

## Exeter Synagogue Health and Safety Policy

<b>Contents</b>	<b>Page</b>
<b>1 INTRODUCTION</b>	<b>2</b>
<b>2 ORGANISATION AND RESPONSIBILITIES</b>	
2.1 Responsibility for Health & Safety	3
2.2 Responsibility of voluntary and contracted workers	3
2.3 Responsible Persons	3
<b>3 ARRANGEMENTS AND IMPLEMENTATION</b>	<b>4</b>
3.1 Accidents	4
3.2 Fire Safety	4
3.3 Electrical Safety	6
3.4 Gas Boiler	7
3.5 Hazardous Substances	7
3.6 Safety of Plant and Machinery	7
3.7 Slips, Trips and Falls	8
3.8 Lighting	8
3.9 Working at high levels	8
3.10 Preparation of food	8
3.11 Hazardous buildings/glazing	8
3.12 Protection of children, young people & vulnerable adults	9
3.13 Personal Safety	9
3.14 Risk Assessments	9
3.15 Contractors	10
3.16 CDM Regulations	10
3.17 Further Information	10
<b>4 ACTION PLAN</b>	

This policy is intended for Management Committee members, employees, voluntary helpers and contractors: its success will depend on everyone's co-operation. Whatever your role in the synagogue, it is important that you read this document carefully and understand your role and the overall arrangements for health and safety.

### Exeter Synagogue

Synagogue Place  
Mary Arches Street  
Exeter, EX4 3EX

Date: 30 January 2015  
Review date: 30 January 2016

## 1 INTRODUCTION

Exeter Synagogue is over 250 years old and a Grade 2\* Listed Building, and as with many buildings of this age, it brings challenges of steep steps, limited lighting, etc.

Our policy, so far as is reasonably practicable, is to provide and maintain a safe and healthy environment for members of our congregation, our volunteers, visitors and contracted workers and to provide such information, training and supervision as they need for this purpose. We will endeavour to ensure, as far as is reasonably practicable, the health, safety and welfare of all who visit the Synagogue or Bull Meadow Cemetery. 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 the Synagogue or Synagogue activities. To ensure this, the policy and the way in which it is 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 Management Committee meetings, and sub-committees (where they exist) and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed  
President, Exeter Hebrew Congregation

March 2015

### **Review date**

This policy should be reviewed annually.

Responsibility for health and safety rests with the Synagogue Management Committee who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to individual Committee members. As new projects emerge, the names of responsible persons will be confirmed and the list amended accordingly.

It is the responsibility of the Management Committee to ensure that the arrangements outlined in this policy are carried out and updated as necessary.

## **2 ORGANISATION AND RESPONSIBILITIES**

### **2.1 Responsibility for Health and Safety**

The Synagogue Management Committee carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

The responsibility of the Committee shall be to:

- be familiar with health and safety regulations as far as they concern synagogue premises
- be familiar with the health and safety policy and arrangements and ensure they are observed
- ensure so far as is reasonably practicable, that safe systems of work are in place
- ensure the synagogue is clean and tidy
- ensure the cemetery is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
- ensure that safety equipment and clothing is provided and used by all personnel where this is required
- ensure that all plant, equipment and tools are properly maintained and in good condition
- and that all operators have received the appropriate training
- ensure that adequate access and egress is maintained
- ensure adequate fire-fighting equipment is available and maintained
- ensure that food hygiene regulations and procedures are observed.

### **2.2 Responsibility of voluntary and contracted 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 synagogue business or premises.

Employees and voluntary workers must therefore:

- <sup>35</sup><sub>17</sub> comply with safety rules, operating instructions and working procedures
- <sup>35</sup><sub>17</sub> use protective clothing and equipment when it is required
- <sup>35</sup><sub>17</sub> report any fault or defect in equipment immediately to the appropriate person
- <sup>35</sup><sub>17</sub> report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- <sup>35</sup><sub>17</sub> not misuse anything provided in the interests of health and safety.

### **2.3 Responsible persons** *(this will be reviewed/updated annually)*

Individuals have been identified who will take responsibility for the following areas. If you have a concern about any of these, contact the President, Vice President or a member of the Management Committee.

Accident book/Accident reporting

Fire extinguishers

Portable electrical appliances

Fixed electrical system

Gas Boiler

Condition of floors and stairs

Light bulb changing

Working at high levels

Building defects/glazing

Using Contractors

Emergency evacuation  
Hazardous substances  
Condition of cemetery  
Child protection  
Food preparation

Individuals organising other public events and outings are to take responsibility for undertaking Risk Assessments and ensuring the Health and Safety of participants, and undertake/offer appropriate training as necessary.

### **3 ARRANGEMENTS AND IMPLEMENTATION OF THE POLICY**

The following 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.

#### **3.1 ACCIDENTS**

The First Aid box is located in the downstairs kitchen. The Accident Book is located in the desk in the downstairs foyer. A list of those with medical training, trained/qualified First Aiders will be posted in the downstairs kitchen.

##### **Reporting/Recording**

Full details of all accidents, disease and dangerous occurrences should be recorded using the Accident Book.

Any serious accident, injury or dangerous diseases (e.g. Legionairres) should be reported to the Synagogue Management Committee.

<sup>35</sup>/<sub>17</sub> Details of all accidents and incidents must be entered in the Accident Book kept for this purpose and our insurers advised.

<sup>35</sup>/<sub>17</sub> The Accident Book must be regularly reviewed.

#### **3.2 FIRE SAFETY**

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we regularly undertake an **Assessment of the Fire Risks in the Synagogue and the Risks to Our Neighbours**.

As part of this assessment we will:

<sup>35</sup>/<sub>17</sub> check that a fire can be quickly detected and that people can be warned

<sup>35</sup>/<sub>17</sub> check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage

<sup>35</sup>/<sub>17</sub> provide reasonable fire-fighting equipment

<sup>35</sup>/<sub>17</sub> check that those in the building know what to do if there is a fire n a regular check that our fire-fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

### **3.2.1 Fire extinguishers**

Fire extinguishers are kept in the following locations:

- <sup>35</sup><sub>17</sub> in the entrance foyer – foam spray extinguisher
- <sup>35</sup><sub>17</sub> outside the upstairs meeting room/kitchen – foam spray
- <sup>35</sup><sub>17</sub> in the sanctuary – foam spray and carbon dioxide extinguisher

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 K & S Fire Protection.

### **3.2.2 Other fire protection equipment**

A fire blanket is kept in the kitchen and will be checked, maintained and serviced alongside the Synagogue's fire extinguishers.

### **3.2.3 Fire alarm system**

Our fire alarm system is checked annually by Chubb Fire & Security Ltd. and the responsible person will be responsible for ensuring this is done.

### **3.2.4 Emergency lighting**

Emergency lighting has been installed in the Synagogue and 4 torches will be available for stewards.

### **3.2.5 Evacuation procedure**

For large services and concerts, events where the congregation/audience exceeds 50 people our procedures for stewarding/evacuation are as follows:

- All designated fire doors must be unlocked before the service/event commences and
- be clearly marked as fire exits using the 'Running Man' symbol
- A check must be made that all doors can be opened
- A designated steward must be allotted to each door and have responsibility for persons in a specific part of the building/exit door(s); training/briefing to be undertaken.
- Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the service leader/event organiser.
- Persons will assemble by the ticket payment booth in the Mary Arches street Car Park
- The emergency services will be contacted immediately by a person to be nominated on the day using his/her mobile phone
- 

### **3.2.6 Evacuation drills**

Fire evacuation drills will be carried out every six months. All volunteers leading education visits or services must ensure that they are familiar with escape routes and ensure these are kept clear and unobstructed.

**If you discover a fire (no matter how small)**

The general rule is people before property

- 1 Immediately raise the alarm
- 2 Telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible and within your capability, using the appliances provided, but without taking personal risk
- 5 If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you
- 6 Evacuate to the designated assembly point
- 7 Ensure clear access for the emergency vehicles

**3.3 ELECTRICAL SAFETY**

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill.

- <sup>35</sup><sub>17</sub> A list of all our portable electrical appliances is maintained by the responsible person
- <sup>35</sup><sub>17</sub> Every **quarter**, plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any major repairs needed will be reported to the Committee, and action will be taken.
- <sup>35</sup><sub>17</sub> All portable electrical equipment will be PAT 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. PAT Test Reports are stored in the Housekeeping folder kept in the filing cabinet in the downstairs kitchen. Any unsafe equipment will be safely disposed of.
- <sup>35</sup><sub>17</sub> An EIT inspection will be carried out on the fixed electrical installation by the responsible person. The EIT Report is also kept in the Housekeeping folder. Any defects will be reported to for action.
- <sup>35</sup><sub>17</sub> 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.
- <sup>35</sup><sub>17</sub> It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained

**All synagogue users must observe the following:**

- Visually check all electrical equipment before use
- Report all faults immediately to the responsible person
- Do not attempt to use or repair faulty equipment
- No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
- Electrical equipment should be switched off and disconnected when not in use for long periods
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

### 3.4 GAS SAFETY

Our gas boiler is maintained and checked annually through a contract with British Gas, and any necessary work required for safety is implemented immediately.

### 3.5 HAZARDOUS SUBSTANCES

Where possible, we have eliminated the use of hazardous substances within the Synagogue; the responsible person will maintain a list of any hazardous substances used, e.g. cleaners, polishes, petrol, pesticides, and insecticides. Our safety arrangements are as follows:

- <sup>35</sup>/<sub>17</sub> All hazardous substances including those marked as 'harmful, irritant, corrosive, toxic, flammable, explosive, oxidising or dangerous for the environment' **to be kept in a locked cupboard.**
- <sup>35</sup>/<sub>17</sub> Anyone using hazardous substances should be provided with protective clothing, gloves, etc.
- <sup>35</sup>/<sub>17</sub> Those using hazardous substances must familiarise themselves with manufacturers' guidance on method of storage, and action to take in the event of an accident
- <sup>35</sup>/<sub>17</sub> Do not mix chemicals. Do not store chemicals in unmarked containers.

### 3.6 SAFETY OF PLANT AND MACHINERY

In general, plant and machinery is not to be used on the synagogue premises or in the cemetery **other than by authorised and trained personnel**, e.g. professional contractors. **This includes the use of machinery/power tools (lawnmowers, strimmers, chainsaws etc.) at the cemetery.**

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

Anyone using machinery 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.

Care **must** be taken when moving anything heavy within the synagogue. If the ramp proving wheelchair access to the front door is required, sufficient notice must be given to ensure 2 people are available to put it in place.

### 3.7 SLIPS, TRIPS AND FALLS

Inspection will be made every **month** by the responsible person of all floors and stairs in the synagogue.

Inspection will be made **every quarter** by the responsible person of all paths and steps in the cemetery. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to who will arrange for repairs or remedial measures to be carried out.

### 3.8 LIGHTING

In order to ensure that the synagogue is adequately lit, an inspection will be made every **month** by the responsible person to ensure that all lights in the building 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.

### 3.9 WORKING AT HIGH LEVELS

Changing light bulbs on the chandeliers above the gallery and checking the smoke alarms is designated as working at a high level, and only the responsible person can delegate a suitably trained volunteer or contractor with the appropriate equipment to do these tasks. Anyone working at a high level must be supervised.

**No one should go up on to the roof without the approval of the Management Committee.**

### 3.10 PREPARATION OF FOOD

Food Hygiene Regulations apply if any food is sold by the Synagogue, whether for profit or for fund-raising. The only exception is for food cooked at home for private consumption.

We must ensure that-

- <sup>35</sup><sub>17</sub> we follow the appropriate regulations governing the preparation and storage of foodstuffs
- <sup>35</sup><sub>17</sub> all food handlers have received adequate supervision, instruction and training
- <sup>35</sup><sub>17</sub> appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
- <sup>35</sup><sub>17</sub> Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- <sup>35</sup><sub>17</sub> Food stuffs may only be prepared in the 1<sup>st</sup> floor kitchen
- <sup>35</sup><sub>17</sub> We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures
- <sup>35</sup><sub>17</sub> Whenever possible, holders of a Food Hygiene Level 2 certificates are supervising

### 3.11 HAZARDOUS BUILDINGS/GLAZING

- <sup>35</sup><sub>17</sub> Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who use them. In order to achieve this, the buildings are inspected every **quarter** by the responsible person.
- <sup>35</sup><sub>17</sub> Any defects noted are immediately reported to and the procedures put in hand for repairs.
- <sup>35</sup><sub>17</sub> Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
- <sup>35</sup><sub>17</sub> 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.

### 3.12 PROTECTION OF CHILDREN AND VULNERABLE ADULTS

Exeter Hebrew Congregation believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults we are in contact with, by a commitment to practice which protects them. Specific guidance is provided in the Government Office for the English Regions document **Guidance for safer working practice for adults who work with children and young people** which is kept with the Accident Book in the desk in the downstairs foyer.



## Exeter Hebrew Congregation Health & Safety Policy

We recognise that:

- <sup>35</sup><sub>17</sub> the welfare of the child, young person or vulnerable adult is paramount
- <sup>35</sup><sub>17</sub> everyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, has the right to equal protection from all types of harm or abuse
- <sup>35</sup><sub>17</sub> working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of the policy is:

- <sup>35</sup><sub>17</sub> to provide protection for the children, young people and vulnerable adults who participate in any activity, managed or undertaken by Exeter Hebrew Congregation including the children of adult members or users
- <sup>35</sup><sub>17</sub> to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to Committee Members, volunteers, activity organisers, service leaders and anyone undertaking duties on behalf of Exeter Hebrew Congregation.

We will seek to safeguard children, young people and vulnerable adults by:

- <sup>35</sup><sub>17</sub> valuing them, listening to and respecting them
- <sup>35</sup><sub>17</sub> adopting child protection guidelines through procedures available in the Exeter Synagogue
- <sup>35</sup><sub>17</sub> recruiting staff and volunteers safely, ensuring all appropriate checks are made
- <sup>35</sup><sub>17</sub> sharing information about child protection and good practice with children, young people, parents, staff and volunteers
- <sup>35</sup><sub>17</sub> sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- <sup>35</sup><sub>17</sub> providing effective support for staff and volunteers through discussion regarding their role

We are also committed to reviewing our policy and good practice annually.

### **3.13 PERSONAL SAFETY**

We recognise that people often come and go from the Synagogue on their own. Anyone doing so should be vigilant. The door should always be kept locked, the CCTV monitor checked and no one who is not known or expected should be allowed into the building.

### **3.14 RISK ASSESSMENTS**

Risk Assessments will be carried out on all activities that carry a significant risk, at regular intervals and by a competent person. We will through the Risk Assessment identify potential hazards and introduce procedures that must be followed. These will be included in the Health and Safety Policy where appropriate.

Those organising Synagogue ancillary activities such as sponsored walks, visits and outings, cemetery/graveyard maintenance, etc. must identify potential risks and consider how the safety of participants can be ensured.

### **3.15 CONTRACTORS**

Anyone entering synagogue premises for the purposes of carrying out work, other than a volunteer will be regarded as a contractor.

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

- <sup>35</sup><sub>17</sub> have their own health and safety policy (where required by law) and be able to provide a copy of the same
- <sup>35</sup><sub>17</sub> produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- <sup>35</sup><sub>17</sub> comply with all the requirements of this health and safety policy and co-operate with the synagogue in providing a safe place of work and a safe system of operation where plant and machinery is brought onto the synagogue premises by contractors,
- <sup>35</sup><sub>17</sub> they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- <sup>35</sup><sub>17</sub> contractors may only use sub-contractors or persons other than their own direct employees with the express permission of s. However, responsibility will remain with the contractors
- <sup>35</sup><sub>17</sub> 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.
- <sup>35</sup><sub>17</sub> Particular care needs to be taken for 'hot works'.

### **3.16 CDM REGULATIONS**

The Construction Design & Management Regulations apply to all construction work in Great Britain, and Exeter Hebrew Congregation and its Management Committee will be aware of our responsibilities under these regulations if and when any construction work is intended to take place in the Synagogue, and will abide by the them.

### **3.17 INFORMATION AND ENFORCEMENT**

For places of worship, it is the Local Authority which has responsibility for Health and Safety, information and enforcement. For the Synagogue, this is Exeter City Council's Environmental Health Department, Civic Centre, Paris Street, EXETER EX1 1JN, [www.exeter.gov.uk](http://www.exeter.gov.uk)