

H&S Annual review – 2/11/2022

Attendees: Clare Arthey (Chair), Becky Goff, Joseph Caseley, Ben Topham, Barnie Maynard (Building Committee)

Agenda

1. Review of recorded accidents – Clare
2. Outstanding actions from recent walk around of buildings – Joseph
3. Food Hygiene and EHO – update from Becky
4. Updated H&S Policy for 2021– Joseph
5. Training needs - Clare
6. AOB

1. Review of recorded accidents

32 incidents reported in previous 16 Mths. Significant increase from last year. 20 of these incidents were with youth during physical activities and all minor injuries. 1 recorded incident ambulance was called to Hub although aware of another incident in Cheyne Lane where ambulance called but not recorded, this will be fed back.

Reports show good level of response, corrective action if appropriate taken and increased awareness of the need to report incidents

2. Outstanding priority actions from recent walk around of buildings conducted in October by Joseph & Barnie

Hub

Roof Repairs at Hub – Becky speaking with contractor working on re-roofing old dry cleaners to share scaffolding costs

Church

Ben has escalated the repairs needed to pillar with SKDC due to the many months delay, since meeting we have had confirmation this has been re-prioritised.

H&S consultant will be required to improve safety of Tower, Belfry, and Roof Access and a formal Risk Assessment completed - Joseph to coordinate. Until this is complete strict monitoring of access will continue to be in place limited to those who are familiar with the tower. A logbook is to be introduced – action Becky.

General

Fire Marshall training completed for all staff team in Jan 2022 and all recommended actions completed as a result

Fire RA (Risk Assessment) for George's Place reviewed, new format much easier to understand and all recommendations implemented. Currently working with FSE on new format for church.

3. Food Hygiene and EHO

Cheyne Lane Kitchen

We were pleased to retain our 5* Food Hygiene Rating in October 2021.

As activities pick up post Covid Kitchen use is also increasing, and 5 more people have recently undertaken Food Hygiene Training.

It is encouraging to see that people have embraced the use of allergen forms across the organisation.

The challenge is to ensure that all Food Hygiene guidance is being adhered to particularly as we often have a team cooking and then another separate team clearing up afterwards. Our plan is to provide further reminders on labelling leftover foods, correct methods for cooling and freezing and on closing cleaning checks particularly cleaning the hob and sweeping and mopping the floors.

Communion

A review of the process for the distribution of gluten free wafers is planned to ensure there is no cross contamination – Ben.

4. H&S Policy for 2022

Confirmed that PAT (Portable Appliance Testing) testing frequency will be continue at a maximum of 3 years as previous tests have zero failure rate.

Chair of H&S review meeting is now to be Operations Manager and Associate Rector.

5. Training needs

Liz Power completed First Aid awareness training for all staff in March. This covered 3 key areas:

Basic awareness – how to respond in an emergency

Review of specific scenarios typically faced by Church

Mental Health awareness

Refreshers will be arranged when planned staff team changes completed.

Review of manual handling awareness will be completed – Clare