enter the building until you are informed that it is safe to do so by the Fire Officer or responsible person. <p>Note: These procedures need to be understood.</p> <p>Fire Log or register:</p> <ol style="list-style-type: none"> 1. Smash glass alarms need to be tested weekly and to be heard in all parts of the building. Date and Time recorded. 2. Fire exits in place and clearly signed, illuminated and free from obstruction. Checked weekly, date and time recorded. 3. (a) Fire extinguishers - date of servicing recorded (b) Instruction given about their use, date of training recorded. 4. Emergency lighting, where it exists, date of service or any shut off tests. 	<ol style="list-style-type: none"> 1. There could be people in the building who cannot make their own escape and need assistance, i.e. people who are ageing, disabled, move about with walking aids/wheelchairs or are vision impaired. 2. If written down, an emergency evacuation plan, whatever that is, must be in place and understood by all parties involved. 3. At least one complete evacuation and more if possible should be carried out and the date, including time taken, recorded. 4. Specific Fire Training carried out for all care staff and responsible persons and duly recorded for inspection purposes. 5. Possible areas not used or visited regularly, boiler room, basement, designated smoking rooms for residents to be checked and similar places where fire could start and not quickly be detected. 6. Location and identification of valves and main isolators for shutting off electric's, diesel and gas supplies. 7. Flammable substances must be stored in a fireproof cabinet and bottle gas supplies in a well-ventilated place, away from the building. 8. Smoke or heat alarms checked regularly. 9. Clear understanding of who is the point of contact when the emergency services arrive.