



## Lightwave Community CIO (“Lightwave”)

### Health and Safety Policy

This policy follows the template recommended by Ecclesiastical Insurance Limited which can be found here: <https://www.ecclesiastical.com/documents/church-health-and-safety-policy-template.pdf>

The Lightwave Community consists of

- Employees of Lightwave CIO directly
- Employees of the St Edmundsbury and Ipswich DBF and Licensed Ministers (lay or ordained) who work for the Growing in God in the Countryside project, or who work with Lightwave in the course of their duties, who also have a responsibility to adhere to the DBF Health and Safety Policy when working for them.
- Volunteers who lead or are members of Lightwave Groups, or Lightwave Rural Hubs
- Members of the public who attend groups, hub meetings or other meetings of our worshipping communities.

In the following document the Lightwave Community (or simply the Community) refers to all of the above people, except where indicated to the contrary.

As a community we understand that we owe a duty of care to ensure the safety of all those in the Lightwave Community.

We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

## 1. General Statement of Policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, members of any worshipping communities or small groups, visitors and others who may use any building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Lightwave Community Council (LCC) accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the LCC to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

The LCC will also appoint a Health and Safety officer who will have day to day responsibility for implementing the policy, working with hub and group leaders and others.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be made available on the Lightwave Website and made available to others on request.

## 2. Organisation and Responsibilities

### 2.1 Lightwave Community Council (LCC) Health and Safety responsible member

The member of the LCC with overall responsibility for implementing our policy is

**ANDREW GOSDEN (temporary appointment)**

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They will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- They keep up to date on health and safety matters relevant to the organisation
- They set a personal example on matters of health and safety.

### 2.2 Health and Safety Officer

Our Health and Safety Officer is

**ANDREW GOSDEN (temporary appointment)**

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Working with the leaders of Lightwave Groups and Hubs they will ensure that:

- All employees and volunteers are aware of their health and safety responsibilities.
- Adequate precautions are taken as set out in this policy and related risk assessments
- Adequate information and training is provided for those that need it
- Any hazards or complaints are investigated and dealt with as soon as possible
- Where defects cannot be corrected immediately, interim steps are taken to prevent danger
- All accidents are reported in-line with the requirements of this policy
- Advice is sought where clarification is necessary on the implementation of this policy
- They set a personal example on matters of health and safety.

### 2.3 Employees and volunteers

All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on Lightwave business or premises controlled by Lightwave (whether leased or owned).

They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions and other working procedures
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees or volunteers of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident
- Do not misuse anything provided in the interests of health and safety.

## 2.4 Responsible Persons

The following are responsible for safety in particular groups/hubs. Where the person named delegates that responsibility (e.g. another person in the group or hub) then the names of those to whom the responsibility is delegated must be lodged with the Lightwave Treasurer.

- Red Lodge Lightwave Rural Hub – Diane Grano, Hub Leader
- Otley Lightwave Rural Hub – Ben Wale, Hub Leader
- Bungay Lightwave Rural Hub – Revd. Josh Bailey, Hub Leader (once licensed)
- Lightwave Groups Registered with the Lightwave Community Council – Lightwave Group leader(s)
- Staff Team – Andrew Gosden, Project Manager.

## 3. Arrangements for health and safety

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, volunteers, any other members of worshipping communities/small groups, visitors, customers and contractors.

### 3.1 General Arrangements

#### **Competent Assistance**

Where necessary, we will appoint someone who is competent to assist us in meeting our health and safety obligations. Where an appointment is made, we will record the details here.

#### **Risk Assessment**

We will complete risk assessments for all meetings, events and activities (whether one-off or regular) to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid. Risk assessments also include an assessment specifically of any Safeguarding Risk and appropriate mitigating actions. A template is provided for this purpose. Completed templates should be lodged with the Health and Safety officer.

#### **Information and Training**

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

#### **First Aid**

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

#### **Accident Reporting**

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

#### **Monitoring**

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

#### **Contractors**

When we employ contractors, we make sure that they have their own health & safety policy and public and Employers Liability Insurance by asking to see copies of the relevant documents.

#### **Record Keeping**

Our Health and Safety Risk Assessments, records and other documents are kept by the Health and Safety Officer in a secure location notified to the Trustees.

### **Notices**

Where we operate in a public space we will ensure that the following is recorded and publicly displayed:

- Location of First Aid Box:
- Person in charge of first aid arrangements
- Location of Accident Book

### **Leased/ Rented Premises**

- All staff (Lightwave & DBF, and volunteers are required to follow all health and safety guidelines laid down in the lease/ rental agreement and any specific notices displayed in the premises e.g. wearing of face masks, no dogs, no smoking etc.

## **3.2 Specific arrangements**

### **Manual Handling**

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

### **Preparation of Food**

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide hand-washing facilities and suitable arrangements for the disposal of waste.

### **Slips and Trips**

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as, hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

### **Working at Height and Work Equipment**

Where possible we will try and avoid the need for work at height. Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions. We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as, ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

**IMPORTANT NOTE: Current insurance excludes cover for work indoors at heights in excess of 3 metres above floor level, or outdoors at heights above first floor gutter line or in excess of 8 metres and the use of fixed powered machinery, or mechanical plant or lifting apparatus;** noise levels exceeding 85dB; hazardous or infectious substances, fumes or vapours, or work involving flammable liquids or hazardous or toxic materials or waste.

### **Light Manual Activities**

Risk assessments will be completed for all light manual activities noting that current insurance excludes cover for:

- work requiring any special permit or licence, such as work on electrical circuits or gas equipment
- work at heights greater than 3m above ground or floor level, or excavation below ground or floor level
- use of mechanical or electrical plant, tools or equipment other than light electrical handyman and gardening tools and electric or petrol-driven lawn mowers

- building, construction or environmental improvement work other than light landscaping, maintenance or decorating
- competitive physical or sporting activity

### **Working Alone**

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety where appropriate and necessary.

Date Approved:	June 2021
Approving Committee:	Lightwave Community Council
Version:	V1
Review Committee:	Lightwave Community Council
Review period	3 years
Review Date:	June 2024
This policy is referenced/required by these other policies or by these organisations	Employment Contract Insurance Policies
Source document(s)	This policy follows the template recommended by Ecclesiastical Insurance Limited which can be found here: <a href="https://www.ecclesiastical.com/documents/church-health-and-safety-policy-template.pdf">https://www.ecclesiastical.com/documents/church-health-and-safety-policy-template.pdf</a>

**NOTE:** Future areas for consideration for any owned/leased buildings THESE ARE NOT CURRENTLY ADDRESSED OR INCLUDED IN OUR POLICY AND ARE INCLUDED HERE FOR REFERENCE AS AND WHEN THEY MAY BECOME RELEVANT

### **Asbestos**

We will take steps to identify the presence of asbestos in our buildings and, if so, assess any risk from it. We will then implement any plan to manage that risk. We will also provide relevant information to others who might need it (for example, building contractors). We will keep records of the checks, assessments and plans we have made.

### **Buildings and Grounds**

We will ensure that the fabric of our buildings and grounds (including walls, gates, trees etc.) is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

### **Construction Work**

Where maintenance, refurbishment and restoration work is planned for any buildings under our responsibility, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

### **Oil Storage**

Where we store large quantities of oil, we will take adequate precautions to ensure that oil cannot leak into the ground or any water course. This may include the provision of a double skinned plastic tank, an adequate bund, regular checks and proper maintenance, etc.

Lightwave Community CIO is registered with the Charities Commission of England and Wales, No. 1193242  
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