



GENERAL SAFETY GUIDE 2024

Main Health & Safety (H&S) Hazards

The following are the main hazards when working or volunteering with River Church

- Fire
- Lone working
- Slips Trips & Falls
- Manual handling
- Use of Computer Equipment
- Food Safety

General Safety

The following rules must be followed at all times when helping :

- You must think “**Safety at all times**” for the benefit of yourself and others around you. Never take any chances with your safety.
- Always report any incidents, accidents, near misses or anything that concerns you. These should be reported to your Congregational Leader.
- You must always plan tasks carefully and you must feel confident in the task that you are undertaking.
- Always clear up spillages, however minor, straightaway
- Never leave items on the floor. Be wary of trailing leads and cables. Keep gangways and walkways clear and always clear up rubbish/packaging as this can be a fire hazard.
- Do not climb on chairs or anything other hazardous
- Always make sure that a pre-check of meeting spaces is undertaken to check for obvious hazards such as items that can fall over etc.
- Always make sure that food allergy information is provided when serving food.

Fire Safety

Fire is one of the highest risk hazards faced by River Church and the following rules must be followed:

- Never bring candles, open flames or flammable materials into meetings.
- Always use electrical items that have been suitably PAT tested.

- You must always know where the fire escape routes are and always keep escape routes clear.
- Always evacuate if you hear the fire alarm and make sure that any vulnerable persons are able to evacuate the building safely.
- Always follow the instructions on fire action notices.

Lone Working

We recognize that lone working is a hazardous activity but that sometimes cannot avoided, the following precautions are required:

- Never put yourself at risk and avoid high-risk activities, for example going to a person's home alone. Always try and meet in a public place.
- Always report to colleagues when and where you are going and keep in contact.
- Always take a fully charged and working mobile phone with you wherever you go.
- Always avoid conflict

Slips, Trips and Falls

Always keep areas around you clean and tidy.

Follow this guidance at all times to reduce the risk of slips, trip and falls:

- Keep the premises clean and tidy, and walkways clear.
- Trailing cables, such as charger cables etc. should not be left in areas where they can cause a tripping hazard
- Clear rubbish as soon as possible.
- Always wear suitable footwear.
- Always clear up spills straight away.
- Never leave items on the floor.

Manual Handling

Manual handling injuries are one of the most common types of injury.

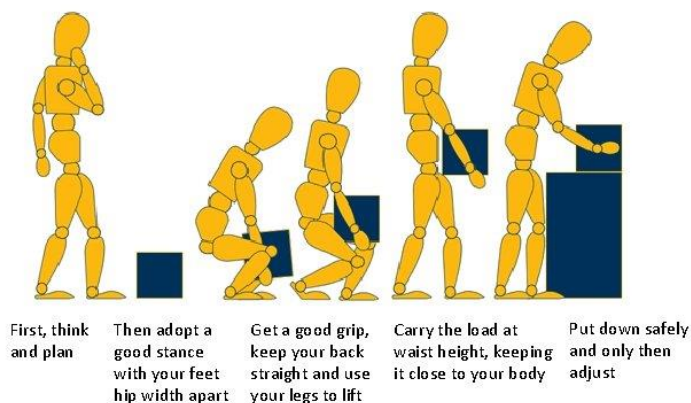
- Manual handling should be avoided wherever possible by changing the work process to avoid it. Where this is not practical then depending on the manual handling task, multiple-person lifts will need to be used to share the load or use a lifting aid such as a trolley.
- For single person tasks the correct technique should be used, and persons must have received manual handling training prior to carrying out the task.

A good lifting technique is listed below:

- Position the feet apart.
- Adopt a good posture; bend the knees, keep back straight, keep shoulders level.
- Get a firm grip - try to keep the arms within the boundary formed by the legs.
- Keep close to the load – the load should be as near as possible to the trunk.
- Do not jerk - lift smoothly.
- Move the feet - do not twist the trunk.
- Put down - then adjust position of load.

Good technique

So what is good lifting technique? You almost certainly know ...



Moving Heavy/Awkward Materials Guidance

- All movements of heavy/awkward materials must be well planned as there is a risk they could fall over and cause a serious injury.
- Don't stack items too high as they may topple over.
- Lifting aids should always be used ensuring that the safe working loads are being followed (note you must be trained and competent to use these and a pre-use inspection should be undertaken).
- Always keep away from any danger areas such as pinch points or areas where the load could fall. Never put you or other people at risk.

Use of PA equipment and electrical equipment

Before using the P.A equipment, always ensure that:

- You are trained and competent to use it.
- That it is used in accordance with the manufacturer's instructions.
- You undertake a pre-use check. If you find any faults report them straightaway and do not use it.
- Before you use any electrical equipment always carry out a visual check of the item to ensure that it is free from any defect and that it has an up-to-date PAT (Portable Appliance Test) testing sticker. If defects are found, or there is not an up-to-date PAT testing sticker, DO NOT use the equipment, take it out of use and report it straightaway. Always make sure that you understand how to use equipment prior to its use.

Use of Display Screen Equipment

The church will make sure that a DSE Assessment has been undertaken in respect of your workstation when computer equipment is being used including when homeworking. The Assessment will cover matters such as office furniture, the working environment as well as the computer equipment. Any actions from the Assessments will be reviewed and implemented where necessary.

Regular breaks should be taken from workstations especially when you are undertaking intense screen work. Eyesight tests will be provided as necessary.

Make sure that you are familiar with the recommended way of seating at your workstation and that you assume this seating position wherever possible.



Food Safety

Food has the potential to kill and therefore the following rules must be followed:

- No higher risk food should be served for example seafood or raw eggs
- All food preparation areas should be kept clean and free from contamination
- A high standard of handwashing should be maintained before preparing or serving food, and any jewellery removed
- All food must be appropriately refrigerated if applicable and must be covered and suitably served
- All food must be adequately labelled including allergy information