

Lay Community of St. Benedict:

04. Health & Safety Policy

Review cycle: 1 year	Last reviewed: March 2024	Next review: Jan 2025
Owner	Health & Safety Officer	Dedicated email address: lcsb.h.and.s@gmail.com

1. Executive Summary

1. The document concerns the Health & Safety Policy of the Lay Community of St. Benedict (LCSB).
2. The LCSB Trustees are responsible for ensuring the health and safety of all members and visitors, and complying with legal regulations.
 - a. LCSB Trustees have overall responsibility for health and safety and legal compliance.
 - b. The policy applies to all members, friends, enquirers, and visitors.
 - c. The policy should be read in conjunction with other relevant policies.
 - d. Serious incidents and complex matters must be referred to the Safeguarding and Compliance Group.
 - e. The policy covers risk assessment, venue safety, equipment maintenance, and food hygiene.
 - f. All accidents and unsafe incidents must be recorded and investigated.
 - g. Members and visitors must comply with the policy and report accidents or unsafe situations.
 - h. The Health and Safety Officer is responsible for implementing and monitoring the policy.
3. The review cycle for this section is 1 year, last reviewed in March 2024, and the next review is scheduled for January 2025. The owner of this policy is the Health & Safety Officer.
4. LCBS events require approved risk assessments and signatures from Health & Safety and Financial teams.
5. The current Public Liability Insurance policy provided by Ecclesiastical has contract number 06/CHA/0324564, expiring on 27/09/2024.

2. Definitions

An LCBS event is an event where there has been an LCSB risk assessment, and the risk assessment has been approved by a member of the Health & Safety Team for budgets up to £2,000, and for budgets over £2,000 signatures are required by both a member of the Health & Safety Team AND a member of the Financial Team.

3. Vital Information

The current Public Liability Insurance is provided by Ecclesiastical. The insurance contract number is **06/CHA/0324564**. This policy expires on 27/09/2024. This information is published on the LCSB website.

4. Statement of Intent

- a. The Lay Community of St. Benedict (LCSB) Trustees have overall responsibility for the health and safety of the organisation, and for ensuring that it fulfils its legal responsibilities in respect of health and safety. It recognises that it is the duty of the Trustees, Council members, and the members to uphold this policy and take the necessary actions to put it into practice.
- b. The LCSB trustees are committed to ensuring that all its activities are safe and will do whatever is necessary to provide for the health, safety and welfare of all members, friends, enquirers and visitors and that any risks to those persons are minimised as far as is practicable.
- c. The LCSB Trustees and Council, as employers, have a duty of care for all their employees and will observe the regulations and codes of practice made under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- d. This policy should be read in conjunction with the LCSB Policy for Safeguarding Children, Young People and Vulnerable Adults, where children, young adults and vulnerable adults are attending events.
- e. Other policies that should be consulted include the LCSB policy on Food Safety and Hygiene.
- f. All serious incidents on any compliance matters, as well as complicated matters of overlap that require escalation, **must** be referred to the LCSB's Safeguarding and Compliance Group (SCG) (see Appendix 2) via its Chair. This the LCSB body mandated by the trustees to provide authoritative guidance on all compliance (not just safeguarding) as well as other legal matters. It is then the responsibility of the LCSB leadership and its officers to implement the decisions of the SCG.
- g. The SCG does not involve all its members with every issue that arises but brings together those with specifically relevant expertise as needed. Some items may be confidential. It's answerable directly to the trustees and always chaired by a trustee.
- h. Although in law we are not required to comply with the regulations under the Health and Safety at Work legislation because we do not employ five or more people, we do so as a matter of standards and transparency.
- i. Unless the risk assessment shows that the risks are covered by the insurance policy no meeting may take place.
- j. This policy will be reviewed annually by the LCSB Council and Trustees, in January.

5. The General Responsibilities

- a. A nominated Health and Safety Officer will be responsible for the implementation and monitoring of this policy and recommending changes where necessary.
- b. All accidents or unsafe incidents will be recorded and investigated by the Health and Safety Officer on behalf of the LCSB Trustees/Council as soon as possible and subsequently report to the next LCSB council meeting.
- c. The Health and Safety Officer is responsible for:**
 - i. Assessing any risk to the Health and Safety of members, friends, enquirers, seekers, and visitors and identifying what measures are needed to comply with appropriate health and safety obligations.
 - ii. Ensuring that venues are safe and without risk to health, including safe ways to enter and exit the venues. (under most circumstances this will involve adherence to the venues own health and safety policies and risk assessments)
 - iii. Ensuring that equipment is safe and well maintained. (under most circumstances this responsibility will fall to the owner of the equipment and under whose control the equipment is)
 - iv. Encouraging members, friends, enquirers, seekers, and visitors to co-operate in ensuring safe and healthy conditions at events by effective joint consultation.
 - v. Establishing Emergency Procedures as required.
 - vi. Consult with employed staff and members routinely on health and safety matters as they arise.
 - vii. Maintaining a record of accidents/near misses at events, over and above the legal requirement to complete the 'on site' accident book held at the event premises. This is available using this [LCSB Online Incident Report Form \(Accident Book\)](#).
 - viii. Ensuring food and hygiene standards are adhered to, as specified by the LCSB Food Safety Officer or other FSH qualified person.

6. Member/Friends/Visitors Responsibilities.

All LCSB Members, Friends and visitors (including enquirers and seekers) will ensure that:

- a. They are aware of the contents of this Health and Safety Policy.
- b. They comply with this policy and adjunct policies referred to.
- c. They take care of themselves, and others who may be affected by their actions or omissions.
- d. They report accidents or near misses (*incidents which could have led to an accident*), to any responsible person (*The event leader or person in control of the event or premises*) as soon as is practicable.
- e. They are aware of Health and Safety and Fire Procedures for the premises in which they are operating or visiting.
- f. If they identify any situation which they think could be unsafe in any way, they report it to a responsible person (*The event leader or person in control of the event or premises*) as soon as practicable.
- g. Everyone is responsible for their own safety at Area/Regional Group events (*para. 5 below*)
- h. They must not undertake any heavy lifting at an event run by or on behalf of the LCSB. (this includes lifting persons with mobility difficulties)

- i. They must not administer medication to any other person, unless medically qualified to do so.
- j. In all cases a report should be filed in the [LCSB Online Incident Report Form \(Accident Book\)](#).

7. Employees Responsibilities

- a. Persons employed by the LCSB will co-operate with line managers and the Health and Safety Officer with health and safety matters.
- b. Employees will take reasonable care of their own health and safety; and report any health and safety concerns to the Health and Safety Officer.
- c. Employees and members will familiarise themselves with the 'Home working and staying healthy' document attached at *Appendix 'A'* to this policy.
- d. Where employees may also be members, they should declare which role they are fulfilling, in advance, for the avoidance of confusion concerning responsibilities.

8. Health and Safety at Events, including regional and area group meetings.

- a. There is a Risk Assessment Processes document to guide the Event Organiser. This is stored in the Health & Safety documents in the LCSB Google Workspace.
- b. No meetings should be held in rented houses and flats, because of the complexities concerning multiple insurance arrangements.
- c. Where an event is held in an LCSB member's home, the member should ensure their home insurance covers such use of their property.
- d. It is noted that where a hired venue is used, a hirer's liability insurance may cover public liability for individuals, but may not be applicable when being used by an organisation such as LCSB. The extent of the venue's hirer's insurance should be checked in each case.
- e. The LCSB event leader will ensure that the health and safety policies for the venue are complied with, and
- f. All members, friends, enquirers, seekers, and visitors who are attending the event will comply with the health and safety policies for that venue.
- g. The LCSB Health and Safety Officer will ensure that the venue's health and safety policies are adequate and appropriate for the persons attending from or on behalf of the LCSB.
- h. The LCSB Health and Safety Officer will ensure that the event organiser has access to and knowledge of the whereabouts of First Aid equipment at the premises.
- i. The LCSB reserves the right to refuse to make a booking where attendees may be required to undertake actions that would be a risk to the health and safety of attendees. (e.g. heavy lifting)
- j. The LCSB requires all third-party venues and organisations to provide a copy of the Risk Assessment for the event and Public Liability Insurance. The event organiser should also check that the venue has a Health & Safety Policy on their website and should include a link to this in the Risk Assessment for the individual event.
- k. A risk assessment must be carried out for each LCSB event, no matter where it is held.
- l. All events being planned, whether confirmed or not, should be added to the [LCSB Event Management Log](#).
- m. All event documents (risk assessments, budget, event plan and miscellaneous documents) will be stored on the LCSB Google workspace, in the dedicated area for Health and Safety with access for team and event leads to consult and amend as required.

- n. A risk assessment and event plan should be shown to the H & S Officer during the planning stages.
- o. All risk assessments must be signed by the event manager and approved by a member of H&S team for the event to proceed. For events over £2000 an additional signature by someone from the Finance team is required
- p. **It must be emphasised that with no risk assessment there may be no insurance cover and the event cannot proceed. This is non-negotiable.**
- q. For LCSB events held in members and seekers homes or in a public space (for example a park), a risk assessment is required if the event is being held in the name of the LCSB.
- r. At least one person in the event team should have completed a minimum of a Level 2 Food Hygiene course if food is provided by LCSB as part of the event. This is not necessary if all food is provided by external caterers.
- s. This event plan should be shared with the leaders for each event.
- t. Where food is involved (beyond tea, coffee. Biscuits and in-date shop bought cakes), consultation should also be made to the LCSB Food Safety Officer.
- u. For events not held on site, for example cross walks, the leader should wear a **Chief Marshall** tabard.
- v. The LCSB Public Liability Insurance is available for viewing, both via the website, with a link to this included within the event plan for each event. In addition, where third party organisations and venues are involved a copy of their Public Liability Insurance is required and lodged in the event folder.
- w. There will be two levels of risk assessment:
 - i. **DETAILED RISK ASSESSMENT FORM:** For major events such as Easter and summer gathering, Cross Walks.
 - ii. **SUMMARY RISK ASSESSMENT FORM:** Events held in people's homes.
- x. If AN EVENT is a repeating event, (e.g. a monthly lunch or walk) then one risk assessment will be completed for each calendar year unless there are any material changes, such as a change of venue).
- y. For major LCSB events a first aider must be appointed and be present at all times.

9. LCSB Regional and Area group meetings: meetings in private homes etc)

- a. From time to time, regional or area meetings are held in private homes. The LCSB trustees/council **are** responsible for the health and safety of members, friends, enquirers, seekers, or visitors whilst meeting in the private homes of members, friends, enquirers, seekers, or visitors.
- b. It shall be the responsibility of the homeowner/occupier to ensure the safety of those people attending an event at their home in connection with LCSB matters, by assessing any risks and identifying them to persons attending. In practice this means that the event organiser (who may also be the home owner) will be required to complete a risk assessment.
- c. The LCSB will provide a simple guide for homeowners of items to think about. These might include pets, loose cables, boxes and equipment trailing, slippery paths, stairs, the presence of non-community members, especially children and fire safety including instructions for quick exists and fire extinguishers suitable for a domestic setting.
- d. The homeowner/occupier should ensure that there is access to a basic first aid kit. The organiser should carry a first aid kit with their equipment, as standard.

- e. A First Aid kit will be required at ALL events.
- f. It shall be the responsibility of individuals attending the home of another in connection with LCSB matters, to look after their own safety and risk to health.
- g. A simplified risk assessment should be shown to the H & S Officer during the planning stages and be signed off by the H&S Officer.
- h. Where food is involved (beyond tea, coffee, Biscuits and in-date shop bought cakes), reference should also be made to the LCSB Food Safety Officer.
- i. It is the responsibility of the homeowner to ensure that they have adequate public liability insurance for this type of event in their property. More information concerning this is available in the ancillary document *03 Risk Assessment Guidance regarding Insurance*.

10. The Health and Safety Officer

- a. As a minimum the Health and Safety Officer should complete training to at least Level 2 Basic Health and Safety and a second course in Health and Safety Risk Assessment.
- b. The Health and Safety Officer is a member of the LCSB's Safeguarding and Compliance Group (SCG) (see Appendix 2)
- c. To ensure GDPR levels of privacy and security the LCSB Health & Safety Officer has a unique email address for this role: LCSB.H.and.S@gmail.com.
- d. The Institute of Chartered Environmental Health provide suitable courses.

11. Training

- a. All those in positions of responsibility for food hygiene and event management should receive regular training to ensure legal compliance and wellbeing of the community.
- b. Although H & S Officer has the ultimate decision, collaborative ownership is essential as it is impossible to have eyes and ears everywhere., a series of short guides will be drawn up that covers most eventualities. These will be rolled out gradually at each of the main meetings.

12. Review of Policy.

The Policy shall be reviewed by LCSB council and Trustees annually, in January, or whenever deemed necessary to amend.

HOME WORKING AND STAYING HEALTHY.

Before you start work at home, set up your workspace:

1. Adjust your seat height so that your arms are roughly at right angles and your forearms horizontal.
2. Use a footrest if your feet are not flat on floor after adjusting your chair height.
3. Make sure your lower back is supported. If you need more support, try using a folded towel or cushion between your back and the backrest of the chair.
4. Keep your wrists in a neutral position, not excessively flexed up or down.
5. Adjust your monitor height so that the top of the screen is roughly at eye level. You can use a box or books if you don't have a laptop stand.
6. Use a separate keyboard and mouse if possible.
7. Refresh your memory of the DSE e-learning module.

This link below will take you to the Workstation e-learning module produced by Bristol University

<https://sway.office.com/UGxgfDN3r5zHh9Mg>

The module is tailored for working at the University and has some good advice for setting up workstations and working from home.

Remember to:

- take regular, short breaks away from your workstation.
- include movement and activity as part of your working day.
- report any issues to the LCSB Health and Safety officer, who can advise further.

Prevention is the key.