

# The Living Well



## Health & Safety Policy

<b>Review frequency</b>	<b>Annually</b>
<b>Review responsibility</b>	<b>Chaplain and/or Trustees</b>

<b>Approved by Trustees</b>	<b>May 2020</b>
<b>Signed by Chaplain</b>	
<b>Next Review Date</b>	<b>May 2021</b>

## Health and Safety Policy

## **Part 1 – Introduction and aims**

At The Living Well we endeavour to provide a safe environment for both staff, volunteers and visitors. Our policy includes:

- Preventing accidents
- Managing health and safety risks
- Providing clear instructions and information, and adequate training, to ensure that all who come to The Living Well are in a safe environment
- Consulting with employees and volunteers on matters affecting their health and safety
- Providing and maintaining safe equipment
- Maintaining a safe and healthy environment
- Implementing emergency procedures, including evacuation, in case of fire or other significant incident
- Reviewing and revising this policy regularly

## **Part 2 – Responsibility for health and safety**

The overall responsibility for health and safety rests with the Trustees and the Chaplain, and day-to-day responsibility with Assistant Chaplains, the Wardens, and the Administrator.

Specific responsibilities:

- The Trustees have the responsibility for the creation and implementation of this policy, and should review it annually.
- The Chaplain has overall responsibility for the implementation of this policy, and holding regular staff meetings that include Health & Safety as an Agenda item. Also keeping a log of all issues that are reported which will be kept in the Administrator's office.
- The Wardens have practical responsibility for the house and grounds, for minor repairs, and for maintaining equipment in good order.

- The Chaplain and Wardens together are to conduct inspections of the whole property at least twice each year, and to note all concerns for further action.
- All other employees and volunteers are required to immediately report any safety issues or concerns to the Chaplain.

### **Part 3 – Arrangements for health and safety**

#### **Risk Assessments**

Risk assessments should be carried out at least twice a year, paying attention to both the house and gardens, looking for any defects or likely hazards, including:

- Trip hazards in house and grounds
- Safety of all kitchen appliances
- Safety of electrical equipment, especially in the lodges
- Security of disabled handles, especially in the disabled WC
- That the First Aid is in place and fully stocked
- That all Emergency Exit signs are in place
- That fire extinguishers are all in place and operational
- That all furniture is in good condition
- That any fuel or hazardous chemicals are correctly stored

Any defects must be recorded and rectified within one calendar month, or one week if they are considered urgent. The record of the inspection, and the actions taken, to be kept in the Administrator's office.

The house is also subject to a 5-yearly inspection by the Diocese, and an electrical inspection must be carried out by a qualified electrician every 10 years (due in 2022).

#### **Training**

All staff and volunteers should be given the opportunity to read this policy document and sign when they have read through, using the form at the end of this policy.

All staff and volunteers should be given the opportunity to raise any health and safety issues at collective meetings.

### **Safety of Staff Members and Volunteers**

For the safety of staff members, the following needs to be observed.

- When the house is not open to visitors, all external doors should be kept locked.
- If only one staff member is present in the house, exterior doors should remain locked.
- No staff member should be working with a visitor without another staff member or a volunteer also being present close by
- Staff members should not visit any other location on their own
- If any person is working in the garden using mechanical equipment, safety requirements must be observed and goggles must be worn
- When a team is working in a different location, the leader must ensure that all members are aware of the local arrangements for first aid, fire, evacuation, etc.

All staff and volunteers should be given clear instruction as to whom they are responsible, including any visitors coming for work experience.

Any incidents, accidents or concerns need to be recorded and kept on file in the Administrator's office.

The First Aid box is located in the kitchen (cabinet door clearly labelled 'First Aid Box').

### **Evacuation**

In the event of fire, or other incident that requires evacuation of the building, the following will be required:

- The person discovering the fire or other incident needs to inform the most senior staff member immediately
- The whole building needs to be evacuated immediately, with particular attention to the upper floor where the Wardens live, and also the Office.
- The Fire Assembly Point will be at the front of the house on the driveway.
- The most senior person on site must call Kent Fire & Rescue using 999, and giving the address as The Living Well, The Vicarage, Vicarage Lane, Nonington, CT15 4JT.
- The three lodges in the garden, and the upper room above the garage, need to be checked for any guests

If safe to do so, fire extinguishers may be used, and these are located

- Groundfloor:
  - 1 water extinguisher on the wall in the main corridor
  - 1 water and 1 CO2 extinguishers on the wall between kitchen and administrator's office
- First floor above garage:
  - 1 water and 1 CO2 extinguishers on the wall behind the door.
- First floor flat (wardens' habitation)
  - 1 water and 1 CO2 extinguishers to be ordered whenever possible.

There is a Fire Blanket (British Standard) in the kitchen on the wall opposite to the cooker.

For the implementation of this evacuation policy, exit signs need to be in place, and any doors that are kept locked need to have a key immediately available.

A test evacuation ought to be carried out at least annually.

All staff and volunteers are required to sign that they have seen this Health and Safety Policy.

Name	Date	Signature	Name	Date	Signature

