

# SPS Health and Safety Policy

## *OUR DUTY OF CARE TO ENSURE SAFETY*



### 1. Why we need to have this policy

As an employer and a religious community centre, under the Health and Safety Act 1974, Southgate Progressive Synagogue (hereafter referred to as SPS) is required to have a health and safety policy.

SPS fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety.

### 2. General statement of intent

The Trustees - Executive and Council - of SPS recognises and accepts that we owe a duty of care to ensure the health and safety - as far as is reasonably practicable - of all who attend our premises - employees, volunteers, worshippers, visitors, contractors, and religion school pupils - as well as others who may use the synagogue premises for which we are responsible.

This will be in accordance with the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. We will ensure that adequate resources are made available to achieve this objective.

The Act requires one specific individual have overall responsibility for the implementation of this Health and Safety Policy, not a committee. At SPS this is the SPS Chair.

We will keep health and safety matters under review at appropriate intervals, monitoring the effectiveness of the policy, and amending it where we believe it is required.

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 synagogue plays her / his 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 kept in the SPS Office and made available on request.

### **Signed:**

**Mark Shaw, SPS Chair - For and on behalf of the SPS Executive and Council (Trustees), as agreed at a Council meeting on - Date:**

### **3. Organisation and responsibilities**

#### **3.1. The SPS Chair has overall responsibility for implementing this policy.**

S/he 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 as soon as practicable
- 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 synagogue
- Set a personal example on matters of health and safety.

#### **3.2. The SPS Trustees - Executive and Council - have day-to-day responsibility for implementing this policy.**

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.

#### **3.3. 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 SPS business or premises.**

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.

#### **4. Arrangements (systems and procedures)**

This section sets out our general arrangements for managing health and safety and dealing with specific risks; any items that do not apply to our activities have been omitted.

##### **General Arrangements**

#### **4.1. 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.

#### **4.2. Risk assessment**

We will complete risk assessments 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.

#### **4.3. 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.

#### **4.4 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 and training for employees and volunteers.

Our first aid boxes are located in **the House kitchen** and **Schindler Hall kitchen**.

Our person in charge of first aid arrangements is the **SPS Office Manager**.

#### **4.5. Accident reporting**

We will keep an accident book and record details therein. We will report to the enforcing authorities 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.

Our Accident Book is kept in **the SPS Office**.

#### **4.6. 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 synagogue utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

#### **4.7. Contractors**

If 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.

Contractors' staff working on the SPS site must act in compliance with SPS policies.

#### **4.8. Record keeping**

Our Health and Safety Risk Assessments, records and other documents are kept in **the SPS Office**

#### **4.9. Safety clearways, floors and stairs**

Corridors, doorways, and stairways must be kept free of obstructions and properly lit. All floors and stairs must be maintained to a safe condition.

#### **4.10. Cleaning, hygiene and waste disposal**

Cleaning activities are carried out regularly in SPS premises and it is important to consider the risks to persons while cleaning and put adequate control measures in place. If specific staff or cleaning contractors are employed to carry out the task of cleaning, then adequate controls must also be implemented for their safety also.

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## **Specific Arrangements**

### **4.11. Asbestos**

We will take the necessary 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.

### **4.12. Synagogue buildings**

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable bearing in mind that a contractor may be required. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This includes glazing.

### **4.13. SPS site**

We will ensure that boundary walls, fences and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe. Any physical structures outside the buildings will be checked regularly to ensure they are properly maintained. All driveways, pathways, and pavements must be maintained to a safe standard for pedestrians.

### **4.14. Lighting**

In order to ensure that all parts of the synagogue are adequately lit, an inspection will be made every **week** by the person responsible to ensure that all lights in the buildings are working. Any bulbs that require replacing will be reported to the responsible person who will ensure that the bulbs are replaced following appropriate safety procedures.

### **4.15. Construction work**

Where maintenance, refurbishment and restoration work is planned for our synagogue buildings, 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.

### **4.16. Display Screen Equipment (DSE)**

Where our employees and volunteers regularly use computers, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and prescribed spectacles if needed.

#### **4.17. Electricity**

We will ensure that any electrical system, fixed machine, and portable appliance is maintained to prevent danger. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

#### **4.18. Events**

Where we intend to hold large or unusual concerts, services, and fundraising events, we will identify any additional precautions that are necessary and implement these.

#### **4.19. Fire and emergency evacuation**

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid.

#### **4.20. Hazardous substances**

We only use domestic cleaning or horticultural products. We will ensure that these are stored, used, and disposed of in accordance with the manufacturers' instructions, taking any necessary precautions that are specified.

#### **4.21. Heating systems**

We will ensure that our gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

All gas appliances, installation pipe work and flues must be maintained in a safe condition to prevent risk of injury to any person. Gas appliances must be inspected by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety should be implemented immediately.

#### ***Carbon Monoxide***

Unsafe gas appliances produce a highly poisonous gas called Carbon Monoxide (CO). It can cause death as well as serious long term health problems such as brain damage. We will take advice as to the installation of a carbon monoxide alarm and if installed will have it regularly checked.

#### **4.22. Lifting equipment**

We will ensure that any lifting or moving equipment is properly maintained and thoroughly examined periodically by a competent person.

#### **4.23. Manual handling - lifting, carrying and moving**

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.

#### **4.24. Food preparation**

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.

#### **4.25. Slips, trips and falls**

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 handrails 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.

#### **4.26. Work equipment and maintenance**

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. Defective equipment, furniture and structures must be reported as such without delay.

#### **4.27. Working alone**

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

#### **4.28. Working at height**

Where possible, we will try to 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.

#### **4.29. Legionella**

A suitably competent person who understands water systems will establish a description of our system and any possible exposure to legionella risk as part of a risk assessment. The following factors will be considered:

- Any potential risk sources and that controls are in place
- Monitoring, inspection and maintenance procedures
- Record of checks carried out.

#### **4.30. Condemnation and disposal of equipment**

Procedures for the condemnation and disposal of (obsolete) equipment as determined by an Executive Officer.

New equipment introduced should be safety checked before installation.

#### **4.31. Non-smoking / vaping / non-prescription drugs**

SPS policy is that there will be no smoking, vaping, or taking of illegal non-prescription drugs/substances within its buildings or on any part of the site.

### **5. Risk assessment**

Please see the SPS Risk Management Policy.

### **6. Non-compliance with health and safety regulations**

Any breach of health and safety regulations and rules by a member of staff, or failure to comply with this policy, will be taken very seriously and may result in appropriate disciplinary action being taken against the offender.

### **7. Information and enforcement**

For places of worship, it is the Local Authority which has responsibility for Health and Safety information and enforcement. For SPS this is the London Borough of Enfield Council.

-----

**Date:** 6<sup>th</sup> September 2023  
2026

**Review Date:** September

**Signature:** *Mark Howard Shaw*

**Printed Name:** Mark H Shaw

SPS Chair on behalf of SPS Executive and Council