

ST MARY'S

calling Islington home

St Mary Islington

Health & Safety Policy and Procedures

Last reviewed and approved by the PCC on

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1. Policy Statement

- 1.1 This policy is issued by St Mary Islington, in accordance with its responsibilities under Section 2(3) of the Health and Safety at Work etc Act 1974.
- 1.2 St Marys will provide, so far as is reasonably practicable, safe and healthy working conditions for its employees and will ensure that its activities do not endanger the health and safety of service users, other members of the public visiting the premises or contractors working on its premises.
- 1.3 In particular, St Marys will ensure, so far as is reasonably practicable:
 - a) compliance with statutory requirements for health and safety
 - b) provision and maintenance of the workplace in a condition that is safe and free from risk to health
 - c) provision and maintenance of plant and equipment that is safe and without risk to health
 - d) arrangements are implemented to maintain safe and healthy work operations in connection with the handling, operation, storage, transport and use of articles, equipment, machines or substances
 - e) provision of information, instruction, training and supervision as is necessary for its staff
- 1.4 All staff, in accordance with Sections 7 and 8 of the Health and Safety at Work etc Act 1974, must ensure that they:
 - a) comply with the Health and Safety Policy, safety notices and safety instructions
 - b) conform with all measures taken to comply with statutory legislation
 - c) use properly the means and facilities provided to ensure health and safety at work
 - d) refrain from any action that might endanger themselves or others
 - e) refrain from willful misuse of, or interference with, anything provided in the interests of health, safety and welfare.
- 1.5 Failure by staff to observe these requirements can render them liable to prosecution by the enforcing authority and disciplinary action by St Marys.
- 1.6 St Marys encourages staff representatives to assist with implementing effective health and safety measures throughout its premises. St Marys also encourages staff to report accidents, incidents and hazards so that these matters can be resolved as quickly as possible.
- 1.7 This policy will be reviewed on a regular basis and the safety instructions on the following pages will be amended and updated when required. Any alteration or amendment will be brought to the attention of all staff following appropriate consultation.

2. Organization

St Marys currently comprises the following service areas:

St Mary's congregation and congregational activities, St Mary's Play Scheme, St Marys Pre-school and Provision of community center facilities for the local community, community sports programme, private space hire and additional ad hoc services as needed or requested that are within our range of expertise.

In the interest of reducing risk and operating safe guidelines, personal details, emergency contact and medical information is required from all service users upon registration to any of the available provisions. Relevant medical information will be shared on a need to know basis with staff (including volunteers) that may be responsible for offering additional support to respective users/groups.

This policy is to be adhered to by members/staff of all of these service areas.

2.1 Who is Responsible?

Day to day management of health and safety will be the responsibility of the Service area Managers/ Coordinators, the Pre-school Manager with respect to the Pre-school and Play Scheme. The Premises Manager will be responsible for carrying out regular H&S and Fire Risk assessments of all of St Marys premises and the Operations manager in regard to overall responsibility for health and safety across the site.

The service area managers are responsible for:

- a) ensuring staff receive adequate instruction, information and training to enable them to work safely and without risk to health
- b) investigating the causes of all accidents and "near-miss" accidents and making suitable recommendations to prevent recurrences
- c) maintaining suitable training records of all staff concerning health and safety in conjunction with the HR administrator
- d) keeping suitable records of all accidents in the appropriate accident book and, when necessary, reporting the circumstances of the accident to Ofsted and the Environmental Health Officer
- e) ensuring that adequate assessments of workstations are carried out before they are brought into use or as soon as possible afterwards, and at regular intervals thereafter
- f) ensuring assessments of all hazardous substances in use are undertaken and that these are brought to the attention of all users
- g) ensuring assessments for work equipment, manual handling, pregnant women, work experience students and high-risk activities are written and the information is conveyed to appropriate persons
- h) liaising with contractors who work in the premises to ensure they observe safe working practice (for maintenance work to be carried out in the pre-school during opening hrs procedures in section 2.2 below apply)
- i) ensuring that fire precautions in operation are maintained and updated as necessary and that the requirements of any fire certificate are observed
- j) undertaking occasional safety inspections, identifying potential hazards and making recommendations when appropriate
- k) making recommendations for updating the policy when necessary and for reporting issues of major concern to the Chief Executive Officer
- l) appointing one or more persons in writing to undertake any or all of the above matters on their behalf.

2.2 Additional Requirements for the Pre-School during opening hours

- a) All St Marys staff that may in their course of work need to gain access to areas where the Pre-school operates to be inducted/trained about the **additional** H & S requirements of working in Pre-school space during Pre-school opening hours.
- b) All contractors are to be given a set of instructions about conditions for working in the preschool room (in writing and verbally), which they are to sign to indicate they understand and undertake to follow.
- c) The Premises Manager is to inform the Pre-school Manager of planned/ proposed works to take place and if necessary arrange a meeting with them.
- d) Pre school Manager and Premises Manager or Operations Manager meet to jointly agree a risk assessment for the proposed work and agree respective actions and details and further communication points as necessary to control the risks to the safety of the children.
- e) The risk assessment and action points are to be written down and a copy is to be filed by the Premises Manager on the shared drive, and made accessible to the Pre-School Manager.

2.3 Appointed Competent Health and Safety staff member/s

St Marys will appoint a competent Health and Safety staff member or members to be responsible for the health and safety at St Marys. This will usually be the Operations and Enterprise Manager or Premises Manager. St Marys shall ensure that;

- a) the staff member/s appointed as the competent health and safety staff will have all training and expertise available to them to fulfill their responsibilities
- b) the expense for this training will be paid for by St Marys
- c) the competent person will be provided with the time and resources needed to fulfill their responsibilities, and has the right to request additional time and resources as needed to fulfill their responsibilities.

2.4 Staff Consultation

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, St Marys will consult all employees on health and safety information with respect to:

- a) introduction of measures, which may affect staff
- b) arrangements for the appointment of Health and Safety representatives and Fire Officers (Listed in Appendix E)
- c) that are required by any regulation
- d) the types of training required for their position and the availability of this training as provided by the employer
- e) introduction of new technology, which may affect staff

Duty of employer to consult

Where there are employees who are not represented by safety representatives, the employer shall consult those employees in good time on matters relating to their health and safety at work with regard to;

- a) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;
- b) arrangements for appointing or nominating persons into the position of representative of employee safety
- c) any health and safety information they are required to provide to employees by or under the relevant statutory health and safety provisions (Health and Safety at Work Regulations 1992)
- (d) the planning and organization of any health and safety training they are required to provide to those employees
- e) the health and safety consequences for those employees of the introduction (including the planning thereof) of new technologies into the workplace.

St Marys will consult with staff directly, unless they have a formally appointed Safety Representative. Where employees are appointed as Representatives of Employee Safety, they will be afforded the time and means to carry out their functions in accordance with the regulations.

2.5 Function of the representative of employee safety

Where the employer consults representatives of employee safety each of those representatives have the following functions.

- a) to make representations to the employer on potential hazards and dangerous occurrences at the workplace which affect, or could affect, the group of employees they represent.
- b) to make representations to the employer on general matters affecting the health and safety at work of the group of employees they represent and, in particular, on such matters as he is consulted about by the employer.
- c) to represent the group of employees he represents in consultations at the workplace with inspectors appointed enforcing authorities.

3. Accidents, Incidents & Reporting Requirements

3.1 Accident reporting

- a) All staff must report any accident to their line managers or to the premises manager or operations manager as soon as possible after the event and record details into St Marys Accident and Incident report form.
- b) Details of the accident will be entered into the Accident and incident report form (electronic google doc to be found here) which will be printed for signatures and logged in the cloud system. In addition the Pre-School will also record accidents/existing injuries

of children that present themselves on site and keep completed hard copies of the accident forms in the accident report file folder in the child care department.

3.2 Reporting to the Health & Safety Executive (HSE)

Deaths and Injuries

If someone has died or has been injured because of a work-related accident this may have to be reported to the HSE. Not all accidents need to be reported. A RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

For a detailed list of types of reportable injuries please see Appendix B

3.3 OFSTED Reporting requirements relating to serious incidents

In the event that a child in St Marys Pre-school or Play Scheme loses their life or suffers a serious accident or injury including food poisoning Ofsted must be notified as soon as possible and in all cases, within 14 days of the incident. Notification can be made by phone: 0300 123 1231 or online https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml. For further details about injuries related reporting duties to OFSTED please see Appendix C.

3.4 Incidents and hazards

- a) Staff should report any hazard, incident or "near miss" accident to their line manager as soon as possible after the event in order that action can be taken to prevent a recurrence.
- b) An Accident and incident report form should be completed by the member of staff involved and stored on the google cloud network and inform the Health and Safety Officer.
- c) The Operations and Enterprise Manager will investigate the matter, including: the causes of any serious accident, incident or "near miss" with the Health and Safety Officer and instigate appropriate action to rectify the situation. Details of action taken will be recorded on the form.

4. Safety Instructions

4.1 First Aid

- a) In accordance with the Health and Safety (First Aid) Regulations 1981, St Marys will appoint qualified First Aid Officers and appointed persons (as necessary) and will ensure all qualified persons receive regular retraining at the prescribed intervals.
- b) The First Aid Officer will be responsible for ensuring the first aid boxes are kept suitably and correctly stocked and that staff requiring first aid as a result of an accident report their accidents to their line managers who will record it in the Accident Book.

- c) Signs showing the names and telephone numbers of First Aid Officers will be displayed in prominent positions and updated as necessary.

4.2 Fire and Bomb Emergencies

- a) All staff must make themselves familiar with the Fire and Emergency Procedures and have read the Emergency action plan.
- b) The Operations and Enterprise Manager is responsible for ensuring that the requirements of the fire risk assessments are carried out in accordance with the Fire Precautions (Workplace) Regulations 1997.
- c) The Premises manager is responsible for ensuring St Marys fire extinguishers are regularly maintained and that staff are kept informed of any changes to the fire action procedures with ultimate responsibility sitting with the Operations Manager.
- d) Regular testing of the fire alarms will be undertaken by the Premises Manager together with the Caretaker who will check that these can be heard in all work areas and that any problems are reported immediately to the Premises Manager
- e) Regular fire evacuation tests will be undertaken. All staff must cooperate in these exercises and not remain in the building unless authorized for security or operational reasons.
- f) Staff must ensure that all doors leading to fire exits and landings are kept closed and not wedged open. And main aisles, stairways and landings must not be used for storage nor must fire exits be blocked.
- g) The Service Managers or the staff on reception responsible for contacting the emergency services in the event of a fire.
- h) No smoking is permitted anywhere on St Marys premises
- i) Fire and Emergency Procedures will be issued and circulated to all staff on a regular basis. Signs showing the names and telephone number of the Fire Officer will be displayed in prominent positions and updated as necessary.

4.3 Risk Assessments

- a) Risk assessments will be carried out for workstations, Control of Substances Hazardous to Health (COSHH), manual handling, and any activity that presents a significant risk of injury to staff or members of the public.
- b) In addition, the Risk Assessor will carry out specific risk assessments for expectant mothers and young persons under the age of 18 years of age.

- c) Where a young person attending St Marys for work experience is under 16, a copy of the risk assessment of the activities that will or may be undertaken will be forwarded to either the parent or guardian of the young person, or to the school/educational establishment prior to commencement of the placement.
- d) When a woman informs St Marys that she is expecting a child, a risk assessment of all her work activities will be carried out and a copy of the results given to her.
- e) The Operations and Enterprise Manager is responsible for ensuring that suitable fire risk assessments are carried out to meet the requirements of current legislation and copies of all risk assessments will be kept for five years.

4.4 Workplace

- a) The Operations Manager will ensure that the provisions of the Health and Safety Workplace (Health, Safety and Welfare) Regulations 1992 are met in its premises.
- b) We will liaise with the relevant contractors concerning the provision of adequate ventilation, heating and cooling for staff and visitors.
- c) St Marys will ensure that the premises are regularly cleaned by authorized contractors who will be required to use safe systems of work.
- d) St Marys will ensure suitable and sufficient lighting is provided to meet the types of work undertaken using as far as possible natural light from windows.
- e) Suitable toilet and washing facilities will be provided for all staff and these will be kept in a clean and hygienic state.
- f) Regular maintenance will be carried out to ensure the workplace is kept in a good condition and free from risks to health and safety.

4.5 Prevention of Violence to Staff

- a) St Marys recognises its responsibilities towards the prevention of violence to its staff both in its offices and during outreach activities.
- b) Managers will be responsible for the prevention of foreseeable violence and to undertake this role they will receive suitable training, as necessary.
- c) A professional counselor will be appointed, if appropriate, to counsel staff who have been involved in violence.

4.6 Hours of Work

- a) St Marys will ensure that the provisions of the legislation concerning hours of work for staff are met in all its premises.
- b) When staff are required to work regularly in excess of 48 hours per week, written agreement will be sought from those concerned. Staff are not obliged to work more than 48 hours per week except where they have consented to an increased work pattern.

4.7 Electricity

- a) Where the tests indicate that faults exist, the equipment will be taken out of use immediately until repairs have been carried out.
- b) Staff should regularly check electrical equipment that they are using for damaged cables, broken plugs, trapped cables (e.g. under floor box covers), trailing cables and any other hazards such as tripping hazards.
- c) Staff must report any electrical fault with portable electrical equipment or machinery immediately to the Premises Manager (or write it in the maintenance book). The member of staff reporting the fault should isolate the equipment or machine by unplugging it and attach a warning notice in a prominent position stating "OUT OF ORDER – DO NOT USE".
- d) Access must be maintained at all times to switchboards and isolator switches. Electrical switch rooms and riser cupboards must not be used for the storage of materials.
- e) Remember - electricity can kill - electrical faults can cause fires. REPORT PROBLEMS IMMEDIATELY.

Appendix A – Types of Reportable Injuries to the HSE

A) The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

B) Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on [specified injuries](#) is available.

C) Over-seven-day incapacitation of worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

D) Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

E) Non fatal accidents to non-workers (eg member of the public / service user)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

F) Occupational diseases

Diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by work: These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Appendix B – Types of Reportable Injuries to OFSTED

Serious injuries involving a child which must be reported to Ofsted include:

● broken bones or a fracture
● loss of consciousness
● pain that is not relieved by simple pain killers
● acute confused state
● persistent, severe chest pain or breathing difficulties
● amputation
● dislocation of any major joint including the shoulder, hip, knee, elbow or spine
● loss of sight (temporary or permanent)
● chemical or hot metal burn to the eye
● any penetrating injury to the eye
● injury resulting from an electric shock or electrical burn
● any other injury
● unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent

Minor injuries that do not need to be reported to Ofsted include:
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● sprains, strains and bruising
● cuts and grazes
● wound infections
● minor burns and scalds
● minor head injuries
● insect and animal bites
● minor eye injuries
● minor injuries to the back, shoulder and chest

Appendix C – Duties of Employers to consult

Duty of employer to consult

3. Where there are employees who are not represented by safety representatives under the 1977 Regulations, the employer shall consult those employees in good time on matters relating to their health and safety at work and, in particular, with regard to—

- (a) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;
- (b) his arrangements for appointing or, as the case may be, nominating persons in accordance with regulations 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1992(5);
- (c) any health and safety information he is required to provide to those employees by or under the relevant statutory provisions;
- (d) the planning and organisation of any health and safety training he is required to provide to those employees by or under the relevant statutory provisions; and
- (e) the health and safety consequences for those employees of the introduction (including the planning thereof) of new technologies into the workplace.

Appendix D – Fire Wardens, First aid Officers

First Aid officers	Qualification	Training date	Expiry date
Sheldon Fleming	Emergency first aid at work	27/07/2022	27/07/2025
Kate Tolson	Emergency first aid at work	18/12/2020	18/12/2023
Shane Thompson	Emergency first aid	2021	2024
Sharon Ellis	Pediatric first aid/FAAW	30/12/2022	30/12/2025
Iris Suarez	Pediatric first aid	26/01/2021	26/01/2024
Ana Molina Espinosa	Pediatric first aid	19/06/2021	19/06/2024
Brittanya Green	Pediatric first aid	01/02/2023	01/02/2026
Barbra Drummond-Hay	Pediatric first aid	30/12/2022	30/12/2025
Dhurata Krasniqi	Pediatric first aid	20/05/2022	20/05/2025
Fire wardens			
Kate Tolson	Fire Marshal training	07/04/2022	07/04/2025
Sharon Ellis	Fire Marshal training	28/04/2022	28/04/2025
Iris Suarez	Fire Marshal training	20/04/2022	20/04/2025
Teke Teke	Fire Marshal training	20/04/2022	20/04/2025
Britany Green	Fire Marshal training	01/08/2022	01/08/2025

