



HEALTH AND SAFETY POLICY

Lead Person – Head of the Ministry: Michael Fletcher

Health and Safety Manager: Andy Elmer

This policy will be reviewed in full by the Board of Overseers on an annual basis.

Signature Date

Michael Fletcher, Overseer of People, Carmel Ministries International

Signature Date

Early Years Manager, Carmel Christian School

Revision table	Date	Details
Review	20 September 2017	Major review and rebuild of the policy
Review	20 September 2018	Review
Review	20 August 2019	Review
Review	20 August 2020	Review
Review	14 May 2021	Review due to staff and setting changes in CCS.
Review	14 May 2022	Embedded links to websites and guidance.
Update	8 June 2022	Updated list of first aiders.
Next Review Due	8 June 2023	

A. General Statement of Policy

This Health and Safety Policy applies to Carmel Ministries International (CMI), including Carmel Christian School (CCS). Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour, voluntary helpers and school pupils, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church premises, including the outside areas.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up-to-date, particularly in the light of any changes to our building or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of Carmel Ministries International (CMI) including Carmel Christian School, and sub-committees (where they exist), and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed: _____

Overseer of Assets

Date: _____

B. Organisation and Responsibilities

Responsibility of the CEO

Overall responsibility for health and safety is that of the CEO, who will ensure that arrangements are in place to satisfy health and safety regulations ([The Management of Health and Safety at Work Regulations 1999](#)) and appropriate Codes of Practice. Specific responsibilities may be delegated to church and school personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

Responsibility of the Overseer of Assets

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Overseer of Assets.

Responsibility of the Health and Safety Manager

The Health and Safety Manager is the lead for the site and carries the responsibility for the coordination and implementation of the H&S laws and policies. They also carry the responsibility for the day-to-day implementation of the arrangements outlined in this policy. They report to the Board of Overseers.

The responsibilities of the Health and Safety Manager includes, but is not restricted to:

1. Being current and confident in all health and safety regulations for work, including those specifically for our education services.
2. Ensuring the policies and any updates are circulated to all heads of departments and volunteers.
3. Ensuring regular audits and risk assessments are being carried out and lessons learnt communicated to heads of departments.
4. Ensuring that staff have received the appropriate training and attend the required updates.
5. Ensuring emergency equipment is available and safe for use.
6. Ensuring appropriate reporting mechanisms are in place for compliance with all regulatory requirements.
7. Ensuring infection control measures are in place and that the environment is safe for everyone.
8. Keeping a record of all accidents, incidents and near misses and report them to named authorities as applicable e.g., RIDDOR.
9. Ensuring health and safety regulations are carried out on the site.
10. Being familiar with the health and safety policy and arrangements and ensure they are observed.

11. Doing regular H&S checks and reporting any concerns or failings to the Overseer of Assets.
12. Ensuring the premises are safe and, as far as possible, at low risk of slipping falling and tripping incidents.
13. Ensuring regulatory checks are carried out by outside contractors on site equipment.
14. Carrying out any regulatory audits and checks as required.
15. Carrying out regular environmental quality walk around checks to identify possible risks.
16. Ensuring that safety equipment and protective clothing is in stock, provided and used by all personnel where this is required.
17. Ensuring that all plant equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
18. Ensuring that adequate access and egress is maintained.
19. Ensuring the building fire equipment is in working order and fire exits are not obstructed.
20. Ensuring that food hygiene regulations and procedures are observed.
21. Ensuring infection control and COSHH measures are carried out.
22. Ensuring they completes the appropriate documentation where needed and is fed back to the Overseer of Assets.

Responsibility of Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church or school business on the premises.

Employees and voluntary workers must, therefore:

1. Read Carmel policies and procedures and ensure they are familiar with the building's layout.
2. Ensure CMI staff are aware of the crisis management and emergency evacuation procedure, and ensure that CCS staff have read and understood the setting's Emergency and Critical Incident Policy and Invacuation, Lockdown and Evacuation Policy.
3. Use protective clothing and equipment when it is required.
4. Report any fault or defect in equipment immediately to the appropriate person.
5. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
6. Not misuse any equipment provided in the interests of health and safety.
7. Follow the Emergency and Critical Incident Policy and direct, if allocated to do so, the visitors and congregation members in case of emergency evacuation or crisis management.

Responsible Persons

Carmel Ministries International and Carmel Christian School
Health and Safety Policy

The following are responsible for safety in particular areas: Please see floor plan in emergency folder.

The numbers in brackets relate to the appropriate section of the policy. This list is not exhaustive.

Area of responsibility	Name	Contact details
Fire safety and Fire drills	Andy Elmer	Ext 2050
Fire extinguishers (2.1)	Andy Elmer	Ext 2050
Emergency evacuation (2.4)	Andy Elmer	Ext 2050
Emergency Lighting	Andy Elmer	Ext 2050
Portable electrical appliances (3.1)	Andy Elmer	Ext 2050
Fixed electrical system (3.4)	Andy Elmer	Ext 2050
Hazardous substances (5)	Alex Smith Andy Elmer	07748222022 Ext. 2050
Plant and machinery (6)	Andy Elmer	Ext 2050
Condition of floors and stairs (7.1)	Andy Elmer	Ext 2050
Condition of churchyard (7.2)	Andy Elmer	Ext 2050
Light bulb changing (8)	Andy Elmer	Ext 2050
Working at high levels (9)	Andy Elmer	Ext 2050
Food preparation (10)	Various, as appropriate	
Manual handling (11)	Andy Elmer	Ext 2050
Display screen equipment (12)	Andy Elmer	Ext 2050
Building defects/glazing (13)	Andy Elmer	Ext 2050
Child protection (14)	Andy Elmer	Ext 2050
Personal safety (15)	Andy Elmer	Ext 2050
Events, fêtes and off-site outings (16.1)	Andrew Smallridge	Ext 2008
Contractors (17)	Andy Elmer	Ext 2050
Health and safety training	Andy Elmer	Ext 2050

Health and Safety Representatives by Area Name/Position

Area of responsibility	Name	Contact details
Main Auditorium	Andy Elmer	Ext 2050
Carmel Christian School	Joanne Collins	Ext 2021
Reception & Coffee area	Andy Elmer	Ext 2050
Storehouse	Andy Elmer	Ext 2050
Media offices	James Elmer	Ext 2017
Boardroom	Jane Jones	Ext 2002
Kitchen	Asif Francis	Ext 2010
The Bean (mezzanine level)	Mark & Jane Jones	Ext 2018
Hall B and C	Andy Elmer	Ext 2015
Hall A	Nigel Parkinson	Ext 3000
Churchyard and school playground	Andy Elmer	Ext 2050

C. Arrangements (implementation of the policy)

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

Accidents and First Aid

A dedicated box with PPE (for COVID-19 purposes) is available in the following locations:

- Disabled toilet/sick bay (off the auditorium)
- Early Years classroom
- Upstairs female toilet

A burns kit is also available in the kitchen.

Display signs are near the First Aid boxes and emergency exit fire extinguishers.

First aid boxes are located in:

Downstairs
Early Years Classroom
Usher's station
Sick Bay/Disabled Toilet
Reception desk
The Bean (mezzanine level)
Upstairs
Kitchen
Hall A
Carmel Media
Children's Church
Home-Ed Hub

Trained/qualified first aiders are:

Area	Name
Carmel Christian School	Joanne Collins Jenny Candia Vicky Fletcher Becky Fynn-Garbrah

Carmel Ministries International and Carmel Christian School
Health and Safety Policy

CMI Staff	Andy Elmer Jane Jones Rick Bueno James Elmer
Carmel Bible College	Nigel Parkinson
Children's Church	Sola Kolade Olu Kolade
Home-Ed Hub	Kerry Turnbull

The accident book(s) is/are located in:

- The Early Years classroom (Carmel Christian School)
- Hall A (Carmel Bible College)
- Carmel Media
- Home-Ed Hub

All accidents and incidents are entered in the accident book or on an accident report form and our insurers advised as appropriate (a specimen accident report form is available upon request).

Incidents are investigated as appropriate. The incident books are given to the Health and Safety Manager who logs the incident in a register and does a trend analysis.

All booked events' organisers to ensure they have a copy of Carmel's emergency policies.

Accident books and accident records are regularly reviewed, summarised in a log and lessons learned are fed back to all heads of departments to action.

1. RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) (RIDDOR), there is a statutory requirement to report certain types of accidents, dangerous occurrences and diseases to the enforcing authorities. Fatal accidents, major injuries and injuries that involve the injured person being absent from work or unable to perform their normal duties for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

For most types of incidents, the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1 of the Regulations). A report must be received within 10 days of the incident.

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately.
- Accidents involving the injured person losing **more than seven consecutive days** of work (excluding the day of the accident but including any days that would not have

been working days) but do not fall into the above category, must be reported within **fifteen days**.

- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- Reportable diseases, as defined by the regulations, must be reported to the enforcing authority. This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionella and hepatitis, and other conditions such as certain musculoskeletal disorders.

RIDDOR reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours: Monday to Friday 8.30am to 5.00pm).

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2. Fire Safety

CMI comply with the [Regulatory Reform \(Fire Safety\) Order 2005](#). In order to achieve this, we undertake the following:

- Regular Fire Risk Assessments. This is carried out either as a specific exercise annually or as part of our general health and safety risk assessments around planned events.
- Weekly fire alarm checks around the function and audibility of the alarm.
- Regular fire drills (at least termly) that include full evacuation (see Fire Policy).
- To ensure we have adequate fire equipment, smoke detectors and lighting.
- Ensure all staff are familiar with our Fire Policy and we allocate trained fire wardens daily during office hours and at all events to safely evacuate the premises.
- A regular check that our fire alarm system and equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

- Conduct regular audits and environmental checks that include fire exits and fire extinguishers.
- Regular in-house checks on the emergency lighting and fire extinguishers and annually by an external contractor.

Fire Extinguishers

Fire extinguishers are kept in the locations identified (as per the Fire policy).

The extinguishers noted are checked every month by the responsible person to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked annually (by Abbey Fire Protection)

The fire alarm system is tested every Friday and the system checked annually by ADT. The Health and Safety Manager is responsible for ensuring this is done.

Other Fire Protection Equipment

Other fire equipment e.g., fire blankets, etc., will be maintained as per the manufacturer's instructions.

Evacuation Procedure

For large services and conferences (based on risk assessments), please see emergency full evacuation procedure in FIRE RISK.

1. The site has designated safe fire evacuation assembly points.
2. The designated Fire Warden will lead the evacuation process during office hours and the Head Usher will assign a Fire Warden during services or special events.

Evacuation Drills

Fire evacuation drills will be carried out every term during the first week of the school term.

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

1. Evacuate to the designated assembly point (see Fire Safety Policy).
2. Ensure clear access for the emergency vehicles.

Fire Wardens

The following staff are trained fire wardens:

Name	Department
Joanne Collins	CCS Early Years

Carmel Ministries International and Carmel Christian School
Health and Safety Policy

Vicky Fletcher	CCS Early Years
James Elmer	Carmel Media
Rick Bueno	Carmel Media
Nigel Parkinson	Carmel Bible College
Alex Smith, Michael Abrahams, Jonathan Gill	Church

3. Electrical Safety

1. A list of all our portable electrical appliances is maintained by the responsible person and all equipment is PAT tested annually.
2. The maintenance person will conduct monthly environmental checks, which will include wires and cables, and all faults will be reported for repairs and removed from use where necessary.
3. Every year, all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.
4. All second-hand and donated machinery or equipment will not be used on the premises until it has been tested for electrical safety.
5. All electrical faults will be reported in the maintenance book for repairs.
6. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.
7. At intervals of between two and a half and four years, our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
8. All electrical equipment will have appropriate labels and signage on or next to them regarding checks and alerting people of potential danger.
9. All electrical equipment to be switched off when not in use.
10. Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. Gas Equipment Safety

The site only has 2 LPG bottles used for barbeques. These are located outside the building.

- Cylinders are changed outside in the open air.
- Spare cylinders are kept in a locked compound.

Carmel Ministries International and Carmel Christian School
Health and Safety Policy

Our monthly environment check includes the gas cylinders.

5. Hazardous Substances

The responsible person will maintain a list of all hazardous substances used.

Some hazardous substances, such as asbestos, which may be found in boiler rooms etc., require specialist treatment and must only be touched or removed by specialist contractors.

Please see COSHH Policy.

ACM Cladding

CMI has checked and there is no ACM cladding in use on any buildings which are either 18 metres or more in height.

6. Safety of Plant and Machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may use hand tools only and are not permitted to operate any power-driven item of plant or machinery.
8. Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration, provided they can be safely secured. This may necessitate the use of ladder ties.
9. Any defect and damage found to any item of plant or machinery must be reported to the responsible person.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements, for example, our oil fired boiler is checked and maintained annually by an OFTEC registered engineer.
11. In most cases when using machinery, PPE such as boots, gloves, eye protection and overalls should be worn. In certain situations, head protection and ear protection may be necessary. Other items of plant and machinery could include the following: ladders, drills, etc.

12. Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.
13. The following items of plant and equipment are tested by a competent person in accordance with an inspection programme:

Item	Inspection arrangements	Frequency
Oil storage tank	Sylvie Oil	Annual
Emergency Lighting	Valentine	Annual
Fire extinguishers	Abbey Fire Protection	Annual
PAT testing	In-house	One to Two-yearly
Rolling Shutter doors	Kingswood Doors	Annual
Security Alarm System	ADT	Annual
Smoke Detection System	Tyco	Annual
Fire Risk Assessment	Cannon	Annual
Ventilation System	Wyatt Air	Annual
Asbestos Survey	Asbestos Consultants	Annual
Legionella Water testing	TBC	Annual

7. Slips, Trips and Falls – Condition of Floors, Steps and Paths

In order to reduce, as far as is reasonably practicable, the risk of slips, trips and falls, the environmental walk around monthly inspection will be made by the Health and Safety Representative of each department.

- All floors and stairs in the church and buildings.
- Cleaning staff to ensure they use signage when they clean wet surfaces.
- All paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths.

Any defects will be reported on a maintenance request form for action.

8. Lighting

In order to ensure that the building is adequately lit, an inspection will be made every month by the health and safety representative to ensure that all lights in the church, school, hall and churchyard are working. Any bulbs that require replacing will be reported on a maintenance request form for action.

9. Working at High Levels

The following areas are designated as high levels:

Roof, ceilings

Only the following persons may work at high levels:

- approved contractors
- competent volunteers
- named individuals

The following procedures must be followed:

- the safety harnesses provided must be used in conjunction with the fixed anchor points and the fixed latch ways

Only the following work is authorised without special agreement:

- replacing light bulbs
- clearing leaves and debris from gutters

The appropriate training will be given and a system of recording will detail who is working where at any time.

10. Preparation of Food

Food is prepared off site and re-heated in the kitchen. Only with prior approval will food be prepared in the kitchen. Staff preparing food on site must have appropriate food handling and food preparation training.

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored, including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Food items may only be prepared in the kitchen area on the first floor.
6. Only persons who have received the appropriate training may prepare and serve food.
7. We ensure that all hirers who wish to provide food are advised of the facilities and procedures.

12. Manual Handling – Lifting, Carrying and Moving Loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.
5. All ushers to have people handling training.

13. Display Screen Equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments:

- stability and legibility of the screen, and the contrast and brightness of the screen
- tilt and swivel of the screen
- suitability of keyboards, desks and chairs
- the work station environment
- the user-friendliness of the software

All staff whose primary job role involves using display screen equipment will be advised to have yearly eye test.

Sound equipment users, e.g., drummers will be advised to use ear protectors.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

14. Building Structure, including Window Glazing

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them.
2. The buildings are inspected every month by the health and safety representatives and quarterly by the Services Manager.
3. Any defects noted are immediately reported and the procedures put in hand for repairs.
4. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

5. A check is made of any asbestos in the building by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
6. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

15. Safeguarding of Children and Vulnerable Adults

1. CMI has a Safeguarding and Child Protection policy in place and all staff are made aware of this at induction.
2. All off-site activities that are held via school or church, such as youth outings, are risk assessed and management plans are in place to reduce risk. E.g., staff student ratio on excursions.
3. Parental consent forms should be obtained for trips away from the church and school.
4. All children and adults with identified special needs, including mobility and communication issues, will have independent risk assessments in place, where needed, depending on the concern.
5. All safeguarding allegations are taken seriously and recorded and shared with authorities where needed as per policy.
6. A record will be maintained of all accidents, incidents and near misses involving children.
7. All staff working with students and under 18s, including volunteers, are to have an enhanced DBS check.
8. Youth staff will consult with parents regarding consenting to unescorted walks, offering lifts, etc.
9. Both CMI and CCS has a Designated Safeguarding Lead and awareness training is done with all permanent staff.
10. All volunteers and staff to be confident about safeguarding procedure.

16. Risk Assessments/Activities

- Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under [The Management of Health and Safety at Work Regulations 1999](#).
- Please see our Risk Assessment Policy and folder for specific and standard risk assessments (a specimen risk assessment form is in the Risk Assessment Policy).

17. Contractors and Visitors

Anyone entering the church or school premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a

contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same).
2. Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and co-operate with the church/school officials in providing a safe place of work and a safe system of operation.
4. Where plant and machinery are brought onto the premises by contractors, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of CMI officials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake (a specimen work permit is available upon request). Particular care needs to be taken for 'hot works' and a separate Hot Work permit is available at request.
7. All contractors and visitors to sign in the visitors' book and display the visitors badge for the duration of the visit.

18. CDM Regulations

[The Construction \(Design and Management\) Regulations 2015](#) apply to all construction work in Great Britain. We are aware of the responsibilities under these regulations. As a 'client' – an individual or organisation for whom construction work is being carried out, we have a number of specific duties under the CDM Regulations, which the guidance on the legal requirements stipulates in the guidance.

- Make suitable arrangements for managing a project. This includes making sure:
 - other duty holders are appointed;
 - sufficient time and resources are allocated;
- Making sure relevant information is prepared and provided to other duty holders;
 - the principal designer and principal contractor carry out their duties;
 - welfare facilities are provided.
- A project is notifiable to the HSE if the construction phase will be longer than 30 days and have more than 20 workers on site simultaneously at any point in the project, or 500 person days of construction work.

19. Heating

Recommended room temperatures are 18C in the building. There must be adequate

ventilation and thermometers will be kept to monitor the temperature. Windows should open safely and have shading provided where necessary.

20. Communicating Health and Safety Information

The Health and Safety Manager is responsible for circulating all relevant health and safety bulletins/updates to all staff. Health and safety management is part of new staff induction process and an agenda item at all staff meetings.

Incident and risk reviews are discussed in meetings and action plans developed to include lessons learned information to be shared with teams

Health and safety issues form part of departmental feedback to the BOS and all concerns are reported to the Health and Safety Manager. CMI keep records of all incidents and near misses.

All staff and volunteers to feedback any new updates or concerns.

21. Information and Enforcement

1. Environmental Health Service Information

BCC Environmental Health Department
Princes Wharf
City Docks
Bristol
BS1 4RN
0117 925 1470

2. The Medical Advisory Service

The Medical Advisory Service is a part of the Health and Safety Executive and is able to provide guidance on health matters. The contact details of your regional HSE office where you can contact the Medical Advisory Service is available online:
<https://www.hse.gov.uk/contact/maps/>

3. Health and Safety Executive Information

0300 003 1747

4. HSE Books

01787 881165

5. Health and Safety Law poster

Carmel Ministries International and Carmel Christian School
Health and Safety Policy

A copy of the HSE poster 'Health and Safety Law – what you should know' is displayed on the outside door of the maintenance office.