



## **St Albans Diocesan Board of Finance**

### **HEALTH AND SAFETY AT WORK ETC, ACT 1974 Health and Safety policy**

#### **STATEMENT OF POLICY**

In accordance with the provisions of the above Act, the Board of Finance wishes to bring to the attention of all members of staff its general policy in respect to the health and safety at work of all staff and other persons using the Board's premises. Notices setting out the particular arrangements made for each building are enclosed with this leaflet. Members of staff are requested to familiarise themselves with the matters set out below:

#### **1. DUTIES OF MEMBERS OF STAFF**

The Board is concerned for the health, safety and welfare of its members of staff at work and will observe the terms of the Health and Safety at Work Act 1974 ("the Act") and the terms of any regulations made under it from time to time. The Board will keep under review any measures that may from time to time become necessary in order to ensure the health and safety of all staff and other persons using the Board's premises. The Diocesan Secretary has overall responsibility for the implementation of the general policy. Day to day responsibility for ensuring this policy is put into practice belongs to the following people:

- A) IT Officer – electrical items, fire equipment and alarms,
- B) Estates Department – premises, and
- C) HR Officer – personal well-being, including Risk Assessments.

#### **2. HEALTH AND WELFARE**

The Board will, so far as is reasonably practicable, provide suitable facilities and arrangements for the mental and physical welfare of all staff while at work and provide and maintain premises and systems of work which do not involve risks to health. Such information, instruction, training and supervision will be given as is reasonably practicable and necessary to safeguard the health of members of staff at work.

The Board operates a no-smoking policy. You should be aware that enforcement authorities can issue penalties and fines if you are found guilty of smoking in a smoke-free place. You will be personally liable for any fine or fixed penalty imposed for non-compliance. Smoking includes the use of electronic cigarettes (e-cigarettes) and/or electronic nicotine delivery systems (ENDS).

#### **3. MACHINERY AND EQUIPMENT**

It is the Board's policy to see that all machinery and equipment in its premises operates safely and that adequate information, instruction, training and supervision in its use has been provided where necessary for the safety of all staff.

## **4. PREMISES**

It is the Board's policy to see that its premises are maintained in a safe condition and are without risk to health and that safe means of entering or leaving are provided for the use of all staff and other visitors and callers at the premises. For this purpose the buildings are periodically inspected and necessary maintenance carried out. Any signs of deterioration, internal or external, which could lead to possible injury should be brought to the immediate attention of the Estates Department or Diocesan Secretary. Members of staff should maintain the premises in a state of tidiness, in order to minimize the risk of accident or damage to furniture, machinery or equipment.

### **Use of Computers**

A VDU and workstation risk assessment must be completed for all staff who use computers for a significant part of their working time. This can be carried out by the member of staff concerned using forms available from the HR Officer or Diocesan Secretary who will be happy to assist with their completion. Assessments should be repeated if the equipment or location changes.

## **5. DUTIES OF MEMBERS OF STAFF**

The Act imposes obligations on members of staff. The following summaries of the provisions of Section 7 and 8 should be noted:

- (a) It is the duty of every member of staff whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and to co-operate with their employer or anyone else concerned to ensure that their obligations under the Act are performed or complied with.
- (b) As regards any duty or requirement imposed on the Board or any other persons under any of the relevant statutory provisions, members of staff must co-operate with the Board so far as is necessary to enable the Board's duties or requirements to be performed or complied with.
- (c) No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare pursuant to the terms of the Act or any subsequent regulation.

## **6. FIRE PRECAUTION ARRANGEMENTS**

Firefighting equipment is installed in the buildings. Full details of fire precautions have been placed on Noticeboards in the Boardroom/Reception and circulated to all members of staff in the building, where specific arrangements apply. Fire drills will be held from time to time in order to test these arrangements.

### **6.1 Wheelchair Visitors Evacuation Plan**

Any disabled visitor in a wheelchair will, by virtue of the building topography, be limited to the area on the ground floor. The means of escape for someone in a wheelchair is via all fire exit routes with ramp access. These are located at the front of the building via the main Reception area and via the exit into the rear car park on Sopwell Lane beyond the men's cloakroom outside the Boardroom.

## 6.2 Records

Records of the fire safety arrangements and procedures including practice evacuation outcomes are kept on the Diocesan Intranet accessible via the Diocesan Secretary's PA.

## 7. ARRANGEMENTS FOR EMPLOYEES AND OTHERS ENGAGED ON DIOCESAN BUSINESS AT OUTSIDE SITES

Those visiting other premises are expected to have a general awareness of safe building practice and are expected to react in a responsible manner to any unsafe conditions of which they may be aware on site. In general, they should inform the person responsible for the premises of any risk which is apparent. If, at any time, they consider they are being, or are about to be, subjected to abnormal risk to their safety, they are to move away from the area and report the matter to the person responsible for the premises. When a hazard to safety related to diocesan premises becomes apparent, this should be reported to the Estates Department or Diocesan Secretary.

### **Special arrangements for health and safety at Holywell Lodge**

#### **HEALTH**

Members of staff's Senior Officer should be promptly informed of any illness, injury or accident at work. In the case of accident or injury, assistance should be sought from a First Aider, whose name appears on the Staff Noticeboards in the Staff Entrance/Reception/Education/Kitchen Ministry Development Team/First Floor near Estates Offices/Kitchen first floor front landing. Accidents must be recorded in the official accident book as appropriate, situated in the Diocesan Secretary's PA's office.

There are first aid boxes situated:

1. Top of the staff back staircase;
2. Kitchen near the Ministry Development team;
3. Reception Desk;
4. Landing at the top of front stairs

#### **SMOKING**

Smoking, including the use of electronic cigarettes (e-cigarettes) or electronic nicotine delivery systems (ENDS), is not permitted in the Board's offices.

#### **SAFETY**

Any defect in machinery or equipment in the premises should be reported at once to either the IT Officer or the Estates Department or Diocesan Secretary.

#### **PREMISES**

Members of staff should maintain the premises in a state of tidiness, in order to minimize the risk of accident or damage to furniture, machinery or equipment. In particular, telephone or electrical wires should not run across open areas of floor but, if this cannot be avoided, they should be secured to the floor with a cable protector (obtainable from the IT Officer). Care should be taken during

presentations in meeting rooms to avoid trailing leads which should be secured by tape or cable protector.

The person responsible for the meeting should be supplied with instructions of what to do in an emergency including details of who to contact.

## **LONE WORKING**

The Board recognises that some duties may involve working alone outside normal working hours. This may be necessary in the Board's offices or at other locations. Where this is likely to happen members of staff should speak to their Senior Officer with details of their plans/intentions, so that any necessary arrangements can be made to ensure their safety. If meetings are to be held off-site, particularly with unknown contacts, then they should be held in a public place, e.g. hotel reception area.

It is emphasized that staff members' vehicles are maintained in good working order so that travel to and from outside locations is as trouble free as possible and that cars are insured for business use.

Guidelines for lone working appear on the Diocesan website under the Safeguarding Documents tab of the Safeguarding section (<https://www.stalbans.anglican.org/wp-content/uploads/Lone-Working-Guidelines.pdf>).

## **FIRE PRECAUTION ARRANGEMENTS in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005**

### **Holywell Lodge:**

- (i) There are fire extinguishers throughout the building and also two fire blankets (one in the main kitchen and one in the staff room).
- (ii) At the end of the day all electrical equipment should be turned off. As far as possible, loose paper should be stored in drawers or filing trays or filing cabinets. Members of staff should ensure that all windows are closed and locked before they leave the office at night.
- (iii) All staff are requested to ensure that at all times ways into and out of the building and emergency exits are kept clear and ready for use.
- (iv) In an emergency, the Fire Wardens should assist staff to leave the building by the exit nearest to them or the emergency exits.
- (v) In the event of fire, immediately operate the nearest fire alarm call point which are clearly marked near to exit routes. On hearing the alarm, Reception Staff will call the fire brigade immediately. Staff should leave the building and report to their Fire Warden at the assembly point in the car park outside the front entrance. The Reception Staff will take the "signing-in book" to the person in charge. The senior staff member present will take charge of any evacuation and consult with the Fire Wardens to ensure that no-one is left in any part of the building, including cupboards and toilets and to take appropriate action should anyone be still in the building.

**Use the nearest available exit**

**Do NOT** stop to collect personal belongings

**Do NOT** re-enter the building  
**Attack the fire ONLY to provide a safe and personal exit.**

- (vi) Fire drills will be held from time to time in order to test these arrangements.
- (vii) Fire Wardens (see list on notice boards) have been trained in the use of fire extinguishers should the need arise.

**Off-site offices:**

In the event of fire, call the fire brigade immediately.

**Use the nearest available exit**  
**Do NOT** stop to collect personal belongings  
**Do NOT** re-enter the building  
**Attack the fire ONLY to provide a safe and personal exit**

**ARRANGEMENTS FOR DIOCESAN EMPLOYEES BASED AT OUTSIDE SITES**

The general provisions set out above apply to all Diocesan staff. In addition, staff working at sites other than Holywell Lodge should complete an off-site risk assessment checklist available from the Diocesan Secretary or the HR Officer.

**October 2019**  
Approved by the Diocesan Board of Finance