



Registered address: Church Annexe, Dereham Baptist Church,  
Norwich Street, Dereham, NR19 1BX. Registered charity number: 1142632

# Health & Safety Policy (2024)

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| Last Reviewed | 25 October 2024  |
| Review Date   | 25 October 2025  |
| File Location | Shared drives/All Love Dereham/Policies/Health & Safety incl Risk Management |
| Signed        | Keith Marsh  |

## **Health and Safety Policy**

For the purposes of this policy 'The Charity' refers to the trustees and directors of Love Dereham Ltd. 'Personnel' refers to all employees / volunteers during the course of their duties with the Charity.

This statement is issued in conformity with Section 2(3) of the Health and Safety at Work Act 1974, as a statement of the general policy of the Charity with respect to the health and safety at work of all Service Users and Personnel.

### **1. Statutory Duty of the Charity**

The Charity has a duty to ensure so far as is reasonably practicable, the health, safety and welfare at work of all Service Users and Personnel, in particular to:

- 1.1 Provide and maintain equipment and systems of work that are safe and without risks to health;
- 1.2 Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- 1.3 Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of all Service Users and Personnel;
- 1.4 Maintain any place of work under the Charity's control in a condition that is safe and without risk to health and provide and maintain means of access to and egress from it that are safe and without risk;
- 1.5 Provide and maintain a working environment for all Personnel; that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

### **2. Statutory Duty of all Personnel**

All Personnel have the duty to:

- 2.1 Take reasonable care for the health and safety of him/herself, other Personnel and Service Users and of other persons who may be affected by his or her acts or omissions at work;
- 2.2 Cooperate with the Charity so far as is necessary to enable any duty or requirement imposed on the Charity or upon any other person by or under any relevant statutory provision to be performed or complied with.

### **3. Policy Statement**

It is the policy of the Charity to:

- 3.1 Promote the health and safety of Personnel, Service Users and other visitors to the Charity premises, or events in other locations.
- 3.2 Provide adequate working conditions for all Personnel and Service Users with proper facilities to safeguard their health and safety and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.

- 3.3 Encourage Service Users and Personnel to cooperate with The Charity in all safety matters in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- 3.4 Encourage all Service Users and Personnel to accept his or her own responsibility not to endanger himself or herself or others and actively to assist in fulfilling the requirements and spirit of the legislation.

#### **4. Health and Safety Rules**

All Personnel must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and any specific rules which The Charity may publish from time to time.

#### **5. Accident Records**

- 5.1 Any injury suffered by Service Users or Personnel on premises used by The Charity, however slight, must be recorded together with such other particulars as required by statutory regulations on an accident record form kept in the staff cupboard.
- 5.2 Once completed, this form will be scanned and saved as a record maintained by the Coordinator and retained in the All Love Dereham / Policies / Accident report incl RIDDOR guidance.

#### **6. Fire Procedures**

All Personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Employer in relation to fire.

#### **7. Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of The Charity and any directions for the use of such must be followed precisely.

#### **8. Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

#### **9. Working at Heights**

- 9.1 No Personnel may undertake work above six feet from floor level, [or ground level if working outside], without having been fully trained in the use of any equipment needed to reach the working area required.
- 9.2 If you are required to use a ladder, and the work you are required to do necessitates your being at a height where your feet are more than six feet above ground level, this work should only be carried out with a colleague aiding and assisting you.

- 9.3 As a general rule, any work required to the outside of the buildings should be undertaken by properly qualified and equipped outside contractors who will have the full range of equipment needed.

## **9. Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

### **11. Manual Handling (Lifting, carrying and moving loads)**

All lifting, carrying, pushing or pulling tasks should be assessed before starting and no-one should undertake any manual handling tasks unless all the people involved feel comfortable with the task.

### **12. Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

### **13. Food Preparation**

- 13.1 Adequate materials will be provided to enable food preparation areas to be kept clean.
- 13.2 There are specific Food Safety Regulations for premises which are used occasionally for food preparation and all food handlers should ensure they are aware of the relevant principles.
- 13.3 For specific projects that involve food preparation, storage and distribution, separate policies and procedures will be in place as required.

### **14. Contractors**

- 14.1 Anyone entering the premises for the purposes of carrying out work, other than a Service User or Personnel, will be regarded as a contractor.
- 14.2 All contractors, including the self employed, must: -
- a. have appropriate public and employers' liability insurance in place and to have their own health and safety policy (where appropriate).
  - b. comply with all the requirements of the Health and Safety Policy and Guidelines and to cooperate with officials in providing a safe place of work and a safe system of operation.

## **15. Child Safety**

- a. The Health and Safety Policy takes precedence over the Safeguarding Policy.
- b. Parents are expected to supervise their own children at all times except when directly under the supervision of a designated group leader.

## **16. Lone Workers**

No one should carry out potentially hazardous work unless they are accompanied by a second person who can render assistance in the case of an accident.