# Appendix 3

## Key Contacts

Health and Safety Officer -

## Arrangements for Health and Safety

### Working at Height

The Trustees are committed to managing the hazards of working at height in conformity with current health and safety legislation, with particular regard to safe methods of work and the use of appropriate access equipment. The implementation of the key objectives below is delegated to the Trustees.

* To take all necessary steps to ensure that Trustees, Workers, Members, contractors and any other persons affected by its activities, are made aware of significant working at height hazards.
* To treat all working at height, once identified, in compliance with the relevant legislation, Approved Codes of Practice and current best working practices.
* To carry out such identified ‘working at height’ tasks in a planned manner based upon prior risk assessment.
* To check that risk assessments for generic working at height tasks address issues arising from the site-specific working environment.
* To ensure that all relevant contractors adopt a planned approach to working at height, particularly in emergency repair situations.
* To ensure that commissioned works and programmed maintenance contracts allow sufficient resources, so far as is reasonably practicable, to control any risks from working at height.
* To implement a management system for situations where a risk assessment determines that working at height has to be strictly controlled so that risks continue to be minimised, for example, ‘a permit to work.’
* To ensure that in high risk situations emergency rescue plans have been prepared, for example, ‘suspension trauma’ from fall arrest equipment.
* To ensure the provision of appropriate training for Church Trustees and Workers, with Contractors providing evidence of appropriate training during the selection process.

#### Regulations

The Trustees will fully apply T*he Work at Height Regulations 2005* (Appendix 3). These regulations apply to all work activities and work equipment where there is a risk of a fall liable to cause personal injury.

The regulations place duties on employers, the self-employed, and any person who controls the work of others (e.g. Facilities Manager or Administrator) to the extent they control the work. Such persons are referred to as **‘duty holders’**.

#### Duty Holder Responsibilities

The overriding principle in these regulations is the requirement for duty holders to carry out a risk assessment to establish whether all *reasonably practicable* measures have been taken to prevent Workers falling from any height. In the event of a serious accident this is the standard by which the risk assessment is expected to be judged.

#### Basic Principles

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

* Avoid ‘working at height’ tasks if possible.
* Use work equipment or other measures to prevent falls in situations where ‘working at height’ tasks cannot be avoided.
* Where it is not possible to eliminate the risk of a fall, then work equipment or other measures must be assessed to minimise the distance or the consequences of a fall, should one occur.

*The Work at Height Regulations 2005* requires duty holders to ensure that:

* all work at height is properly planned and organised;
* all work at height takes account of weather conditions that could endanger health and safety;
* those undertaking tasks working at height are trained and competent. The location or immediate environment where work at height is undertaken is safe;
* equipment for work at height is appropriately inspected;
* risks from fragile surfaces are properly controlled;
* risks from falling objects are properly controlled.

Other alternatives are not risk free and also need to be risk assessed. For example, where MEWP’s (Mobile Elevated Work Platforms) are assessed as providing a safer option, then relevant regulations, for example, LOLER (Lifting Operations and Lifting Equipment Regulations) must be applied and best practice precautions such as the use of short lanyards to prevent operatives from being thrown from the platform in the event of a collision.

#### Ladders and Stepladders

The Trustees note that *The Work at Height Regulations 2005* neither specifically prohibit the use of ladders or stepladders nor promote their use. The use of such equipment should be the logical outcome of the relevant risk assessment. In other words, the risk assessment will determine whether or not there is a safer method or better equipment that would allow the working at height task to be undertaken.

#### Monitoring and Review

Duty holders will ensure that all working at height risk assessments are monitored on an annual basis. This Policy and associated Guidance will be reviewed annually or following any significant changes in legislation, etc.

### Fire Safety

#### Risk Assessment

A review of potential fire risks and mitigating actions

#### Evacuation plan

What to do in the event of a fire – remembering keeping people safe is more important than protecting the building or its contents

### Food Safety

#### General Guidance

* ensure all food is properly defrosted before using it
* wash your hands regularly with soap and water, using hand sanitisers if hand washing facilities are not available
* always wash fresh fruit and vegetables
* keep raw and ready-to-eat foods apart
* do not use food past its use-by date
* always read any cooking instructions and make sure food is properly cooked before you serve it
* ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water
* keep food out of the fridge for the shortest time possible

#### Chilled food

Food that needs to be chilled, such as sandwich fillings served as part of a buffet, should be left out of the fridge for no more than four hours. After this time, any remaining food should be thrown away or put back in the fridge. If you put the food back in the fridge, don't let it stand around at room temperature when you serve it again.

#### Use-by dates

Use-by dates show how long the food remains safe to eat or drink. Check and follow the use-by dates of the food you serve. Food cannot be supplied in any circumstances if its use-by date has passed. This also applies if you are supplying people with packaged food from a food bank.

#### Foods that need extra care

Some foods are more likely to cause food poisoning than others. These include:

* raw milk
* raw shellfish
* soft cheeses
* pâté
* foods containing raw egg
* cooked sliced meats

If you serve any of these foods, consult [Foods which need extra care](https://www.food.gov.uk/sites/default/files/media/document/foods-that-need-extra-care.pdf)

#### Cakes

If you make a cake at home:

* use recipes from reputable sources
* always wash your hands before preparing food
* make sure that surfaces, bowls, utensils, and any other equipment are clean
* don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse
* keep cheesecakes and any cakes or desserts containing fresh cream in the fridge
* store cakes in a clean, sealable container, away from raw foods

On the day, when you bring in cakes from home you should:

* transport cakes in a clean, sealable container
* make sure that cheesecake and any cakes or desserts containing fresh cream are left out of the fridge for the shortest time possible, ideally not longer than 4 hours
* when handling cakes use tongs or a cake slice

You can keep cakes and baked goods with high sugar content in:

* airtight containers - this will prevent mould growth through absorption of moisture from the atmosphere
* the fridge - cakes will last for longer, but their quality may be affected

Any cakes with high moisture additions, such as cream added after baking, should not be left at room temperature. They must be stored chilled (in the fridge) and eaten within the use-by date of the added product.

There are some types of icing, such as ganache and buttercream, that can be kept outside the fridge. It’s best to store them somewhere cool and dry. Check the guidelines for storage of the particular icing product you will be using.

#### Using jam jars

It is safe to re-use glass jam jars occasionally to supply home-made jam or chutney as long as the jars are properly washed. If jam jars are re-used, they should be free from chips and cracks, and should be sterilised prior to each use. Well-fitting lids will also minimise any hygiene risks to the food in the jars.

The regulations on food contact materials, which may limit the re-use of jam jars, apply to businesses and are highly unlikely to apply to the use of jam jars for occasional community and charity food provision.

### Handling of hazardous substances

This is most likely to relate to cleaning materials and should include how they are safely and securely stored so that they are not accessible to those without the need to use them (e.g. children); where any Safety Data Sheets, providing information on the substance, are kept; and what actions can be taken if they are accidentally ingested or come into contact with eyes or skin.