

Health and safety policy

This is the statement of general policy and arrangements for:

Word Fountain Christian Ministries Ltd/Family Arena
Community Link Project

Overall and final responsibility for health and safety is that of:

WFCM & Family Arena Community Link Project

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Dupe Adefala - Project Coordinator	Ensure that Health & Safety Policy are reviewed annually, displayed, volunteers are trained and a detailed Risk Register (by area) is maintained.
To provide adequate training to ensure employees are competent to do their work.	Dupe Adefala - Project Coordinator	Maintain a training schedule for all volunteers and integrate Health & Safety brief into all programmes to ensure that volunteers, visitors and participants are aware of safety procedures.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Dupe Adefala - Project Coordinator	All volunteers and project teams are informed and trained to risk assess their areas and activities to ensure health and safety of volunteers, visitors and participants of all ages and abilities.
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.communities.gov.uk/firesafety .	Dupe Adefala - Project Lead	Volunteers are trained on emergency and evacuation procedures. They Fire Fighting Equipment and signages are in place and in good working conditions. Ensure Engagement with Fire Services for routine inspection
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Dupe Adefala - Project Lead	Maintain a register of equipment and machinery, schedule of storage and maintenance as well as procedure for reporting faults, 'incidents', 'accidents' and 'near misses'.

Health and safety law poster is displayed:			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923	Dupe Adefala - Project Lead		
Signed: (Employer)		Date:	12/02/2020
Subject to review, monitoring and revision by:		Every:	12 months months or sooner if work activity changes

Employers with five or more employees should have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to www.hse.gov.uk/risk



Health and safety policy

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@connaught.plc.uk.
Combined risk assessment and policy template published by the Health and Safety Executive 09/09



Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Company name: Word Fountain Christian Ministries/Family Arena Community Link Project - (Holiday Activities)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips and trips	Volunteers, participants and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> ■ Volunteers 'clean and tidy up as they go'. ■ Wet floor warning signs used as needed. ■ Floor only mopped at the end of activity. ■ Spillage is cleaned immediately and signage is in place when floor is wet. ■ Door mats at entrance in wet weather. ■ Floor in good condition – any uneven floor areas or doorways marked or cordoned off until repaired. ■ Good lighting in all areas. ■ Everyone wear sensible shoes (e.g. flat shoes with a good grip). ■ No trailing cables, any temporary lines, e.g. extension leads etc. to be put in cable covers or taped down. 	<ul style="list-style-type: none"> ■ Better housekeeping in staff kitchen needed, e.g. on spills. ■ Arrange for chairs and tables that are not in use to be properly stacked and stored out of the way. ■ Agree ground rules with participants 	Project lead to monitor	Daily	
Temperature extremes	Participants, volunteers and visitors may suffer from too hot or too cold ambience.	Central Heating is in place and boilers are maintained	Ensure that Boiler is switched on as and when necessary. Check with volunteers and participants	Project lead	Daily	
Hazardous Substances	Young and vulnerable adults may be injured	Cleaning materials are kept out of reach Relevant Personal Protection Equipment are available	Ensure that cleaning and hazardous substances are stored away	Cleaners	Daily	
Burns & Scalds	Young and vulnerable adults during cooking	First Aid Kit is maintained and first aiders are trained	Ensure that young people are aware of danger. Ensure that all activities are supervised by adults	Project Lead	Cooking events	



Risk assessment

Fire	If trapped, participants, volunteers and visitors could suffer fatal injuries from smoke inhalation/burns.	Carry out fire risk assessment for every activity and venue Fire Fighting equipment and signage are in place. Trained volunteers and Emergency Services contact details are kept.	Review every area daily Maintain daily attendance register Rehearse evacuation procedure with all participants, visitors and volunteers.	Project Lead	Daily	
Manual handling	Volunteers and participants may suffer back pain or pain elsewhere from handling heavy and/or bulky objects, or poor posture, eg. sorting items on the floor.	Volunteers and participants are trained by project lead in how to move and handle items, (e.g. lifting properly, pulling trolleys, wheelie bins etc.) High shelves are for light goods only. Trolley for moving heavy stuff and volunteers are trained how to use it safely.	Consider use of storage for sports equipment Check and Indicate weight on containers Agree ground rules with participants	Project Lead	Weekly	
Electrical	Volunteers, Visitors and participants could get electrical shocks or burns from faulty electrics, including portable electrical equipment – heaters, fans etc.	Volunteers trained to spot and report to any defective plugs, discoloured sockets, damaged cable and on/off switches. Take any defective equipment out of use. Volunteers know where the fuse box is and how to safely turn the electricity off in an emergency. Clear access to the fuse box. Qualified electrician does annual safety check of building electrics every five years. Annual visual inspection of portable appliances.	Qualified electrician to carry out PAT testing on appliances in accordance with HSE book, <i>HSG107 Maintaining portable and transportable electrical equipment</i> . Agree ground rules with participants	Project Lead	Annually	
Violence and threatening behaviour	Volunteer and participants may suffer assaults, threats, bullying and abuse from members of the public or among each other.	Volunteers trained to provide good and polite services. Volunteers report any incidents of abuse etc. to Project Lead for investigation, discussion/support.	Agree ground rules with participants	Project Lead	Daily	

Risk assessment

Disclosure and Barring Service (DBS) checks	Young and vulnerable people may be exposed to adults with criminal history who could harm or be predatory	Word Fountain is registered with Atlantic Data and has an in-house access for carrying out DBS checks on staff and volunteers who have contact with children Word Fountain runs Safeguarding Children workshops annually and for new volunteers	All staff and volunteers on site must be DBS checked. Volunteers without DBS checks must not work with children unsupervised. Safeguarding rules and reporting procedures are included in staff and volunteer training as well as activities ground rules	Director	Annually	
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Assessment review date: 12bFebruary 2020 (usually within one year, or earlier if working habits or conditions change)

For information specific to your industry please go to www.hse.gov.uk.

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