



## **Railway Street Presbyterian Church Health and Safety Policy Document**

**31 Railway Street, Lisburn, County Antrim  
BT28 1XP**

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NI CHARITY No. 105157

“We at Railway Street Presbyterian Church wish to establish and maintain, so far as is reasonably practicable, safe conditions in the interests of all - members, visitors, employees, neighbours and the general public as well as the environment, through continuous attention to all aspects of Health and Safety”.

Regarding children and youth care, Railway Street PC fully adheres to the Presbyterian Church’s Child Protection Guidelines – Taking Care 2. This includes full completion of the Northern Ireland Access Application Form by people working with youth and children.

To ensure health and safety standards are maintained and where appropriate improved, the following people have responsibility in the following areas:-

Fire Safety  
Health and Safety  
Maintenance  
Health & Hygiene

Jonathan McBurney  
Peter Blackman  
Edward Lockhart  
Jean Murray



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## **Leaders' Responsibilities**

The Health and Safety at Work Order (NI) 1978, and other Health and Safety legislation places legal duties on people in positions of responsibility.

### **As leaders our duties include:-**

1. Complying with all Church's Health and Safety policies.
2. Checking the venue for any possible Health and Safety issues:
  - Minor issues: Proceed with meeting isolating whatever the issue is.
  - Serious defects: Relocate to another room.
  - Ensure that any defect is reported to the office and appropriate personnel (page 1).
3. Reporting **all** accidents and incidents and near misses as soon as possible.
4. Informing the Health and Safety Officer of any unsafe equipment or health and safety issues.
5. Becoming aware of the local fire equipment and first aid boxes.

# **Accident and Incident Reporting**

## **What do I report?**

- All injuries
- Near misses
- Damage to equipment or property

**The accident report book** is located in the Church office and must be completed following any accident or incident.

Communicate all incidents to the Health and Safety Officer.

**Certain accidents must legally be reported to Lisburn & Castlereagh City Council. 028 92509509**

Leaders or the Health and Safety officer must report immediately by telephone if a church member, employee or visitor is involved in an accident which results in:

- Death
- A major injury, e.g. amputation, loss of sight
- A person taken to hospital
- Major dangerous occurrence  
e.g. collapse of part of a building

## **General Health and Safety Equipment**



First Aid boxes are located throughout the church complex:-

Main Hall kitchen  
No. 31 Hallway  
Church Vestibule  
Brownlee Room (Upstairs in the Main Hall)  
Minor Hall Kitchen



Fire Blankets are located in both Main Hall and Minor Hall kitchens



An Automated Defibrillator is positioned in the Link Area.

Should a medical emergency arise the Link can be access though the main Building.

As a precaution to allergies and potential ill effects, Epinephrine Autoinjectors are stored on the premises - including where youth groups meet. Parental consent is mandatory together with training for Epipen administration.

## **Electrical Safety**

*Did You Know...*



**EACH YEAR, THE USE OF ELECTRICITY CAUSES FATAL  
AND OTHER INJURIES, SUCH AS BURNS, FROM  
ELECTRIC SHOCK AND FIRE**

As a place of worship Railway Street Presbyterian Church is obliged to follow Regulatory Reform (Fire Safety) Order 2005, becoming mandatory in 2006.

### **What can go wrong?**

The leads and plugs, or sometimes the equipment itself, can become damaged. This may result in electric shock which has potential to kill.

Damaged equipment can also cause fires.

Take care with electrical equipment that can normally be easily moved around.

e.g. kettles, heaters, photocopiers, desk top computers.

### **How can I tell if anything is damaged?**

Just by looking!! This is the most important maintenance precaution. Around 95% of faults or damage can be found just by looking. Details on page 8.

## Electrical Safety continued.....

Things to look for while equipment is safe and disconnected:

- Damage, cuts, abrasions to the cable covering
- Damage to the plug, e.g. bent pins
- Non-standard or taped joints in the cable
- The outer covering (sheath) of the cable not being gripped where it enters the plug or equipment
- Apparatus that has been used in conditions where it is not suitable, e.g. a wet or dust environment
- Damage to the outer cover or obvious loose parts
- Overheating - look out for burn marks or staining

**Report all faults or dangerous conditions to the appropriate responsible person shown on the flowchart - page 20.**

**If in any doubt ask for advice.**

***Please take care with electricity.***

**Any electrical work conducted on permanent or fixed equipment such as plug sockets and light fittings must be executed by a qualified electrician.**

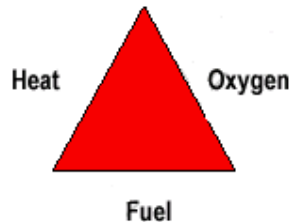


## **Fire Awareness**



Every year people die or are injured because of **FIRE** and yet almost every fire can be prevented.

A fire can only start when fuel (wood, paper, oil etc.), heat and oxygen, combined, are present.



Preventing just one of three elements from coming together will prevent fire.

Remove any one of these elements and the fire will go out:-

- Remove heat by cooling the fire
- Remove oxygen by smothering the fire
- Remove fuel by starving the fire

### **What hazard may cause a fire?**

- Hot surfaces
- Faulty or damaged electrical equipment or wiring
- Faulty portable heaters
- Misuse of flammables and chemicals
- Accumulation of rubbish and poor storage

**Common sense and good housekeeping are essential in reducing risk of fire.**

**Ensure all rooms and cupboards are left tidy and uncluttered**

## Fire Extinguishers



Fire extinguishers have different coloured labels on the side:-



Class A

### **RED Water**

Used for paper wood textiles

Do not use on flammable liquids or live electrical equipment

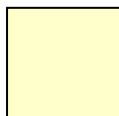


Class B & C

### **BLACK Carbon Dioxide (CO2)**

Used for flammable liquids flammable gases  
electrical fires

Do not use in confined spaces



Class A & B

### **CREAM Foam**

Used for paper wood textiles flammable liquids

Do not use on live electrical equipment

Please be aware where the fire extinguishers are positioned and read the information notice on the wall nearby.

### **Please note:**

The primary use of fire extinguishers is to allow for the safe exit of all those present in the building - NOT FOR FIREFIGHTING – *leave that to the fire service!*

## **Emergency Evacuation**

Leaders must ensure that a roll call is taken of all members of the organisation **prior to the commencement of the meeting.**

In the event of a **serious** incident, personnel using the church buildings should leave via one of the emergency exits and assemble at the **Graham Gardens multi-story car park.**



**Prompt action for dealing with fire:**



**Sound the alarm**

Call the Emergency Services:-



Dial 999  
or 18000 for text 'phone users.



Evacuate the building and  
proceed to the Assembly Point



**Assembly Point:  
(Church Services)**

**Smith Paterson's Carpark  
Small groups: Church carpark**

**And remember, DON'T run and DON'T risk going back  
for personal belongings.**

## **Signs and Notices**

Around the Church's premises you may see a variety of safety signs and notices.

They have been erected to inform, advise, instruct and warn of any danger:-

### **SIGNS THAT MUST BE OBEYED**



#### **Prohibition Sign –**

No Smoking



#### **Warning Sign –**

Electrical Hazard or danger



#### **Mandatory Sign –**

Eye protection must be worn



#### **Emergency Escape Sign –**

Emergency Exit



## **Slips, Trips and Falls**

**Preventing slips and falls is everyone's responsibility**

We can help to avoid slips, trips and falls by being alert to:

- Hidden steps when entering or exiting a building
- Smooth surfaces such as floors that have been waxed but not buffed
- Wet spots
- Spillages
- Carpets that are not tacked down
- Electrical leads/cables

Remember;

-  Keep a lookout and be aware of temporary obstructions in passageways.
-  Hold on to handrails when using staircases.

**Take care to keep all floor areas free from tripping and slipping hazards. Areas where water is used should be inspected *frequently* and any spillages cleaned up immediately.**

## **Manual Handling**

### **Stop and think before physically lifting loads**

- Always consider the size and shape of the load before attempting to lift
- Never attempt to move something beyond your capability
- Seek help if the load is too heavy, awkward or unwieldy
- Think about where you are going – is the way ahead clear?
- Are there any aids to help?

### ***Golden Rules:***

- ✓ Stand close to the load – feet apart with one foot slightly forward
- ✓ Bend the knees while keeping the back straight
- ✓ Get a good grip of the article.
- ✓ Now straighten the knees – let the thigh muscles do the lifting
- ✓ Move off keeping the load close to the body
- ✓ Putting down – bend the knees – keep the back straight.

**Simply lift as a child would - bending your knees and back straight.**

***Safe lifting is child's play!***

## **Computer Ergonomics**

In most cases, problems encountered when working with computers do not arise directly from the screens, seating or lighting directly themselves but from the way they are set up.

### **What should I do?**

- Adjust your chair to find the most comfortable position. As a guide your forearms should be roughly horizontal, and your eyes at the same height as the top of the casing of your monitor. Your lower back should be well supported by the chair.
- Make sure there is adequate space underneath your desk to move your legs around. Remove obstacles such as boxes or equipment.
- Avoid excess pressure on the backs of your legs and knees.
- Adjust your keyboard and screen to get a good keying and viewing position. Usually your screen should be directly in front of you. A space in front of the keyboard is sometimes helpful for resting the hand and wrists.
- Refocus your eyes by looking at a distant object from time to time.

## Computer Ergonomics continued.....

- Don't flex your hands up at the wrists when typing. Try to keep a soft touch on the keys and don't overstretch your fingers.  
Good keyboard technique is important.
- A document holder positioned beside the screen may help you to avoid awkward neck movements.
- Arrange your desk and screen so that the bright lights are not reflected in the screen. Try not to face windows or bright lights and adjust curtains or blinds to prevent unwanted light.
- **Remember** take breaks!

For further reading:

Under the HSE.gov. uk website:

VDU's: An Easy Guide to the Regulations  
HSG90, HSE Books  
ISBN 0717607356



## **Working at Heights**



Care must be taken when working above floor level, as falls from a relatively small height can result in serious injury.

It is acceptable to use stepladders for the purposes of renewing light bulbs, fixing blinds etc.

The golden rule when using ladders is that they are a means of access NOT a working platform.

**NEVER USE IMPROVISED EQUIPMENT!**

No one should carry out potentially hazardous work at the church premises unless they are accompanied by a second person who can render assistance in the case of an accident.

**Therefore working at heights (over 1 metre) it is *strongly* advised not to work alone.**

For further reading:

Under the HSE.gov. uk website:-

The Work at Height Regulations 2005

## **Chemical Awareness**

All chemicals pose a risk and can enter the body by ingestion, absorption or inhalation.



*Toxic or Highly Toxic*



*Oxidising*



*Harmful*

### **Checklist for handling substances:**

1. Read labels carefully before opening
2. Do not handle substances without appropriate Personal Protective Clothing
3. Do not eat or drink near substances
4. Keep skin clean
5. Prevent spills – keep to good housekeeping rules and use appropriate storage
6. Seal containers tightly after use
7. Dispose of empty chemical containers correctly using designated bins



*Corrosive*



*Flammable or Highly Flammable*



*Irritant*

## **Smoking Free Policy**

The aim of this policy is to protect all employees and visitors from exposure to second-hand smoke and to fully comply with The Smoking (Northern Ireland) Order 2006, enforced by Lisburn & Castlereagh City Council.

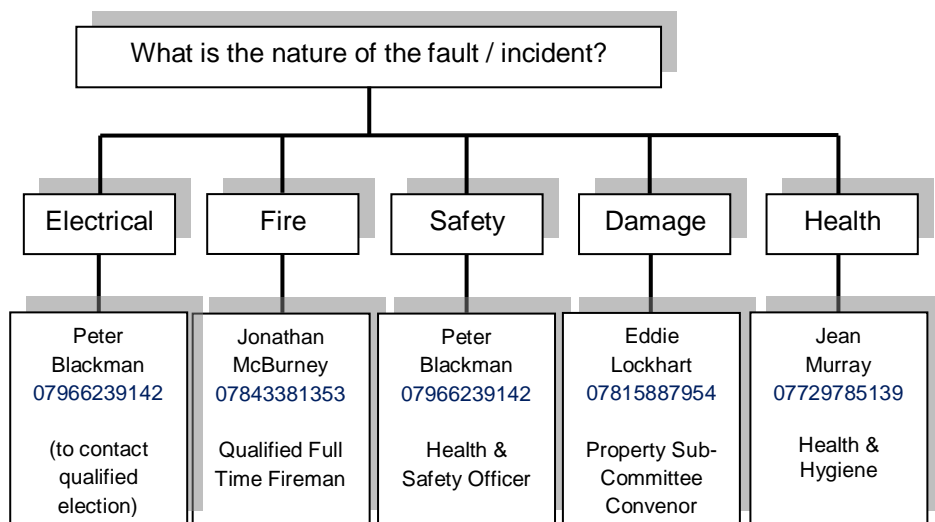
It is the policy of Railway Street Presbyterian Church that all employees, members and visitors have a right to work in a smoke-free environment.

Smoking, vaping and E-Cigarettes, are all prohibited throughout all premises including the car park.

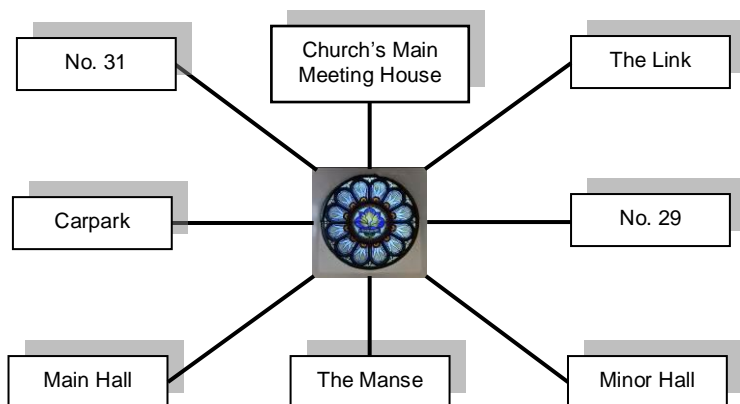


**No Smoking**

## Health and Safety Flow Charts



Property Sub-Committee members are responsible for:-





## Railway Street Presbyterian Church Health and Safety Policy Document

### Signatories:-

October 2018

Minister: Rev. Michael Davidson

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Clerk of Session: Mr Stephen Johnston

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Health and Safety Officer: Mr Peter Blackman

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This Health and Safety Document is a 'live' document and may be revised by the Church Committee whenever deemed necessary and to be re-issued fully by June 2025.