

# **Health and Safety Manual**



**2010**

# Theology House

## Health and Safety

### Health and safety policy

Theology House, its management and staff are committed to maintaining a safe workplace to protect the health and safety of staff and visitors. The Board will encourage staff to return to work as soon as they are able in whatever limited capacity.

Policies and procedures set out in the Health and Safety Manual are mandatory. Employees have a responsibility to ensure the safety of themselves, their colleagues, and visitors to the premises.

Theology House and its management will not tolerate breaches of these policies and procedures.

P R Carrell  
Director  
4 March 2010

### Introduction

Theology House work place is

1. 30 Church Lane in particular:
  - the first floor offices
  - the stairs
  - the ground floor common area

Accidents cause personal suffering and loss to employees, and disruption and loss to Theology House.

The policies and procedures set out in the manual are for the protection of employees and Theology House.

It is Theology House policy that employees and visitors follow these policies and procedures at all times.

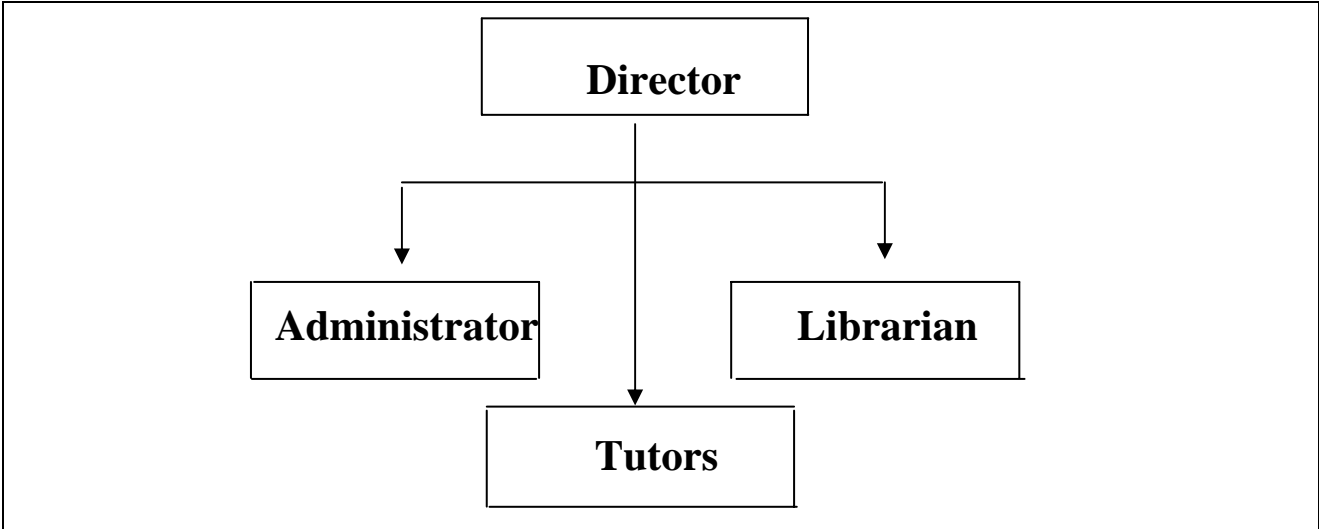
Maintaining a safe workplace is an ongoing task that requires input and commitment from all staff.

The manual places responsibilities on all employees to monitor the safety of their workplace, remove hazards, and take appropriate steps if they need help to deal with situations that constitute a risk to themselves or others.

Overall responsibility for the health and safety of employees and the workplace rests with the Director, who should be advised immediately if a risk to employees or visitors is identified or perceived.

## **Responsibilities**

### **Company Organisation**



## Health and safety responsibilities

Librarian	8.00am — 11.30am
Administrator	10am — 3.30pm
Director	3pm — 5.30pm
Lecturers	After 5.30pm if lectures are scheduled.

## Accidents

### Accident prevention – what each of us should do.

Identify hazards.

Deal with them by

- removing them or
- screening them or sealing them off or
- minimising the danger from them.

New hazards can crop up at any time, so be alert for them.

Follow-up.

- The Administrator checks that hazards are being dealt with.
- The Director checks that the Administrator's audit is done.

### If an accident happens

*Qualified First Aider – Judith Curtis (8am – 12noon Mon to Fri)*

If there is an accident in the office, or an incident that may develop into an accident, this is what you should do.

- Administer First Aid if needed.
- Phone 111 for an ambulance if required.
- Give the following details
  - 1st Floor, St Mary's Parish Centre, 30 Church Lane
  - what sort of accident it is
  - where the accident is

## **Reporting accidents and incidents**

1. When the injured person has been dealt with, write a brief report on the incident and give it to the Administrator.
2. If there has been a serious injury or death, do not disturb anything at the site of the accident unless you need to do so to preserve life, relieve suffering and prevent further damage. If the Police become involved they may take charge.

Phone numbers you might need:

The Secretary, Department of Labour (Occupational Safety & Health Service) (**566 8962**)

Police (**566 3319**)

Ministry of Commerce (**0800-104-477**)

National Poisons Centre (**03 474 7000**)

## **Emergencies**

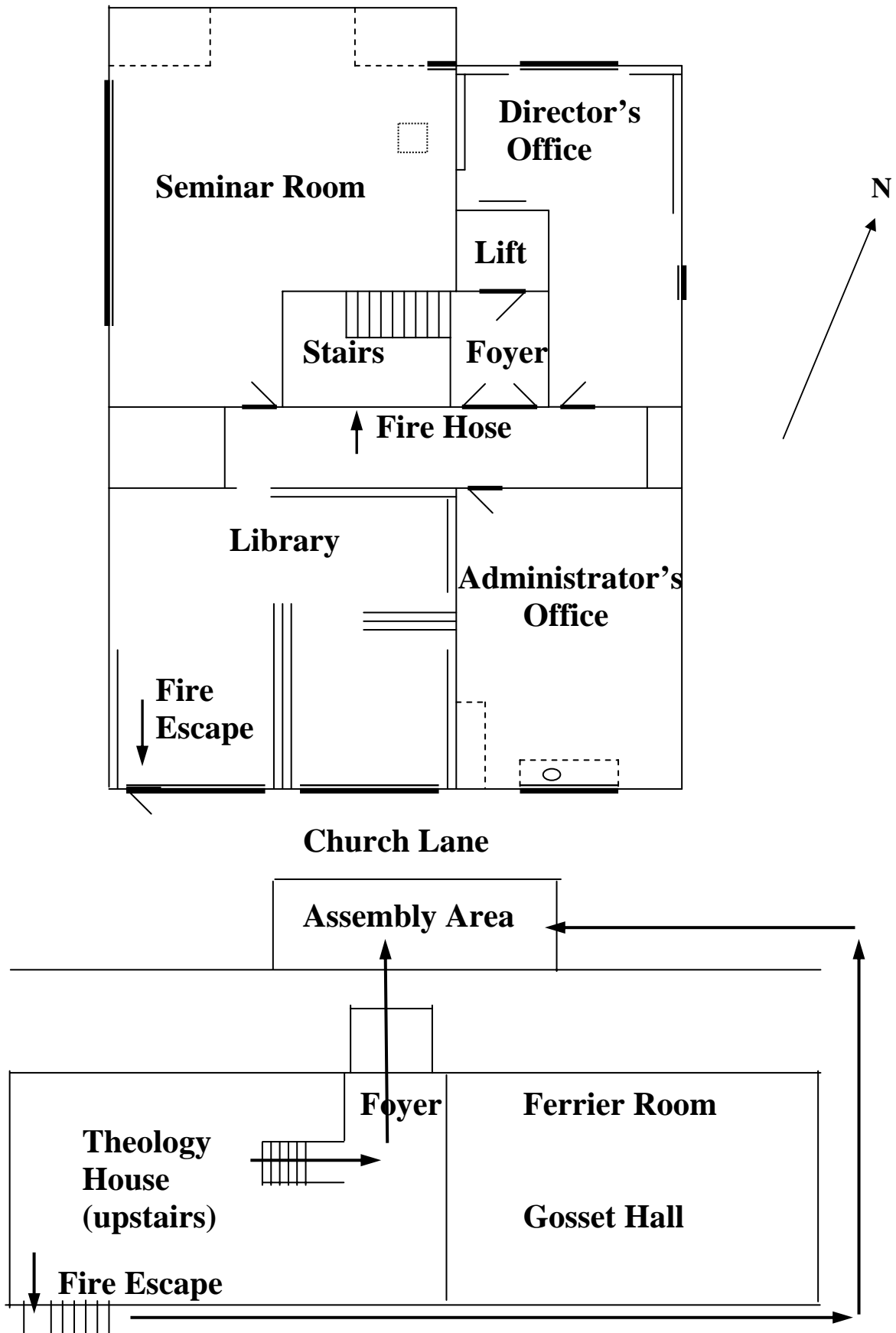
### **Emergency procedures and evacuation**

Be aware of Emergency Procedures and follow them. The Emergency Warden organises practice fire drills and building evacuation.

### **Plan of St Mary's Centre**

#### **Assembly Area**

In the event of an emergency or when you hear the alarm, leave the building at once. Go down the nearest staircase to the assembly area. (See the plans overleaf.)



## Fire

In the event of a fire go down the nearest staircase to the assembly area. There is a hose in the upstairs hallway and a fire extinguisher

### If you discover a fire

- If you have time, call the Fire Brigade from the office (dial 111), or use another phone in a safe place.
- Give the following details
  - 1st Floor, St Mary's Parish Centre, 30 Church Lane
  - what sort of fire it is.
  - where the fire is.
- Supervisor is to check all rooms and to take the class register in order to account for everyone
- Evacuate the building, and make sure that visitors leave too
- Follow any instructions given by the Director or his deputy (the Lecturer, if after hours)
- Go to the assembly area in Church Lane on opposite side of street.
- Only use fire-fighting equipment if it is safe to do so
- **Do not use fire hose on an electrical fire – use fire extinguisher.**
- **Do not return to the building for any reason until the fire service or wardens indicate that it is safe to do so.**

## Earthquake

In an earthquake, take the following precautions:

- Move away from windows
- Take shelter under doorway or solid furniture
- If you are instructed to leave the building, follow the evacuation procedure
- Follow all instruction given by civil defence officers or the Director or his deputy.
- Fire alarms may go off during an earthquake. Don't evacuate the building until you are told to do so by the Director or his deputy.

After the quake:

- Make sure you are safe and unhurt
- Check to see if you are able to help others
- Watch for broken glass, fires, live electric cables, gas and water leaks

## **Power failure**

Ensure all equipment is turned off at power source

## **Bomb threat**

If you receive a bomb threat:

- Phone the Police at once giving all the details you can
- Refer to '*Bomb threat*' and '*Mail bomb recognition*' forms near your phone
- Follow the instructions from either the Police, the Emergency Warden or security staff
- Inform everyone in the office/building about the threat
- Evacuate the building, and make sure that visitors leave too
- Follow instructions given by wardens
- Go to the assembly area.

## **Employee issues**

### **Before employment**

You should have a job description.

You should have given the Director information on

1. any medical condition that might make your job harder to do and a danger to yourself and others and
2. any accident record you might have from a previous job.

Completed forms are confidential and the Director makes sure that they are held securely.

### **Smoking**

Theology House has a smoke-free policy.

## **Induction of new staff**

When you start work here, you will be told

1. where things are kept - stationery, phone books, reference material, current records, company documents, archives, machinery, spare parts
2. how things work - phones, faxes, computers, printers.
3. details of facilities - kitchen, toilets, car parks
4. information on security - answering machine, , opening and locking the office
5. about outside agencies - clearing mail-boxes, bulk mail, banking
6. emergency procedures - where the fire alarm is and how it works, emergency equipment (first aid kit, fire extinguisher), qualified first aiders, evacuation procedures, escape routes
7. who to go to with questions about health and safety

## **Training**

The Director makes sure that you are trained and physically suited for  
new jobs as they arise  
new tasks in current jobs  
new skills as needed

The Health and Safety manager organises training in  
accident and injury prevention  
accident procedures  
accident reporting and follow-up

## **At the end of employment**

You have a health check when you leave Theology House. This is to be sure that your health has not been affected by employment with Theology House and that there are not likely to be any future claims on our insurer. The second part of the '*Medical assessment before employment*' form is for '*Medical assessment at the end of employment*'.

## **Disciplinary provisions**

The following will be considered to be cause for dismissal without notice

- **Failure to provide medical information that endangers the employee, other employees or people in the workplace**

- **Failure to observe the policies and procedures set out in the manual**

## **Outside contractors**

Theology House only engages reputable and certified contractors and sub-contractors to carry out work in the workplace.

If you engage contractors and sub-contractors, they should:

- report to the Reception Desk on arrival so that the appropriate staff member can be informed, before being taken to the place where the work is to be carried out.
- comply with all the appropriate codes of practice, legislation and regulations which apply to any work or procedure undertaken
- only employ staff who have training, skills, experience and appropriate qualifications
- have a written Health & Safety policy which is approved by Theology House
- be familiar with and follow Theology House's policy and rules.
- obtain a copy of their company policy and rules for our records.
- take all practical steps to ensure that all potential hazards are dealt with.
- provide and use appropriate protective clothing and equipment
- immediately advise Theology House's Administrator or deputy of any accident or incident.

**Theology House reserves the right to suspend work or terminate any contract in the event of a serious breach of Health & Safety standards.**

These conditions apply to contractors and sub-contractors who at any time, whether formally or casually, undertake work for or on behalf of Theology House. There is a '*Contractor induction*' form to help them become familiar with our procedures.

## **Deliveries and collections**

- Items waiting to be collected should be easy to get at but secure from theft.

- Delivery of brochures and course material should be stacked in an area where they will not cause an obstruction.
- Stacks should not be more than three boxes high.

## **Visitors**

- should be taken to or met by the person they have come to see and not left to wander on their own.
- should know about emergency procedures and facilities for the building.

## **Storage, purchasing and maintenance**

### **Storage**

- When you store something, make sure it is
  - easy to find
  - easy to get at
  - easy to get out
  - easy to put back
- Take special care with things that might be dangerous, such as liquids, toner and so on
- Put heavy objects like boxes of documents on shelves low enough to be safe, but not so low that you strain your back lifting them.
- Use steps or a ladder to reach high objects. Don't stand on chairs.
- Watch out for top-heavy filing cabinets, and don't pull out too many filing drawers at once.
- Don't put objects on top of high furniture - nothing above head-height is about right.

## **Purchasing**

The Director will authorise buying new equipment and furniture after consulting staff about

- need
- suitability
- positioning
- safety
- convenience
- design
- comfort
- office layout

## **Maintenance**

Computer keyboards should be cleaned every three months to prevent grime build-up, so that the keys are easy to operate.

The whole office is monitored regularly to maintain adequate lighting and heating levels.

## **Audits**

An audit will be carried out by the Administrator annually. The audit will be reviewed by the Director, who may undertake spot checks to verify it.

The Administrator will present the results of the audit at a staff meeting, and points of concern will be raised and discussed at this time.