

# CHRISTIAN SCIENCE CHURCH – STROUD

## RISK MANAGEMENT

This File has been designed as a 'nuts and bolts' reference and guidance work that **answers our questions** and **gives clear instructions** in a user-friendly manner.

The **first section** is where we will find policies and procedures listed alphabetically - the full Church Operations Manual as one document at TAB M.

The **second section** is the legally required Health and Safety File. This where we will find all relevant guidance notes, certifications, training material and records etc. The INDEX is in alphabetical order of the key word.

The **third section** is where all Church risk assessments, method statements and Material Safety Data Sheets (if any) are found.

Key Words are highlighted in **bold blue print** so that scanning the page for the information you need, is made easier.

### ACCESS TO THE MANUAL

Every member of our Church is entitled to see this volume – and clearly the Board Members and Trustees should be familiar with it. It is important that **all new members are made aware of this manual** and are shown relevant hard copy pages where necessary. The preferred method of referencing the work is on screen – but a hard copy is made available for those who prefer this.

The Manual has been written to cover all eventualities and to comply with current legislation. It may be perceived that it is 'over the top' and that some sections do not apply to our operations – however, in the event of an incident, we can demonstrate that **we have considered all practical eventualities** and the church may be in a better position defending itself. By considering ALL current legislation and promoting a very thorough 'thinking process' throughout our operations, we can reduce the likelihood of any occurrence which would jeopardise the Church's future.

### UPDATING SERVICE

Any member may recommend a change (preferably via **e Mail**). This should be addressed to the Clerk who will consult with others (the Board Members and/or Trustees) before issuing an updated or new policy. If the change is concerned with a Health and Safety **legislative issue**, the Risk Management Advisor (RMA) should be consulted. This Version has been reviewed on the 1<sup>st</sup> November 2020 and the next review is due in November 2021.

### SCOPE

The Manual has been written to cover every eventuality and clearly some legislation is **pertinent to our operations**. Some might be relevant only in extreme or unusual situations – and other legislation simply will not apply.

In order to demonstrate that the Church has **considered everything practical** for our operations, entries are denoted thus:

1. **Direct Duty** – As implied – we as a Church are bound by this duty.
2. **Possible Duty** – Unlikely that we are affected by the legislation but in extremis or in some very minor way – we could be. Caution needed.
3. **No Duty** – As implied – we have no duty under this particular legislation.

This information is provided just under the heading of each section.

In the interests of brevity – the Christian Science Church (Stroud) is referred to simply as ‘the Church’ throughout this work. Reference is also made to ‘volunteers’ and ‘members’. This is so that any individual helping with a Church activity is covered by the same consideration as a Church member. During 2020 there was a change concerning the title of the Board. Where the previous title remains, please read as ‘Board of Trustees’ until individual policies are upgraded.

## 0 **ANTI-BULLYING & ANTI-CYBERBULLYING POLICY**

### **POLICY**

The Christian Science Church at Stroud believes that every individual is of value and worthy of being treated with respect. The Church's ethos emphasises sensitivity to others and awareness of their needs. Bullying is contrary to this core belief and is unacceptable.

Our aim is therefore that no-one is bullied. Mobile, internet and wireless technologies have increased the pace of communication and brought benefits to users worldwide, but their popularity provides increasing opportunities for misuse through 'cyberbullying' (including for example; social websites, mobile phones, text messages, photographs and email). It is crucial that children and young people, who are particularly skilful at adapting to new technology, use their mobiles and the internet safely and positively, and that they are aware of the consequences of misuse. Our Sunday School staff, parents and young people have to be constantly vigilant and work together to prevent this form of bullying and tackle it wherever it appears.

### **PROCESS**

Our objective is to deal effectively with any instances that do happen in connection with our Church and Sunday School activities - using the guidance outlined below, which is based on Department of Education Guidance *Preventing and Tackling Bullying - Advice for*

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## **STANDARD**

Bullying is defined as any sort of systematic physical or psychological intimidation of an individual or individuals by another individual or group. It implies a wilful, conscious desire to hurt, threaten or frighten someone so as to cause that person distress. We can be bullied due to: our race, religion, ethnic origin, culture, nationality, colour, sexual orientation or gender identity (transgender), as the result of sexism or homophobia, or because we have some form of disability, special educational needs or are perceived as different in some way. Bullying may be sexist or sexual, and may take the form of cyber-bullying. The seriousness of bullying is in the psychological damage it causes.

Bullying can take many forms, but three main types are:

- physical – hitting, kicking, taking belongings
- verbal – name calling, insulting, making offensive remarks
- indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending malicious emails or text messages on mobile phones.

**Cyberbullying is defined** as an aggressive, intentional act carried out by a group or individual, using Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else. (*Cyberbullying - DCSF 2007*). It may include social networking websites, mobile phone, text messages, photographs or email.

It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target. However, it differs from other kinds of bullying in several significant ways. These include: the invasion of home and personal space, the difficulty in controlling electronically circulated messages, the size of the audience, their perceived anonymity and even the profile of the person doing the bullying and their target. Cyberbullies can communicate their messages to a wide audience with remarkable speed, and can often remain unseen and unidentifiable. Cyberbullying takes place between children and between adults, but also across different age groups.

- **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort.
- **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people through Apps such as Snapchat. 'Happy slapping' involves filming and sharing physical attacks.
- **Phone call bullying via mobile phones** uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.
- **Email bullying** uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- **Bullying through instant messaging (IM) or Blackberry Messenger (BBM)** is an internet-based form of bullying where children and adults are sent unpleasant messages as they conduct real-time conversations online.
- **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyberbullying.

### **0 Continued**

- **Other examples include** identity theft, unauthorised access, and impersonation, harassment or stalking, ostracising, peer rejection and exclusion, unauthorised publication of private information or images, and manipulation.

Bullying can seriously affect an individual psychologically and in some instances can lead to feelings of suicide; although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.

It is our experience that, within the community of our Church, bullying is likely to be extremely rare if not non-existent. Our members and regular attendees tend to be very supportive of each other and are generally quick to speak to others if there is any suggestion of a problem. The ethos of our Sunday School is for students to talk to an adult if they think someone is being treated unkindly. Sometimes – by nature of being in a Sunday School – a student will confide in their teacher or another trusted adult that they are unhappy about the way they are being treated. Such confidences should always be treated seriously. Concerns can be initially passed on to the Super-intendant for appropriate response.

Student awareness is raised using educational elements such as personal, social and health education in the PD programme, through awareness session in ICT lessons, in most schools. All staff are clear about the way in which to approach the subject, should it arise in their lessons.

### **Advice for dealing with those experiencing bullying behaviour**

Bullied children can be extremely scared that telling an adult who then intervenes will make matters worse; giving the child reassurance is therefore the vital first step. A child's wishes to speak in confidence should be respected, with the clear proviso that if the adult is told

something which is a cause for concern about the child's safety or well-being the adult will have an obligation to discuss the matter with someone in authority. Steps taken will include:

- Treating the issue within the students understanding of our religious values
- identify clearly what is upsetting them
- encourage their sense of self-worth
- remind them that no-one deserves to be treated unkindly
- look at assertive ways to respond to unkindness
- encourage them to help herself by:
  - identifying moments which may have triggered unkindness &
  - looking at ways to handle such situations
- encourage their sense of humour

Learning to live alongside people with whom they may not feel an immediate liking and to be tolerant of others' tastes and opinions is an important part of life. Handling moments when relationships are going badly wrong is difficult, requiring great tact and sensitivity.

### **Dealing with Cyberbullying**

- The person being bullied will usually have examples of texts or emails received, and should be encouraged to keep these to aid in any investigation. There are also additional reporting routes available, through mobile phone companies, internet service providers and social networking sites.
- Some forms of cyberbullying involve the distribution of content or links to content, which can exacerbate, extend and prolong the bullying. There are advantages in trying to contain the spread of these by contacting the service provider, confiscating phones, and contacting the police (in relation to illegal content).
- It must be recognised that members of the Christian Science Church in Stroud will not be involved with Cyber Bullying and will have limited (or no) knowledge of it. If a student brings such an experience to the teacher, the Super-intendant will take appropriate steps that may include discussion with the parents of the child.

### **RESPONSIBILITY**

This policy will be monitored by the Board of Directors of the Church, with input from the Sunday School Super-intendant. The policy will be reviewed annually.

Policy Number: TBA

Contact: Sunday School Staff  
Sunday School Super-Intendant  
Board of Directors  
Risk Management Advisor

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# ADMINISTRATION SAFETY MANAGEMENT

### Direct Duty

1. There are many references within this manual to the **responsibility** that we all have for safety. Safety is shared but clearly someone needs to have **ultimate responsibility** whilst others have specific duties.

### Our Safety Structure:

Public/Visitors/Sunday School Students	}	
Members with specific duties	}	
Members	}	Risk Management Advisor (RMA)
Risk Management Focal Point (RMFP)	}	
Board Members	}	

Trustees }

1. The RMFP will work with the Risk Management Advisor and lead the organisation with regard to '**day to day**' operational safety.
2. Members (including Board and Trustees) are required to **be aware of this Manual** and its content.

**CONTACT:**

RMFP –

RMA – Martyn Kelham FIIRSM DipSP DipSM NEBOSH(Cert) OSHCR

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## **SAFETY MANAGEMENT** <sup>2</sup>

### **Direct Duty**

1. Our Church has a **Focal Point** for Risk Management (including Health and Safety). This person is required under the our interpretation of the Management of Health and Safety at Work Regulations 1999. It is reasonable to have a Church Member that can liaise with the Risk Management Advisor in order that safe operations are maintained on the premises.
2. Currently, the **RMA** is also a Church Member but, in the future, if this is not the case – the management system is in place should a non-church member be appointed to this role.

### **How it works**

1. The **members** are responsible for:
    - Their own and other member's safety
    - Following safe systems of work
    - Attending training sessions/awareness courses\*
  2. The **RMFP** is responsible for:
    - Maintaining a greater interest/understanding of H&S matters than other members.
    - Liaising with the Risk Management Advisor (RMA)
  3. The **RMA** is responsible for:
    - Regular visits to Church and liaising with the RMFP
    - Overseeing, checking, monitoring, auditing entire systems and H&S practice in order to promote compliance – and reporting to the Board annually.
    - Providing training as required\*
- 2 continued**
- Keeping the RMFP up to date with latest risk management legislation changes that affect the organisation.
  - Attending in case of accident/injury, investigating and reporting as required
  - Advice centre for RMFP as required
  - Liaising with the Building/Premises Team
4. The RMA has provided a comprehensive **Health and Safety Operations Manual** as a reference for all activities. This Manual takes into account that we are a Church and that most of us are Members - not employees – but, (in legal terms) volunteers. The Manual has been written in the light of 'court case precedent' – and therefore appears very 'formal' in the interests of protecting the Church and its membership should ever a breach of legislation be apparent. The policies within the Manual have been discussed and approved by both the RMFP and the Board Members. This approval will be recorded, signed and dated.
  5. Also provided, is a **Health and Safety File** section. This contains all necessary blank forms, records, method statements, HSE information, guidance notes and any other information likely to be of use in the future.

6. The third section is where we hold our **generic and specific risk assessments**. A list of these can be found at Section 6.

**CONTACTS:** RMFP  
RMA

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## 3 **RISK MANAGEMENT ADVISOR**

### **Possible Duty**

1. The Stroud Christian Science Church **Risk Management Advisor** is:

Martyn Kelham Risk Management Ltd  
11 Hazells Lane, Shrivenham, Oxon. SN68DS Tel: 01793 968017. E-mail. [mkelham@icloud.com](mailto:mkelham@icloud.com)  
Mobile; 07779 084879

2. Martyn Kelham OSHCR FIIRSM DipSM DipSP NEBOSH(Cert) is a Member of the **Royal Society for the Prevention of Accidents**. (RoSPA)
3. Martyn is approved on the government's Occupational Health and Safety Consultant's Register and is a **Fellow of the International Institute of Risk and Safety Management**. Martyn also holds DBS certification and has undertaken the current 'Safeguarding' government courses to enable him to work with young people.
4. Martyn offers the Church a basic **Risk Management Advisory Service** in order to comply with current legislation. As a member of the Church - he does this as a 'volunteer'.

**CONTACTS:** RMA

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## 4 **ALCOHOL, DRUG AND SUBSTANCE ABUSE**

### **Possible Duty**

1. Our organisation recognises that the **safe working environment** we have established could be put at risk by any person who misuses alcohol, drugs or other substances.

### **4 Continued**

2. Due to the core values of our Christian Science way of life – it is inconceivable that any member would indulge in such **misuse of substances**. However, we are under a legal duty to identify and 'manage out' the problem if it was suspected. A Member who commits a breach of the Church Manual may be subject to the rules contained therein.
3. The Health and Safety at Work Etc. Act 1974 imposes duties on 'the Church' (as a body). Under Section 2, we are required to ensure, so far as is reasonably practicable, the **health, safety and welfare** at work of all our members and the public. Under Section 7, the Members are required to take reasonable care of the health and safety of themselves and others that may be affected by their acts or omissions carried out under the name of the Christian Science Church at Stroud.

**CONTACTS:** RMFP  
RMA  
The Board

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## ACTIVIST ACTIVITY

### Possible Duty

1. **Uninvited guest** – protesters - Emergency Contingency Plan. (ECP)
2. In the view of the RMA the likelihood of a **protest affecting our Church** activities is so small as to be considered 'inconceivable'.
3. No ECP is required but a robust **Bomb Threat Policy** is in place. (See Bomb Threat)

### CONTACTS: RMFP

RMA  
The Board

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## 6 AUDITING

### Possible Duty

1. The Christian Science Church at Stroud is committed to providing a **safe place of work** for its operations - members, students, volunteers and members of the public.
2. It is not felt appropriate to pursue accreditation under the ISO45001 risk management standard but this Manual (and our operations generally) are in line with the guidance notes concerning the previous OHSAS18001 standard. The operations of the Church do not involve any high risk activities and routine checking by the RMFP and the RMA are deemed sufficient to ensure a good standard. The RMA has prepared **appropriate risk assessments** to cover key legislation requirements – including: (Items with \* are on one assessment – Operations)

- fire (RRFSO)
- asbestos (ACM) \*
- construction design and management (CDM) \*
- legionella (Law)\*
- data protection (GDPR)
- manual handling (MHOR)\*
- control of substances hazardous to health (CoSHH)\*
- work at height (WaH)\*

6 Continued

- normal operations (MHSWR)\*

### PROCESS

1. The Church has appointed a qualified (RMA) Risk Management Advisor to drive **safe operations** within Church activities.
2. An RMFP (Risk Management Focal Point) has been appointed to work with the RMA and act as his/her **ambassador** when not on site.
3. The RMA provides the **Risk Management Operations Manual**, Health and Safety File and Risk Assessment File.

### STANDARD

1. Broad implications of the **Health and Safety at Work Act** 1974
2. Absolute duties within the **Management of Health and Safety at Work Regulations** – outlining the need for an organisation to have in place – either in house or provided by a third party – a level of competence in order to fully comply with all current legislation – and maintain a safe working environment.

### RESPONSIBILITIES



1. It is the responsibility of the **'Church'** to work within its own safe operations policies and procedures.
2. It is the responsibility of the **'volunteer'** or **'member'** to communicate if/when systems or equipment fail.
3. It is the responsibility of the **management** (Board Members) to provide a safe working environment for its employees and members/volunteers.
4. It is the responsibility of the **RMFP** to liaise with the employees, volunteers and the RMA in maintaining appropriate safe systems of work.
5. It is the responsibility of the **RMA** to ensure that the Church has the right information and guidance in order to comply with current legislation and be able to provide a safe place of work.
6. It is the responsibility of the **RMA** to provide such systems and processes that ensure safe operations (so far as is reasonably practicable). Taking into consideration the size of our operation – it is not practical to upgrade electricity, gas, alarm signalling, lighting etc – to the latest standard all the time. However, if something is identified as 'dangerous' – then of course action will be taken.
7. It is the responsibility of the **Board Members** to ensure that suitable and sufficient time, funds and energy are available in order to support safe operations.
8. In legal terms – the **Board of Directors** for the 'Church' are the owners of any risk associated with the Church activities.

**PROOF**

1. This policy is in our Risk Management **Manual**.
2. Our extremely **low accident record** over a number of years.

**CONTACTS:** Employee/Volunteer/Member  
 RMFP  
 RMA  
 The Board



**BOMB THREATS**

**Possible Duty**

**We are required – no matter how unlikely the occurrence might be – to have a practical policy in place to cover a terrorist attack. It is inconceivable that our Church would be targeted in this way and we therefore do not have a full Critical Incident Plan in the 'corporate' sense. In line with best practice, we do have a 'Bomb Threat Policy' and the process outlined below – should such an event ever occur.**

**1. SCROLL DOWN TO FORM - BOMB THREAT**

2. These fall into 3 distinct categories, each of which must be treated differently.

**LETTER OR PARCEL BOMB: IDENTIFICATION**

- **BULKY** ENVELOPE/PACKAGE
- ENVELOPE OR PACKAGE APPEARS TO HAVE **'GADGETRY'** HIDDEN AT THE END
- **WIRES SHOWING** THROUGH PACKAGING
- APPEARS TO HAVE BEEN **RE-SEALED**

- FROM AN **UNKNOWN ADDRESS**
- FROM A **PRIVATE SENDER** (ITEM WITHOUT PROFESSIONALLY WRITTEN ADDRESS OR COMPANY SLOGAN/TRADEMARK)
- ADDRESSED TO AN EMPLOYEE/MEMBER **NO LONGER WITH THE CHURCH**
- RECIPIENT WAS **NOT EXPECTING** SUCH A PACKAGE

#### **ACTION**

##### **DO NOT**

- **ATTEMPT TO OPEN**
- **THROW OR DROP**
- **IMMERSE IN WATER**
- **HANDLE UNNECESSARILY**

##### **DO**

- RAISE THE ALARM AND EVACUATE THE BUILDING
- **RING 999** (IF BELIEVED SAFE TO DO SO) AND EXPLAIN TO EMERGENCY SERVICES WHAT THE PROBLEM IS

1. If an envelope or parcel gives rise to suspicion, for any reason - TREAT IT AS A BOMB!

##### **SUSPICIOUS OBJECT:**

#### **ACTION**

##### **DO NOT**

- **TOUCH IT or KICK IT**
- **MOVE IT**

##### **DO**

- RAISE THE ALARM AND EVACUATE THE BUILDING
- **RING 999** (IF BELIEVED SAFE TO DO SO) AND EXPLAIN TO EMERGENCY SERVICES WHAT THE PROBLEM IS

1. If in doubt - TREAT IT AS A BOMB!

***7 Continued***

##### **TELEPHONE**

#### **ACTION**

1. When a Bomb Threat phone call is received, the information that may be gained by asking the **right questions** is vital.
2. It may not be possible to ask a lot of questions but the Check List below may prompt enough information to be useful in any follow up **investigation**.
3. When the caller has finished, quickly run through the answers or **information received** and add any points you may feel relevant.
4. Ring the **Emergency Services** (police first) on emergency number 999 and relate information.
5. It is important **not to discuss** the incident with any person other than:

- A member of the 'Church'

DO NOT DISCUSS WITH 'PASSERS BY' OR ANYONE ELSE NOT LISTED ABOVE.

**8**

## BOMB THREAT PHONE CALL CHECK LIST

Time of call	Date
Tel/ext. number call received on	

Name of person receiving call
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Caller's exact words (as near as you can remember them)


(Try to keep the caller talking - give excuse of bad line - please repeat etc.).

QUESTIONS TO ASK - PREFERABLY IN THIS ORDER

1.	Where is the Bomb?
2.	When will it go off?

3.	What does it look like?
4.	Why was it put there?

5.	Any other question asked?

DESCRIPTION OF CALLER'S VOICE (Circle answer)

Voice Characteristics

Language

Loud	Quiet	Average	Educated	Uneducated
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Soft	Harsh	Average	Repetitive words
------	-------	---------	------------------

High Pitch	Low Pitch	Mispronounced words
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Does the caller sound intoxicated?
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ACCENT

Local	Not local	Region	Foreign
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SEX

AGE

***8 Continued***

Male	Female	Youth	Middle	Elderly
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SPEECH

Fast	Slow	Average	Distinct	Distorted
Any obvious defects, such as a stutter?				

BACKGROUND NOISE

Road Works	Railway Docks	School Children	Aeroplanes
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Traffic	Clocks	Factory	Church Bells	Pub
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Music	Animals	Domestic	Office	Other
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#### FURTHER OBSERVATIONS

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#### CONTACTED EMERGENCY SERVICES

Date	am/PM	Approximate length of call	minutes
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#### FOLLOW UP ACTION

In cases where the **Emergency Plan** (with 'call-out' to the Assembly Point) has been used, a full written report will be provided by the RMFP or the RMA to file in the H&S Section under I for Incident. The Board may wish to hold an 'after-event' meeting to discuss the day - and possible ways of improving performance should a similar event happen again.

In all cases, the **COM (Committee on Publication)** representative for the area must be informed.

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## 9 **CAR USERS – PRIVATE**

### **No Duty**

1. Whilst the Church does not operate under '**company car rules**' or have any duties with regards to transport regulations the following must be understood:
  - a. Any Church Member offering a lift to another Member or a member of the public – or a Sunday School Student – does so at their **own risk** – under their own insurance policy.
  - b. The Church has **no organisation or duty** to be responsible for drivers of private cars undertaking 'ferrying' of Members to Church or other related destinations. The Church cannot and will not be held responsible for any incident involving a motor vehicle.

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## 10 **CHILD POLICY**

### **Direct Duty**

1. Due to the **location of our Church**, there are risks associated with young children coming to the premises.
  - i.
2. The Sunday School is situated on the 1st floor of the building. The handrails surrounding the 'landing' areas and the stairs themselves, may allow small children to injure themselves. Other **less obvious** (and less likely) **hazards may exist** for toddlers. Trapped fingers in door closures, scalds from 'hot drinks' etc.
3. In order to protect the **welfare of children** (whether routinely Sunday School Students or visitors) the following is considered a reasonable policy.
4. Children are the **responsibility of the Church** Sunday School once they have come through the outer front doorway of the building if they are students within our Sunday School or visitors attending our Sunday School.
5. Children attending the building for 'open days', internet events, lectures, arranged talks, Church meetings, Wednesday Testimony Meetings etc. – are the **responsibility of the parents or guardians** at all times.

**10 Continued**

6. This policy has been written in recognition of how difficult it can be to **monitor the activities of a young child** (or children).

**CONTACTS:** RMFP  
Sunday School Team  
RMA

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## 11 **CONSTRUCTION WORK**

### **Direct Duty**

1. There are no major construction issues planned for our Church at this time. Any such **major works** would be under the control of the Board with assistance from the RMFP and RMA.
2. All **lesser works** (for instance, changing interior design of rooms or painting and decorating interior or exterior) can be covered from a management of health and safety aspect – by a standard risk assessment undertaken by the RMFP or the RMA in compliance with the CDM Regulations. (Refer to the RMA for details of this).
3. In the event of any movement of **partitioning** or substantial fixtures, the Church will be responsible for Building Control and Fire Officer Approval. The Church insurance provider will require copies of the revised plans.
4. Contractors are required to report to a **named individual** (this may be the RMFP, RMA or Church Member) - on arrival. The RMA must be informed and suitable safety arrangements made.
5. Work **outside 'normal working hours'** requires the presence of a Church Member or if not - special arrangements must be made. There must be transparent communications about security and emergencies – to be understood by the contractors.

### **GENERAL SAFETY**

1. The contractor shall be conversant with, and adhere to, all applicable safety and security codes and regulations – specifically the **CDM Regulations**.
2. Failure to comply with these **rules and regulations** may result in a person(s) being asked to leave the site/job.
3. If applicable, the Contractor shall conduct a short **safety meeting** with ALL his Sub-Contractors personnel to familiarise them with our site safety requirements.

### **FIRE ALARMS**

1. The fire alarms are **battery operated** (though wired alarms are preferable). The batteries are checked in the alarms by a member of the Premises Team on a monthly basis – and recorded as such.

### **11 Continued**

2. If the building is open to the public - a **Permit to Work** will be required for the contractor. The RMA will manage this duty.
3. If the building is not open to the public – the **contract of engagement** must state access times, emergency numbers etc.
4. The contractor must be made aware of the Fire Procedure and the **Assembly Point**. This is up the steps opposite and on the grassed area opposite the Church building. (It is not signed because we have no duristriction over the grassed area).

### **PARKING**

1. Parking of construction related vehicles will need to be considered at the **planning stage** of the job. There is only street parking and the responsibility for this is entirely that of the contractor.

### **TEMPORARY BUILDINGS & SERVICES**

1. Not applicable – No space.

## UTILITIES

1. Not applicable – Electricity, Water and Gas services upgrades or repairs broadly come under the same guidelines as above contractors. It is the **responsibility of the service provider** to make us aware of hazards associated with their activities – gas leaks, gas connections, live power etc.

## LIAISON AND CO-ORDINATION

- RMFP
- RMA

## PRECAUTIONS AND RESTRICTIONS.

1. During work, **noise levels** must be kept to minimum but if loud noise is necessary, we must communicate with our neighbours and inform them of the reason, approximate duration and any frequency.

## HOUSEKEEPING.

1. The contractor shall ensure that the work area is clean and free from scrap, debris, and other waste material on a daily basis. Waste material shall be collected in closed containers provided by the contractor. The contractor will be required to remove any full or un-required containers. A copy of the **Duty of Care Transfer Note** (or any paperwork that supersedes this title) for waste removed from our site, is required by the RMFP. Should the pavement outside our Church be partially or fully blocked – permission must be sought ahead of time from the local authority.

## CDM REGULATIONS.

1. The latest Regulations will apply to almost any upgrades to our building. This will include re-facing the structure of the building, roof works of any type and changes to the structure of the building. If scaffolding is to be erected – permission must be sought from the local authority and the scaffolding must carry **'Scafftag' safety inspection** certification. The RMA should be contacted before the work begins in order that appropriate CDM and other risk related paperwork can be completed.
2. Very low level, **low risk** re-decorating may be exempt.

**CONTACTS:** RMFP  
RMA

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## **12** **CONSULTATION**

### **Possible Duty**

1. The UK requirements for Employer and Employee consultation before any **significant changes** to the workplace are made, does not really apply to our situation. However, we do 'employ' a cleaner and an organist – and we must remember that this duty applies – although with such little time spent on site – the duty is minimised.

**CONTACTS:** RMFP  
Clerk  
RMA

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## **13** **CONTACT LENS**

### **No Duty**

1. Contact lens use will never be an issue for **our operations**.

**CONTACTS:**        RMFP  
                              RMA

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## 14 **CONTACT NAMES**

### **Direct Duty**

1. Under current legislation and 'common sense' it is reasonable to expect our organisation to have '**Focal Points**' for various risk (including health and safety) responsibilities. Our Focal Points are listed here.
    - RISK MANAGEMENT FOCAL POINT (RMFP)                      Laura Huxford – 01453 765013
    - RISK MANAGEMENT ADVISOR (RMA)                              Martyn Kelham – 07779 084879
- 

## 15 **CONTRACTORS**

### **Direct Duty**

1. Under current legislation and 'common sense' it is reasonable to expect our organisation to have a reasonable control over our contractors.
  2. We are not expected to be 'experts' in specific trades or have detailed knowledge of industries such as plumbing, electrical works or fire prevention and alarms. However, we are expected to employ contractors who we believe will do a good job for us and have integrity and credibility -at reasonable cost.
  3. We must demonstrate some level of competence in choosing the contractor – and managing the contractor's activities. An example of this would be employing a window cleaner and simply letting him 'get on with it'. We would need to know how he is going to do the work and would insist on ground based methodologies – i.e. using the water fed pole system. Clearly it would be
- 15 Continued**
4. inappropriate for the window cleaner to use a ladder placed on the road surface and thus inconveniencing footpath users.
  5. We are too smaller organisation to use a full PTW (Permit to Work) and our duty is simply to know when and how the work is to be undertaken – and be comfortable that the best methods are being used.
  6. In most cases, any contractor working on site will be accompanied by a Church Member – if only for key access and locking up.

**CONTACTS:**        RMFP  
                              RMA

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## 16 **CoSHH – Control of Substances Hazardous to Health**

### **Direct Duty (In Part)**





1. It is inconceivable that any of our Members would use the Church computer or their own computer for Church business for more than one hour a day continuously, 2 hours intermittently or **12 hours per week as a regular thing**. If a member did – this would be a 'one off' situation and we are therefore exempt from these regulations.

For further information: Contact the RMA

**CONTACTS:** RMA

**20**

## **ELECTRICAL EQUIPMENT**

### **Direct Duty**

1. No employee/volunteer should use any mains electrical equipment unless it is displaying a current PAT (**Portable Appliance Test**) check-sticker. Periodic checks (details listed below) are carried out to ensure that we take care of our employees and do not allow them to use equipment known to be faulty.

ITEM	PERIOD	EXAMPLE
All highly mobile 'earthed' equipment	12 months	Toaster/Vacuum
All non-mobile 'earthed' equipment	24 months	Microwave
Larger mobile equipment	36 months	Refrigerator
60 months	Water/Coffee Machines	

2. Any employee/volunteer finding equipment without a **current sticker** should report the matter to the RMFP who will arrange for the necessary checks.

**CONTACTS:** RMFP

**21**

## **ELECTRICITY - USE OF**

### **No Legal Duty – Best Practice**

1. It is our **joint responsibility** to keep the use of electricity to a minimum for both cost and environmental reasons.
2. Our Church has a "**Switch Off**" **policy**. (Except for maintained equipment such as window lights etc.)

**CONTACTS:** RMFP  
RMA

**22**

## **EMERGENCY PLAN**

SEE ALSO  
ANIMAL ACTIVIST ACTIVITY  
BOMB THREAT  
SECURITY

### **Direct Duty**

1. It is recognised that the Christian Science Church in Stroud is a '**public place**' and as such we have a duty to protect our visitors (and members/students) in the event of an emergency.

2. The membership is responsible for **'invited guests'** – when we operate special events – lectures, talks, carol singing etc.
3. All Members have a duty to assist anyone who does not understand this Emergency Plan. We have an **'extra duty'** to visitors and contractors.
4. We have an 'extra duty' with regards to those **under 20** in our Sunday School.

#### EMERGENCY ACTION - IF YOU DISCOVER THE EMERGENCY

1. Raise the alarm by shouting and ensure that those on the **first floor** have swept all the rooms so that everyone is safe – and are coming downstairs.
2. If the alarm is raised by the **smoke detection units** – exit the building calmly – but ensuring those on the first floor are aware of the evacuation and are coming downstairs.
3. Ensure one individual takes a **First Aid Kit** with them.
4. There are only **three rooms** (plus a bathroom) on the first floor – it is recognised as the work of a moment to check everyone is out of these rooms.
5. Call the **Emergency Services** if appropriate – i.e. – a fire. (999)
6. The **Fire Extinguishers are provided for the preservation of life** and should not be used simply to save furnishings, equipment or the building – unless this can be achieved with **absolutely no risk whatsoever** to the user.
7. Assemble on the **grassed area** opposite the Church building.
8. **One Member** (only) should deal with the Emergency Services when they arrive. Ideally, this should be a Member of the Board or the RMFP - or RMA.

#### ***22 Continued***

9. We must **not re-enter the building** until the Leading Fire Officer informs our spokesperson that it is safe to return. The spokesperson (liaison with the ES as above) will then inform those assembled that they can return. (Or not).
10. **Post incident** – depending on whether the building is usable in part or total – the Board will convene a meeting to decide on the best process for restoring services and events.
11. Depending on the seriousness of the damage – a team may be formed to manage the **post event process**.
12. If an **extinguisher** has been used, we must remember to have it re-instated.
13. We will need to inform our **Insurance Company**.
14. We will need to advise the Mother Church/Journal if **services are interrupted** for a significant period or the venue is changed.

#### FIRST AIDERS - EMERGENCY ACTION

1. If anyone has suffered some **minor injury** – administer first aid. (We have no duty to have a Trained First Aider). Should any individual be **seriously injured** – the Ambulance should be called.

#### NOTE:

1. The **RMA** (if absent on the day) must be informed of the incident.
2. The Reporting of Injuries and Dangerous Diseases Regulations may apply if any individual employed by the Church (or a volunteer) has been affected. The RMA should be contacted immediately in order to ascertain if **RIDDOR** is applicable.
3. Any questions or enquiries received from the **media** during or following an event should be directed only to the President (or if unavailable, the Vice President or Clerk). No other Member of should answer questions to the **media/press**.

The building has **one main front entrance** and this door constitutes the only exit from the building. For this reason, the Church must maintain the through route to this door from any room in the building.

#### **Emergency Exits:**

The **main entrance** also serves as an emergency exit. Due to the age of the building we are not allowed to significantly alter the façade – so the traditional ‘old’ door has to remain. Clearly it is not practicable to add modern fire exit door furniture to this door – although at the time of this Manual being written, the inner door is being considered for an upgrade. The duty here is that the upgrade is in line with current legislation – and the Church may be well advised to take competent advice from the supplier/fitter on this aspect.

#### **Training**

The RMA routinely talks through this Emergency Plan and **Fire Extinguisher use** with the Members of the Church. This training will be recorded (post June 2018) and signed for by the Members.

#### **Immediate Actions in the Event of an Incident**

**The Number One Notice situated by the Front Door covers this action.**

- **Raise (or hear) the Alarm**
- **Ensure everyone aware**
- **Get out**
- **Assemble on grass opposite building**

***22 Continued***

**CONTACT:** Any Member of the Church

**23**

## **ENVIRONMENTAL POLICY**

#### **No Duty (Other than local authority rules)**

1. The Church does not produce enough wastes to concern itself with legislation – other than local rules for recycling. Some wastes are simply removed by members for disposal off site.

**CONTACTS:** RMFP  
RMA

# EQUIPMENT (WORK EQUIPMENT) REGULATIONS 1992

## ***Direct Duty***

1. The PUWER (**Provision and Use of Work Equipment Regulations 1992**) introduced the second daughter directive under the EEC health and safety 'general' framework Directive.
2. The '**general requirements**' appertain to all equipment from the 1.1.93 whilst specific requirements concern only new equipment provided for use after 1.1.93 or existing equipment provided prior to 31.12. 92.
3. **Second hand**, hired or leased equipment provided after the 1.1.93 is deemed to be new equipment.

## APPLICATION (Regulation 4)

1. This legislation expands on **section 2 and 4** of the Health and Safety at Work (Etc.) Act 1974.

Employers must ensure that the equipment provided to its employees is **suitable and sufficient** and in good working order. Our Church has only one 'employee' directly affected by this requirement – our cleaner – although technically our organist is also an employee and covered by this legislation.

## SUITABILITY (Regulation 5)

1. The equipment must be suitable and **intended for the purpose** it is being used.

## MAINTENANCE (Regulation 6)

1. The equipment must be **maintained properly** and in a good state of repair. Maintenance records of all equipment and machinery are advised. (Not necessary in our case other than PAT testing of the electrical equipment).

## SPECIFIC RISKS (Regulation 7)

1. Suitable training must be given and there may be a need for **specific risk assessments** in the use of certain equipment. (The RMA has provided a 'generic' Risk Assessment for the cleaning operation – covering the CoSHH aspect as well as work at height – with regards to cleaning the stairs etc.)

***24 Continued***

## INFORMATION, INSTRUCTIONS AND TRAINING (Regulation 8 and 9)

1. All employees must have had suitable and sufficient training, and be given **correct information** with regard to the operation of the equipment. The HSE guidance notes promote the use of written instructions, and verbal training sessions with written notes. (The RMA does not believe this is necessary for our operation).

## EEC REQUIREMENTS (Regulation 10)

1. Equipment used on site after the 31.12.92 must comply with relevant UK legislation, which implements the appropriate EEC directives. Such (new) equipment will carry the **CE mark**. (Our vacuum cleaner, kettle and microwave do this).

## SPECIFIC REQUIREMENTS (Regulation 11 to 24)

1. Not applicable

## DANGEROUS PARTS OF MACHINERY (Regulation 11)

1. Not applicable

## PROTECTION AGAINST SPECIFIC HAZARDS (Regulation 12)

1. Not applicable

HIGH OR VERY LOW TEMPERATURE WORK (Regulation 13)

1. Not applicable

CONTROLS AND SYSTEMS (Regulation 14 to 18)

1. Not applicable

ISOLATION FROM SOURCES OF ENERGY (Regulation 19)

1. Not applicable

STABILITY (Regulation 20)

1. Not applicable

LIGHTING (Regulation 21)

1. Suitable and **sufficient lighting** must be provided.

MAINTENANCE OPERATIONS (Regulation 22)

1. Maintenance on all equipment must be possible without risks to the **health and safety** of any person.

MARKINGS AND WARNINGS (Regulation 23 and 24)

1. Not applicable

EMPLOYEE COMMUNICATION

1. Our employee(s) are encouraged to **communicate** with the RMFP if equipment is not suitable for the purpose or is malfunctioning in such a way as to cause a hazard. Similarly, our volunteers and members are encourage to communicate any malfunctions to the RMFP or RMA.

NEW INSTALLATION - ACTION REQUIREMENT

1. In the case of any **new installation** (of any type of equipment that can cause harm or injury), consideration must be given to the equipment manufacture, suitability, safety in use, and safety in

***24 Continued***

maintenance. If necessary, the RMFP or RMA should be consulted although we are unlikely to ever have a 'hazardous' machine on site.

**CONTACTS:**      RMFP  
RMA

**FIRE FIGHTING EQUIPMENT**

***Direct Duty***

1. Following construction of the original **FIRE risk assessment** and its various upgrades over the years, fire fighting equipment is provided to cover our building.

TRAINING PROGRAMME

1. The use of the equipment is covered by our routine **FEET** (Fire Equipment and Evacuation Training) programme operated by the Church RMA for all members.

## TYPES OF EQUIPMENT

1. The types of equipment on site are limited in order to reduce confusion both in training and in use. Hence, we basically have only **two types of extinguisher** at our Church.
2. CO2 – Ideal for electrical equipment fires – leaves no mess – very quick ‘knock-down’ time.
3. **Be aware** that the CO2 may blow ‘embers’ about if used on paper or soft furnishings; it can asphyxiate you if you use it in a confined space; it will make a lot of noise when used and you need to get very close to the fire – also the black plastic ‘horn’ gets very cold and can give you an ‘ice-burn’.
4. **Water** – The latter is simply water jet. Ideal for soft furnishings, paper and cardboard. Clearly gets everything very wet!
5. All current extinguishers are RED – with an accompanying **explanation plaque** nearby.
6. The equipment is serviced by a reputable third party who place the last examination date on the unit(s). The service is carried out annually. Extinguishers are replaced on a **rolling programme** in line with Guidance Notes and Best practice.

**CONTACTS:**        RMFP  
   RMA

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## 26 **FIRST AID**

### **Possible Duty**

1. We do not have ‘Appointed Person(s)’ at our Church. Such employee(s) are formally trained, examined and regularly re-examined to ensure they have up-to-date knowledge and skills relevant to their First Aid level. Their aims are to **preserve life** and to prevent worsening of the condition - and to promote recovery. (There is no legal requirement to have F.A. cover at our Church although ‘best practice’ considers it to be necessary and practical).
2. There are **First Aid boxes** located around the building - one in the Sunday School, one in the Sales Room and one in the kitchen - and the contents are replenished by the members of the Building/Premises Team.

### **26 Continued**

3. **First Aid training** has to be re-taken every three years. The duration of the course can be from 1 day to 3 days.

**CONTACTS:**        First Aider (If appointed), RMFP and RMA

Please Note: There is no legal requirement for our Church to have First Aiders as long as we have a current First Aid Box. We technically only have two employees and our auditorium holds less than 20 people in the normal course of events.

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## 27 **INDUCTION TRAINING - SAFETY**

### **Direct Duty**

When **new staff** join us, we have a duty to ensure that they are aware of our safe systems of work and aware of any hazards that may affect them.

1. This will only affect a person taking up the position of ‘**Cleaner**’ to the Church. The RMA will operate a suitable and sufficient **Induction Program** should a new person take up this role in the future. This session will cover:

- The 'Cleaning Operations' Risk Assessment
- The Control of Substances hazardous to Health (CoSHH)
- Electrical safety
- Work at height – stairs etc.
- Manual handling – lifting, moving etc.
- Lone working
- Emergency situations

The 'new employee' will **sign for attendance** of this session. The current 'cleaning operative' has been made aware of our safe systems of work.

**CONTACT:**           The Cleaning Operative  
                           RMFP  
                           RMA

## **INJURIES AT WORK**

### **Direct Duty**

1. All accidents involving injury must be reported in the **Accident Book** situated in the Sales Room at the rear of the building. It is not legally necessary for a **First Aider** to be present to assist with dressing the injury .
2. The HSE Accident Book **must be completed** by the injured person or someone acting for them.
3. The RMFP and RMA must be **informed** if any entry is made.
4. If the injury is of a certain type or the individual is unable to attend 'work' for 7 days or more – the case must be reported under RIDDOR (The Reporting of Injuries and Dangerous Diseases Regulations). The **RMA should be consulted immediately** if RIDDOR applies.
5. It is the **RMA's responsibility** to ensure that the incident receives a full investigation (if applicable) under current legislation (The Management of Health and Safety at Work Regs).

**CONTACTS:**           First Aider (If appointed)  
                           RMFP  
                           RMA

## **LATE AND WEEKEND WORKING**

### **Direct Duty**

1. The **safety and welfare** of our employees and volunteers has been considered when they work late – or come into the Church 'in and out of office hours' – and are working alone.
2. The following entry seeks to give employees detailed instructions and **useful guidance** with regard to entering or leaving the building.
3. In the event of the building (smoke) alarm sounding, the employee is expected to **leave the building** by the nearest exit and stand on the assembly area opposite the Church building.
4. The Emergency Services should be called if there is any **evidence of fire**.
5. In the event of the **alarm sounding** but no evidence – great care must be taken in returning to the building and confirming a 'false alarm'. In the event of a false alarm, the RMFP or RMA should be notified so that the Fire Log Book can be amended.

**LATE WORKING**

1. The Christian Science Church Stroud has a policy of requiring **two or more persons present** at any one time. This applies to the Reading Room hours and at any other time for every member (key holder). However, due to the low number of members currently, often only one member may be present for all or part of the opening period. This is an accepted risk by the Board.
2. If a Member needs to come to the building alone, the Church will not normally be open to the public - and they should close and **lock the front door**. (See item above)
3. A Member **working alone** in the building for long periods (for example on some project or other) should contact another Member and set up a practical communication system – with the second person ringing the Church Member every half hour - for instance. This system does not want to be onerous but a single individual working alone in a building for 'work purposes' – even if a volunteer – requires some 'lone worker protection' under current legislation – and common sense!
4. The Member should always ensure they have a **fully charged mobile phone** with them – in case the land line is disconnected or fails.
5. If **Contractors** have to work at the Church out of our operating hours – see Contractors Visiting in this Manual.

### AIR CONDITIONING

1. We do not have air conditioning and have no duty in this regard.

**CONTACTS:**        RMFP  
                                  RMA

## LEGISLATION - HEALTH AND SAFETY

### Direct Duty (Parts of)

1. Legislation - rules and regulations - affect us all in our everyday lives. Operating a business or a Church such as ours involves a multitude of **laws and requirements** - no more so, than in the area of safety.
2. The most quoted section of any legislation - and upon which so much subsequent material is based - is Section 2(1) of the **Health and Safety at Work Etc. Act 1974**. This states that:

### 30 Continued

*"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees".*

3. Section 2(2) extends the duty to **provide and maintain** (so far as is reasonably practicable):
 

*"Safe plant and systems of work - safe use, storage, handling and transport of articles or substances - provision of necessary information, instruction, training and supervision - safe place of work, with safe means of access and egress - safe working environment".*
4. As employees we have a **general duty to ourselves**, our fellow employees and the company.
5. Section 3 insists that the **employer or self employed** person must:

*"safeguard not only themselves, but anyone not in their employment who would be affected by their activities". (i.e. the general public, contractors, visitors, etc.)*



6. Section 7 requires that **every employee** must:

*"Take reasonable care for their own health and Safety. Take reasonable care for the health and safety of anyone who may be affected by their acts or omissions. Co-operate with their employer or any other person to enable legal obligations to be met".*

7. These 4 sections of HASWA are particularly relevant to us but the Act is much more expansive than this and various **mandatory parts** are dealt with in detail within this Manual.

8. In addition to the act itself, there are various 'statutes' attached to HASWA and some of the ones that affect our office operations are listed here. This is by no means a definitive list - just the popular ones that involve Health and Safety on a regular basis – and are **relevant to our Church operations**.

- Public Health Act 1936
- Occupier's Liability Act 1957
- Employer's Liability (Defective Equipment) Act 1969
- Employer's Liability (Compulsory Insurance Act) 1969
  - Control of Pollution Act 1974
    - Water Act 1989
    - Employment Act 1989
  - Environmental Protection Act 1990
- Control of Substances Hazardous to Health Regs 1988
  - Electricity at Work regulations 1989
  - Display Screen Equipment Regulations 1992
    - First Aid Regulations 1981
- Management of Health & Safety at Work Regulations 1999
  - Manual Handling Operations Regulations 1992
  - Noise at Work Regulations 2005
- Provision and Use of Work Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
  - Safety Signs Regulations 1980
  - Workplace Health and Safety Regulations 1992
  - Regulatory Reform (Fire Safety) Order 2005
- Health and Safety Signs and Signals Regulations 1996
  - Working at Height Regulations 2005
    - Legionella Regulations
    - Asbestos at Work Regs
  - GDPR (Data protection)

9. In addition to these, there are hundreds of Approved **Codes of Practice** and many current proposals under EC Directives. (This latter is unlikely to diminish quickly – or at all - under Brexit). With this amount of legislation to deal with, it is important for some of our members to be actively involved in championing safe operations and to have a high level of safety awareness.

**CONTACTS:** RMFP  
RMA  
Board of Directors

**Direct Duty**

**THE MANAGEMENT of HEALTH and SAFETY at WORK**

1. The Management of Health and Safety at Work Regulations 1999 form part of the so called '**6 Pack regulations**' driven by an EEC directive. (This is unlikely to change under Brexit).
2. The key issue is **Risk Assessment**. Every employer (or organisation) is expected to have carried out suitable and sufficient risk assessments and to have recorded where applicable the action taken to reduce the likelihood of injury or harm. The safety of employees, self employed and those not employed by the organisation (volunteers or members), all have to be considered. There is a requirement to review assessments on a regular basis. In organisations where there are more than 5 employees (volunteers) working, the risk assessment and it's significant findings must be recorded,

and any group of employees (volunteers) put at risk, must be identified. For this reason our risk assessments are written and can be found in the third section of the Risk Management Operations File for the Church. This file can be found in the Sales Room.

### RISK ASSESSMENT PRACTICE (Regulation 3)

1. Risk Assessments should:

- ensure that all relevant risks or **hazards** are addressed; the aim is to identify the significant risks in the workplace
- firstly identify those areas where there is **obvious likelihood** of harm or injury
- acknowledge that other **specific legislation** (DSE, MHOR etc.) may help to identify the potential for harm
- acknowledge the effectiveness of **controls** for identified hazards and be **systematic** in their approach
- cover **all aspects** of the work activity and be **reviewed** regularly
- ensure **actual practice** does not differ from the recognised procedure or standard operating practice as written and recorded and give consideration to **non-routine** duties

### WHAT DO WE DO AT THE CHRISTIAN SCIENCE CHURCH – STROUD?

1. It is acknowledged that the level of risk assessment should be broadly **proportionate to the risk**. Clearly, we do not need to design a written procedure, have various discussions and meetings - simply to identify the action required for a broken chair – it is obviously likely to cause an injury so we would mend it or dispose of it! Health and Safety has been accorded a 'bad name' through people over risk assessing and making very simple things very complicated! We as a Church should ensure that we keep things in proportion and do not practice risk aversion! Following a report to the government by Lord Young, Professor Lofsted recommended to the government that 15 key issues be addressed to reduce the burden of H&S on industry and organisations. Thankfully, the government adopted the changes and a more 'common sense' attitude prevails within enlightened sectors – although gross misrepresentation and over risk assessing continues in many areas.

### ARRANGEMENTS (Regulation 4a)

1. We are required by the regulations to adopt a **systematic approach to planning**. Risks should be reduced at source, such as at the planning stage of purchasing new equipment or modification of existing equipment. Special events – inviting guests or public to a 'special event' may require special consideration though once a template has been established – there will usually only be a need to 'tweak' the assessment occasionally. All employees (volunteers or members) who have **supervisory** and/or purchasing responsibilities are encouraged to discuss changes or new equipment and systems with the RMFP, who may wish to consult the Risk Management Advisor. This would apply to significant changes of Church layout etc.

### ORGANISATION (Regulation 4b)

1. We are required to have a structure in place such that there is a **progressive improvement** in safety performance. This is hardly relevant to our operations. However, this would be triggered if we had a significant accident on site.

**31 Continued**

### CONTROL (Regulation 4c)

1. We are required to ensure that the **systems** actually work and that programmes work as planned. The RMFP, together with organisers and both employees, plus members in any capacity - are tasked with ensuring that systems that are designed and in place, actually do work. Any systems or policies that are not practical should be highlighted and remedial action taken. It is the accepted view of the Health and Safety Executive and safety organisations such as the British Safety Council, that a **system that does not work, is no system at all** – no matter how clever it looks on paper!

### MONITORING AND REVIEW (Regulation 4d)

1. All systems designed for health and safety have some form of monitoring built-in. This complete File is **audited** by the Board of Directors annually.

#### HEALTH SURVEILLANCE (Regulation 5)

1. Not Applicable

#### HEALTH AND SAFETY ASSISTANCE (Regulation 6)

1. We are required to have a **'competent' person** to assist the organisation in undertaking the management of health and safety satisfactorily. We have at the Christian Science Church, Stroud, a Risk Management Advisor (RMA). This position is currently filled by a volunteer (a Church member). The Church Board of Directors or Membership is able to contact the RMA - Martyn Kelham on 07779 084879 at any time for advice. Martyn Kelham is a Risk Management Advisor who has provided necessary systems and policies to manage safety at the Church. An RMA will need to have been trained to Diploma Level (British Safety Council or IOSH) and hold a Certificate in 'Safety Management' as well as having relevant experience of the industry. This individual shall also be a Registered Safety Practitioner under the UK Government's OSHCR Accreditation Scheme.
2. The organisation has a **Risk Management Focal Point** (RMFP) – this is required so that the RMA has a direct interface and good communications with the organisation. The RMFP does not need to be qualified – only to liaise between the Board and members – and the RMA.
3. An office-based employee requires **4 hours** of specific health and safety training per annum under an interpretation of the Management of Health and Safety at Work Regulations 1999.  
Not applicable to us.

#### PROCEDURES FOR IMMINENT DANGER (Regulation 7)

1. Not applicable for this organisation.
2. At our Church we have a full emergency plan and employees/volunteers/members are made aware of significant risks. For the purpose of the regulations we have no one exposed to serious or imminent danger. This regulation is fine for a 'chemical plant' but **not relevant** to us at our Church.

#### INFORMATION FOR EMPLOYEES (Regulation 8)

1. Communication and information for employees (and Church members) is considered very important within our own rules of operating. All systems, in addition to training sessions designed to cover specific topics (Fire Management, Manual Handling etc.), are our way of **communicating the safety message** and ensuring that no employee, contractor or member is likely to work in an unsafe environment or in an unsafe way. Our Risk Management Manual covers all aspects of our operations and is available to all employees and Church members.

#### TRAINING (Regulation 11)

1. Hardly applicable to our organisation but the RMA does undertake **'fire training'** annually with all members. The only other relevant session might be 'Manual Handling' but no member routinely moves or lifts anything very heavy – and certainly not alone. The RMA is available to give guidance should such an instance occur – such as a significant internal move of room or function.

***31 Continued***

2. Any training carried out by the RMFP, RMA or any other service provider must be recorded and the record kept in the Health and Safety File Section of this File – and be available to the **Health and Safety Executive** upon demand.

#### EMPLOYEES DUTIES. (Regulation 12)

1. Not relevant to us other than a general duty to correctly use our systems, equipment and procedures. The Church expects all its employees, volunteers and members to communicate and co-operate with them in **developing and maintaining safe processes and systems** within our operations.

#### TEMPORARY WORKERS (Regulation 13)

1. Other than contractors we are unlikely to employ temporary workers but with regard to health and safety issues, the **Church must treat them exactly the same as a full time employee** in every way. All relevant risk assessments apply and if they do not exist for a particular job the temporary worker is doing - then our standard procedures will ensure that a risk assessment is carried out and recorded. No employee, temporary or otherwise is allowed to work in an unsafe way or in an unsafe environment.
2. The Risk Management Advisor (or any contractor engaged to train our people) will need to have undergone **specific training** in manual handling instruction and the development of risk assessments. The current position holder is a qualified MHOR (Manual Handling) Trainer.

#### TRAINING PROGRAMME

1. Not considered appropriate - see above.

#### RECORDS

1. These are held in the Health and Safety File section of this file. All such courses are **'signed for'** by the attendee.

#### EMPLOYEE DUTIES

1. Where a **risk is identified**, those employees (or volunteers) must have relevant training in manual handling to cover that activity.
2. Training **session duration** ranges from 30 mins to 2.5 hours. For our Church volunteers and members – 30 minutes is considered satisfactory.

#### TRAINING AND ASSESSMENT RESPONSIBILITY

1. **Responsibility** for organising the training sessions is that of the individual undertaking the task where a risk is identified. This person must contact the RMFP or the RMA to arrange an appropriate session of 30 minutes duration.
2. It is the duty of every employee (or volunteer) to use the Manual Handling **training techniques** provided within the training.

**CONTACTS:** RMFP  
RMA

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**No Duty**

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## **MANUAL HANDLING**

1. The Manual Handling Operations Regulations are concerned with **employees** lifting and moving items in a safe manner. It is up to individual members what they move and how – the Church cannot be held responsible under this legislation.

**No Duty**

**33**

## **METHOD STATEMENTS**

1. Method Statements have been used in the engineering and construction industry for many years. These statements set out exactly what and **how the work** is to be done.
2. It is most unlikely that the Church will need to produce a Method Statement as we have no **'critical processes'** undertaken on site.
3. If a **need for an MS** is identified – then the RMA should be contacted and he will provide one.
4. Method statements may be necessary for work by **outside contractors** – but the contractor must provide the MS in this case.
5. The RMA is the **first contact** with regard to Method Statements.
6. For convenience, the RMA can provide a **'blank' Method Statement** for internal use (if a need identified).

**CONTACT:** RMFP  
RMA

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**34**

***No Duty***

## **NOISE IN THE WORKPLACE**

1. We are covered by the **Noise at Work Regulations** 2005.
2. We have **no issues or concerns** with regards to this legislation. No part of our service or 'events' is ever likely to be loud enough to contravene these regulations.

**CONTACTS:** RMA

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**35**

**Possible Duty**

## **OTHER LOCATIONS - WORKING**

1. On occasions, some of our members will 'work' off site for the Church. Examples may be **hosting a lecture** or operating a Reading Room off site.
2. These locations may or may not be conversant with current legislation and operating to the same high standard as our Church. In such cases, the Church member (or an individual associated with the Church) may need to consider how these non-compliances affect their own safety. In the event of a **serious safety issue** – the RMA should be consulted.
3. Those items considered **necessary and appropriate** for safe operations may include:
  - a. Electrical Equipment showing a **PAT Test** Sticker with Last Use By date.
  - b. Safe use of **water and electricity** (for example with insulated cable connections and safe cable runs at outside events – especially in the rain).
  - c. Any staging must be safe and secure with appropriate **hand rails** leading to/from (although a stage itself does not need a hand rail).
  - d. Lighting should be **suitable and sufficient** – the member must feel comfortable with the security level for their own personal safety.
  - e. No signage, chairs, tables, benches, food provision or traffic flow must cause a **hazard** with a risk to our member or any other person(s).
- f. The water provision must be in line with current Legionella legislation and **drinking water** suitably labelled.

***35 Continued***



- **Remember more and more vehicles are electrically powered – and so make no noise!**
- During the winter months when it is dark, try to keep under the artificial lighting so that you can **be seen or carry a light.**
- Be aware of **ice** on the surfaces.

### VEHICLE DRIVERS

- Keep to a **sensible speed** for such confined areas.
- Constantly be on the **lookout for pedestrians.**
- Be very careful when **parking** - especially at night and with pedestrians about.
- Always try and back into the space - it is part of **defensive driving** skills.
- Park only in **allocated spaces**
- Keep to the **left hand** side (as a general rule)
- Observe parking area **direction arrows**

**CONTACTS:** RMFP  
RMA  
**No Duty**

**38**

## **PHOTOCOPIERS**

1. There has been considerable discussion about photocopiers and their emissions. However, the Church photocopier is part of a **domestic printer** – the risks are so trivial as to consider them inconceivable.

**CONTACTS:** Purchasing FOCAL POINT  
RMFP  
RMA

**39**

### **Direct Duty**

## **POWER FAILURE**

1. In the event of a power failure at the Church it is everyone's responsibility to ensure that their **operations are safe** either to continue (if this is possible), or to be halted. The Board of Directors have the final word on this. If no board member is present – the member(s) present must make the decision.
2. Work may progress in some areas provided that sufficient light is available. An emergency light is provided for **escape purposes** only and should not be used to work with. Emergency Lighting is tested Quarterly.
3. In the event of power failure **without pre-notification** the following system should be adopted.

### ALL

- **Discontinue** work where appropriate.
- Discuss and **make a decision** on whether to continue in total or in part – or not at all.
- If the Reading Room is open and affected – a **greater consideration** must be given to members of the public who may not know the layout of the building.

### RMFP

- The incident should be recorded in the '**day book**'.

**CONTACTS:** RMFP and RMA

**40**

### **Direct Duty**

## **RECORDS - HEALTH AND SAFETY**



1. It is the responsibility of the Clerk to **keep records** concerned with the operation of safety-related equipment (for example Pat Testing electrical items) and training records. This duty may be delegated to another – for example the Building/Premises Team member(s).
2. Records must be kept centrally and **available** to the Risk Management Advisor and/or the Health and Safety Executive. Best practice is to file all such materials in the Health and Safety Section of the File.

**CONTACTS:** RMFP  
RMA

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**41**

**Direct Duty**

## **RISK ASSESSMENT - WITHIN THE WORKPLACE**

### **SEE FORMS – RISK ASSESSMENT**

1. As far as the establishment is concerned everything we do involves risk – although the Christian Scientist may have a different view! Driving to work, operating a PC, walking down the corridor and even sitting at our desk is generally considered a risk. As employers and employees or volunteers within a Church membership, it is our job to **reduce the risk of loss** - of time, mobility, livelihood, costs and ultimately human life.
2. From a 'human standpoint' all our systems, including our member selection process, training sessions, safe operating systems, purchasing priorities, safety management and member's meetings, work towards obtaining our **ultimate safety goal** - the maximum number of hours operating with the least number of incidents of any type.
3. Although we have said that everything we do involves a risk, it is the **degree of risk** that is important. Our Christian Science Church, Stroud, Safety Policy, is quite clear in stating that all accidents are preventable. We are required to be accountable for our own and others safety. This policy is requisite as we have more than five 'volunteers'. It has necessarily had to be written from a 'human' standpoint.

**CONTACTS:** RMFP  
RMA

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**42**

**Direct Duty**

## **RISK ASSESSMENT LEGISLATION**

1. The organisation is required to assess risks for any activities that are performed on our site – and that is considered to have a hazard and risk. The requirement for a risk assessment is actually mentioned in current legislation (such as the Management of Health and Safety at Work Regulations) – but in many others, it is simply implied. Very often, a risk assessment is the most practical way of approaching the subject of compliance - and achieving **ultimate safety** for our people.
2. Due to the nature of our activities and the very low risk rating, the flowing is considered **suitable and sufficient** in terms of Risk Assessment production.

**42 Continued**

- Regulatory Reform Fire Safety Order
- Manual Handling
- Control of Substances Hazardous to Health (Cleaning operations only)
- Core Operations (On site)
- Operations (Off site)
- Contractors Working on Site



**Contact:** RMA

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## **43** **RISK ASSESSMENT - AT HOME**

1. The Risk Management Advisor can give **advice** on correct and necessary fire fighting equipment, and escape routes for your home.

**Contact:** RMA

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## **44** **RISK ASSESSMENT - YOUNG PERSONS**

1. For many reasons, young persons may be at **increased risk** from their designated work (or volunteer) activities compared to their colleagues. The Church does not employ a 'Young Person' under the Act.
2. Consideration must be given however to **expectations of 'young people'** from our Sunday school. Clearly, they will not be given tasks which expose them to danger.

**Contact:** RMA

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## **45** **SAFETY INCIDENT REPORTING SYSTEM**

1. The **Standard HSE (UK) form** on a pad is used.
2. The RMFP receives the completed form from the injured person and retains the copy in the H&S File under **A for Accident**.
3. Where a **serious injury** has occurred – and especially if reportable under the R.I.D.D.O.R Regulations, the RMA will be contacted.

**CONTACTS:** RMFP  
RMA

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## **46** **SAFETY POLICY**

1. The Christian Science Church at Stroud will conduct its operations in a manner that protects the **safety and health** of employees, members, volunteers, public and Sunday School students - and safeguards assets. In order to accomplish this, the Church will:
  - Establish a **mind-set** (in line with Christian Science core values) that all accidents are preventable.
  - Establish programs, **procedures** and policies that ensure Church operations comply with applicable UK laws and regulations.
  - Review the safety policies and practices of **contractors** for overall consistency with the Church's ethics and safety policies.

- Expect the Board of Directors to promote a **safe working environment** for Church members, volunteers, the public and Sunday School students.
- Expect each Church member to be **accountable for their own safety** and the safety of those that could be impacted by their actions.

**CONTACTS:** RMFP  
RMA

Signed			
	Martyn Kelham	Chairman	of
Trustees	Date:01.01.21		

## 47 **SECURITY OF INFORMATION**

1. This aspect is covered adequately by the **GDPR initiative** introduced in the spring of 2018.

### **DATA PROTECTION**

#### **POLICY**

The Christian Science Church Stroud does not collect and use personal information (referred to in the DPGR – previously the Data Protection Act as ‘personal data’) about staff, members, visitors or parents of Sunday School children or any other individuals who come into contact with the church.

Our information ‘gathering’ is restricted to contact numbers and address of those members who wish to release their details strictly for church business. Further, the church may have on file contact numbers of those interested in Christian Science or the activities of the church – and who have agreed to release their number(s).

The church may be required by law to share certain information if part of a criminal investigation.

The church is NOT registered as a Data Controller, with the Information Commissioner’s Office (ICO). Details are available on the ICO website.

Whilst the church does NOT issues a Privacy Notice to all members, parents and Sunday School students, that ‘church’ protocol is understood by definition of the core values of our faith.

No information – contact numbers or addresses are ever passed on to other organisations without the express permission of the individual concerned.

#### **Purpose**

**47 Continued**

This policy sets out how the church deals with personal information correctly and securely and in accordance with GDPR 2018 and other related legislation.

This policy applies to all personal information however it is collected, used, recorded and stored and whether it is held on paper or electronically.

All church members and members of the board of governors involved with the collection, use, processing or disclosure of personal data will be aware of their duties and responsibilities and will adhere to this policy.

#### **What is Personal Information/ data?**

Personal information or data is information, which relates to a living individual who can be identified from that data, or from that data in addition to other information available to them. Personal data includes (but is not limited to) an individual's, name, address, date of birth, photograph, bank details and other information that identifies them.

### **Data Protection Principles**

The regulation establishes eight principles that must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully;
2. Personal data shall be obtained only for one or more specified and lawful purposes;
3. Personal data shall be adequate, relevant and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date;
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes;
6. Personal data shall be processed in accordance with the rights of data subjects under GDPR;
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security;
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

### **Commitment**

The church is committed to maintaining the above principles at all times. Therefore the church will:

- Inform individuals why personal information is being collected – for example, their address.
- Inform individuals when their information is shared, and why and with whom unless the GDPR provides a reason not to do this. The Christian Science Church in Stroud does NOT share information with anyone – without the express permission of the individual concerned.
- Check the accuracy of the information it holds and reviews it at regular intervals. The Church however expects the member(s) to furnish the church with updated address or contact number details.
- Ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in.
- Ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
- Ensure that personal information is not retained longer than it is needed.
- Ensure that when information is destroyed that it is done so appropriately and securely.
- Share personal information with others only when it is legally appropriate to do so. For example – as part of a police investigation.
- Comply with the duty to respond to requests for access to personal information, known as Subject Access Requests. This is most unlikely for our church.
- Ensure that personal information is not transferred outside the EEA without the appropriate safeguards
- Ensure all members and the Board of Governors are aware of and understand these policies and procedures.

### **Complaints**

Complaints will be dealt with in accordance with the church's complaints policy – in essence, writing to the 'Clerk' of the Christian Science Church – Stroud. Complaints relating to the handling of personal information may be referred to the Information Commissioner who can be contacted at Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at [www.ico.gov.uk](http://www.ico.gov.uk)

### **Review**

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 5 years. The policy review will be undertaken by the Board of Governors and those nominated to assist.

**47 Continued**

### **Contacts**

If you have any enquires in relation to this policy, please contact the Clerk who will also act as the contact point for any subject access requests.

CONTACTS:                      *The Clerk*  
  *The Board of Trustees*

Date: 010219/020220

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## **SECURITY**

1. Employees and volunteers including members are responsible for making the area or building safe, switching off all electrical equipment (not required to be running overnight), and ensuring that **confidential material** is locked away, before they leave the building at night or the end of a 'shift'.
2. The Church has only one front door so the '**locking up procedure**' is very simple. It may be noted that the current door lock is an old 3 lever escutcheon type and there may be a case for upgrading this if other works to the inner door go ahead.

### CONFIDENTIAL DOCUMENTS

1. These should be **locked away overnight**. However, the amount of confidential information that could actually be of use to others or harm our operation – is almost inconceivable.
2. If you do have confidential documents (perhaps pertaining to the Mother Church, a Christian Science Home or an individual) that do need to be locked away – ensure the chosen place is as **secure as possible** within the building.

### LAPTOP COMPUTERS

1. Ensure that the screensaver is **password protected** with a relatively short "kick-in" time. The time to "kick-in" is easy to change and can be altered when giving presentations, etc., so that the screensaver is not constantly switching on.
2. At night, if you are not taking the laptop with you, it is preferable to **lock a laptop away** in a desk draw, cupboard or filing cabinet. However, at our Church, the laptops are part of the equipment provision and need to be left out. This is acceptable.
3. When carrying **laptops in your car** they should be hidden out of sight.

### GENERAL

1. Do not leave keys lying around - put them in a **safe place**.

CONTACTS:                      RMFP  
  RMA

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## **SMOKING ON SITE**

1. We are required to having a 'Smoking Policy'. It is most unlikely that we shall ever actually need it. In extreme circumstances, if a member of the public were to attend a service or event at the Church –

and insist on smoking – then **this policy is sufficient** (legally) to insist on that individual either stopping the activity of leaving the building.

2. Smoking is not permitted in buildings in the UK. **Smoking is not permitted** under any circumstances in our Church Building.

**CONTACTS:** RMFP  
RMA

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## **WORK at HEIGHT**

### **STEPS and STEP STOOLS**

1. All steps and mobile stools are **checked for condition** by the RMA. Due to the low number of steps/stools/ladders, there is no reason to introduce a 'checking system' with 'last use by date' on stickers on the items – such as would be required for larger organisation.
2. Any steps/ladder or step stools found to be defective by the RMA at his inspection, will be **repaired or disposed of** in line with the WaH Legislation.
3. This checking system in no way takes away the **responsibility from the user**, to ensure that the item is in good condition and safe to use.

### **SPECIFIC REQUIREMENTS**

1. Work at height shall not entail **over-reaching**.
2. Metal steps shall not be used for **electrical** work.
3. All new step stools or steps must be inspected by the RMA before use at Church.

**CONTACT:** RMFP  
RMA

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## **TEMPERATURE IN THE WORKPLACE**

1. The Workplace (Health, Safety and Welfare) Regulations 1992 require workroom temperatures in factories, offices, shops and other workplaces to be reasonable for the persons employed. The guidance to this legislation suggests that **16 degrees** is the minimum and this needs to be attained within one hour of starting operations.
2. We do not actually have 'workers' in the sense as intended for this legislation. The members of the Church by general consensus and agreement keep the Church building at a **'sensible temperature'** when the building is in operation.

**CONTACTS:** RMFP/RMA

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## **VISITOR - HOST RELATIONSHIP**

1. The welfare of an invited guest is the **responsibility of the host** – collectively the 'Church'.

2. Guests (including contractors and members of the public) must be aware of our **Emergency Plan**. (The No:1 Notice by the door declaring what to do in the event of an Emergency).

**CONTACTS:** RMFP  
RMA

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## **WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1999**

1. These regulations implemented the first 'daughter' directive under the **EEC framework** Directive, consolidating many existing pieces of legislation.
2. The WHSWR is one of the so-called '**Six Pack**' legislation and came into force on the 1.1.93.
3. As with most other health and safety legislation, a **risk assessment** is required in order to ensure that all aspects of the requirements are being met.
4. At our Church, these risk assessments have been carried out and, if applicable **the findings recorded**.

### **MAINTENANCE (Regulation 5)**

1. There is a requirement to maintain our equipment where a fault would carry any degree of risk for our employees or contractors. In all cases our equipment, devices and systems (including our cleaning operations) ensure that **our equipment is in good working order**. Emergency lighting, Fire Detection Systems and Fire Fighting Equipment is maintained by the 'Premises Team'.

### **VENTILATION (Regulation 6)**

1. Not applicable. We open (upper) **windows** and the front door when it is hot.

### **TEMPERATURE (Regulation 7)**

1. We have a requirement to maintain a **suitable and sufficient** temperature in the workplace. See 'Temperature' in this Manual.

### **LIGHTING (Regulation 8)**

1. Suitable and sufficient lighting must be provided in every workplace - and, so far as is reasonably practicable, this should be natural light. Suitable **Emergency Lighting** must also be provided and where natural light is used, the glazing must be clean - although it can be shaded to reduce glare.
2. Artificial lighting and replacement of tubes/bulbs is done as and when required. Monitoring and maintaining the Emergency Lighting and Fire Detection System (Battery Operated) is managed by the Premises Team. The glazing is cleaned under a **regular contract**.

### **CLEANLINESS AND WASTE MATERIALS (Regulation 9)**

1. This regulation requires us to keep furniture, fixtures, floors, walls and fittings **clean**.
- 2.

**53 Continued**

3. Waste materials should not accumulate in the workplace except in **designated containers**. Our cleaning methods must not involve any additional health or safety risks - such as dust, slippery

surfaces etc. We only have one bin in the building (excluding the small ones in the WC's) so these requirements are easily met.

4. We have a **contract cleaner** who has been provided with a generic core activity risk assessment and is invited to manual handling, work at height and fire training sessions. An attendance record is maintained by the Clerk.

#### ROOM DIMENSION AND SPACE (Regulation 10)

1. **Not relevant.** A risk assessment would normally be undertaken to establish that the minimum requirement under these regulations of 11m<sup>3</sup> is provided for all our employees.

#### WORKSTATIONS AND SEATING (Regulation 11)

1. **Risk assessments** for workstations are carried out under the Display Screen Equipment Regulations 1992 if a user operates the display screen for more than one hour a day continuously, two hours intermittently or twelve hours per week. It is inconceivable that a member would be covered by this legislation using the Church computers within this building. However, if a member uses their computer at home in excess of these periods (for the Church), then the organisation has a duty to ensure their home 'office' is providing an environment in line with the regulations for DSE users. This can be done by the completion of a multiple choice form or some form of assessment appropriate to the task.
2. **Emergency evacuation** from each area has been considered and our risk assessment has provided information to develop our final Emergency Plan.

#### CONDITION OF FLOORS AND TRAFFIC ROUTES (Regulation 12)

1. Within our regular operations the Church building is inspected with regard to fire safety and general safety by the Premises Team and (periodically) the RMA. No obstruction where a risk of **harm or injury** is likely is tolerated. The floors are cleaned and polished with special 'anti-slip' treatments and carpeting are in good condition and affixed appropriately. We have identified no particular areas of concern with regard to uneven or poorly surfaced floors, within our building.
2. The regulation requires handrails to every staircase and set of steps. Our **risk assessment** indicates that our stairs and steps have suitable and sufficient handrails. We have considered very young children being brought to the Church within that assessment and as the children would never be allowed to play on the stairs unsupervised – the risk is inconceivable.

#### FALLS AND FALLING OBJECTS (Regulation 13)

1. We have no areas that routinely would come under this section of the regulations. However, we are aware of the risk of items being dropped over the banister rail. Clearly this is a **controlled risk** and our employees/volunteers/members need to be aware of it.
2. **High storage** has been reduced to a safe level.

#### WINDOWS AND TRANSPARENT OR TRANSLUCENT DOORS, GATES AND WALLS. (Regulation 14)

1. Windows and other **transparent panels** must be made of safety material or be protected against breakage if they are likely to cause harm or injury. Panels below waist height require special attention to ensure that they cannot be kicked and harm occur to the employee or member, - or member of the public. We have no such areas other than the inner front door being glazed in the upper sections that come under this requirement. This door may possibly be replaced/upgraded in the future.

#### WINDOWS, SKYLIGHTS AND VENTILATORS (Regulation 15)

1. This regulation requires that all windows and skylights designed to open - must be able to opened, closed or adjusted **without risk to health and safety**. An inspection of the building

**53 continued**

2. reveals that we have no windows or skylights that might cause a problem in this way. We do have one skylight in the ground floor WC – but it does not open and routine cleaning is not an option.
3. In addition, the regulation requires us to consider the action of opening windows and whether when opened they themselves constitute a **hazard** for ‘passers by’. The windows at the front of the building do not open – we have no risks in this area. The upper windows are of the ‘sash’ variety and thus present no problems either.

#### ABILITY TO CLEAN WINDOWS, ETC, SAFELY (Regulation 16)

1. Windows and other such glazing must be able to be cleaned safely by the operators. The outer window surfaces must be cleaned by the ‘**extended pole**’ method. The use of a ladder on the pavement/road outside the Church is not acceptable. This requirement is based on ‘best practice’ and ‘current thinking’ across the safety industry.

#### ESCALATORS AND MOVING WALKWAYS (Regulation 19)

1. We do not have a lift.

#### SANITARY CONVENIENCES (Regulation 20)

1. Our facilities in this area are more than sufficient for compliance with these regulations. They are **clean and well cared for**. They are DDA compliant to the standard current at the time of installation.

#### WASHING FACILITIES (Regulation 21)

1. Our toilets and washrooms are **multi-gender** – and appropriate for our Church. They provide hot and cold water, have a supply of soap and towels, and are sufficiently ventilated. The cleanliness is covered by a contract cleaner and the tidiness is covered by the employee’s/member’s attention to housekeeping - in general, very acceptable.

#### DRINKING WATER (Regulation 22)

1. We have **fresh drinking water** from the cold tap via direct mains – no tank. This tap is situated in the kitchen and is labelled thus. The Church building is open most days of the week and the water is used for making tea/coffee etc. For this reason, extensive Legionella monitoring is not required – though best practice requires that the tap is run for at least one minute before filling the kettle.

#### ACCOMODATION FOR CLOTHING (Regulation 23)

1. Not applicable to us.

#### FACILITIES FOR REST AND TO EAT MEALS (Regulation 25)

1. We are exempt from these requirements.

**CONTACTS:** RMFP

***RMA***

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## EQUALITY AND DIVERSITY POLICY

## POLICY

- (i) The Christian Science Church in Stroud recognises that members, regular guests and visitors are all welcome to our Church in our multi-cultural and diverse society. We acknowledge our statutory and moral obligations (in addition to our own Church-based understanding) to ensure equality to all groups regardless of:

Colour	Race
Nationality	Ethnic or national origin
Disability	Age
Religious belief	Gender
Gender reassignment	Sexual orientation
Marital status / civil partnership	Pregnancy, maternity or responsibility for dependants
Political affiliation	Health including HIV+ status

- (ii) The responsibility for the policy lies with the Board of Directors which takes seriously the requirements of legislation and the regulatory code. Each member of our Church, however, has a responsibility to ensure they comply with this policy.

## PROCESS

## 1. THE LEGISLATIVE AND REGULATORY FRAMEWORK

The objectives of the equality and diversity policy are to eliminate unlawful discrimination, promote equality of opportunities and take positive action to redress the effects of historic and continuing discrimination. In achieving these, the Church will abide by all current applicable legislation, codes of practice and regulatory guidance including:

- The Equality Act 2010, The Race Relations Act 1976, The Race Relations Act 1976 (amendments) Regulations 200, The Sex Discrimination Act 1975, The Disability Discrimination Act 1995, The Sexual Orientation Regulations 2003, The Religious Beliefs Regulations 2003

## 2. THE GENERAL ELEMENTS OF THE POLICY

- The Church will seek to eliminate discrimination and ensure equality of opportunity and treatment for all.
- No-one seeking access to the provision of Church services will be treated less favourably than anyone else.
- Our Church is able to allow equal access for wheelchair users. Our WC is on the ground floor and this is fitted in line with DDA requirements. It is recognised that by nature of the building and the lack of a lift – access to the first floor is limited.**

- iv. **The Church is aware of the particular difficulties and discrimination often connected with HIV + status and AIDS, and therefore is committed to ensuring that our actions and procedures incorporate positive action to adequately reflect this.**

***54Continued***

### **3. EMPLOYMENT ELEMENTS OF THE POLICY**

This section of the policy ensures that our Church observes the Commission for Racial Equality, The Disability Rights Commission and The Equal Opportunities Commission Codes of Practice for Employment. It is recognised that the Church routinely only employs two persons – a cleaner and the organist.

#### **(i) Vacancy Advertising**

- Wherever possible, all vacancies will be advertised simultaneously internally and externally.

#### **(ii) Selection and Recruitment**

- Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- More than one person must be involved in the selection process, and all should have appropriate recruitment skills and equality and diversity awareness – so far as is reasonably practicable within a Church organisation.
- Wherever possible, women, minorities and disabled persons will be involved in the short-listing and interviewing processes.
- Reasons for selection and rejection of applicants for vacancies must be recorded.

#### **(iii) Personnel records**

- Employees are able to check/correct their own record as requested. Otherwise, access to this information will be strictly restricted in accordance with the data protection regulations.

#### **(iv) General**

The objectives of the employment section are to:

- Ensure that the Church has access to the widest labour market and secures the best employees for its needs.
- Ensure that no applicant or employee receives less favourable treatment and that, wherever possible they are given the help they need to attain their full potential.
- All staff have a duty to co-operate in the operation of this Policy. However, the Board of Directors has ultimate responsibility for achieving the policy's objectives and for ensuring compliance with current and future legislation and various Codes of Practice.

Policy Number: TBA

Contacts: The Board of Trustees

The Risk Management Advisor

Date: 120319/140320

END