



Canterbury Street Pastors Health and Safety Policy

Adoption of policy

The following policy was adopted by the Canterbury Street Pastors on the date set out below.

Date: October 2020

Next Review October 2021

Appointments

Appointments in accordance with the Policy were made by the Trustees as follows:

Role	Name	Date Appointed
Competent person	Simon Redman	September 2020
Responsible Person (general)	Andrew Pantling	September 2020
Responsible Person (Patrols)	Senior Street Pastor leading the patrol	n/a

POLICY THREE: Health and Safety Policy

Health and Safety Explanatory Note

1. The Health and Safety at Work etc. Act 1974, s2, imposes two wide duties on employers:
 - a. To ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees; and
 - b. To conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not thereby exposed to risks to their health or safety.
2. The reference to “*persons not in his employment*” includes volunteers (Street Pastors and Prayer Pastors) as well as Observers, visitors to training sessions, and any persons working with Street Pastors or being assisted by them in any way. It is generally accepted nowadays that volunteers who are working under any kind of agreement such as that normally signed by individual Street Pastors should be treated exactly the same as employees for the purposes of Health and Safety.
3. Street Pastor charities therefore **do not** enjoy the small (*less than five*) employee exemptions and must consult staff and volunteers on health and safety issues. This can be done via elected representatives but is better done during training sessions.
4. Regular and frequent food and/or drink activities involving third parties must each be registered as a Food Business, and additional health and safety guidelines must be followed; this is regulated by the local authority. This policy does not cover such activities but a general duty of care always applies if you serve food and/or drinks to third parties.
5. A large number of regulations were enacted following the 1974 Act. Those relevant to Street Pastor Initiatives include:
 - a. Health and Safety (First-Aid) Regulations 1981
 - b. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
 - c. Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
 - d. Management of Health and Safety at Work Regulations 1999 (risk assessment)
 - e. Health and Safety (Consultation with Employees) Regulations 1996
6. The provisions relevant to Street Pastor groups are summarised in this Policy.

Adoption of policy

The following policy was adopted by the Canterbury Street Pastors on the date set out below.

Date: 11.10.2020

Appointments

Appointments in accordance with the Policy were made by the Trustees as follows:

Role	Name	Date Appointed
Competent Person	Simon Redman	
Responsible Person (General)	Coordinator - Andrew Pantling	01/09/2020
Responsible Person (Patrols)	Senior Street Pastor leading the patrol	n/a

Certificate of Employers' Liability Insurance

Insurer	Policy Number	Expiry Date
Ansvar Insurance	BPP 2208827/19645851	16/07/2021

Health and Safety Policy

1. The Board of Trustees have overall executive legal responsibility for health and safety, and is responsible for communicating this policy, enforcing it, and identifying the Activities that comprise our work – at the very minimum these will be management/administration, training, patrols, and prayer (if this requires travelling to a venue); special events for fundraising or communication may also be included.
2. One member of the Trustees will act as the “*Competent Person*” with overall responsibility for implementing, monitoring and reviewing this Health and Safety Policy on the Committee’s behalf. For each Activity the Board of Trustees will designate a “*Responsible Person*”, who is responsible for the recording and reporting of accidents, and to whom staff and volunteers should report any problems in the first instance.
3. All members of staff and volunteers have a legal duty to use all reasonable care at all times to ensure the safety of themselves, colleagues and others who may be impacted by their work. They are also required:
 - a. To cooperate with their supervisor in the performance of their duties;
 - b. Not to interfere intentionally or recklessly with, or misuse, anything provided in the interests of health, safety or their welfare in pursuance of any of the relevant statutory provisions.
4. The Trustees will take all reasonable care to ensure the health, safety and welfare of all staff and volunteers, including:
 - a. Consult and work directly with them on health and safety matters;
 - b. Provide health and safety training and supervision needed to carry out work;
 - c. Provide all necessary equipment and uniforms;
 - d. Ensure equipment and uniforms are properly looked after;
 - e. Ensure reasonable access to toilets, washing facilities and drinking water during patrols and training sessions;
 - f. Provide each person with a copy of the HSE guide to the law <http://www.hse.gov.uk/pubns/law.pdf>;
 - g. Review and revise this policy as necessary at regular intervals.
5. The Trustees will take all reasonable care that our Activities do not endanger anyone and ensure that we inform visitors, those we serve and the general public of any potential hazards.
6. The Trustees will maintain Employers’ Liability Insurance Cover and ensure the Certificate is displayed at each place where Activities are carried out and/or provide it in electronic form to all staff and volunteers.
7. The Responsible Person must ensure he or she knows the location of the First Aid Box and the identity and/or location of any Qualified First Aiders on any premises used for an Activity.
8. All Activities must be assessed for potential health and safety hazards, especially for those involving the general public or with special risks attached (such as bouncy castles or sporting events). The Competent Person must ensure that Risk Assessments are carried out by the Responsible Person (supported by knowledgeable people as necessary) in a satisfactory manner. Any significant hazards and the methods for their elimination or control will be recorded and also notified in writing to all likely to be affected by them. A separate document – “*Risk Assessment Procedure*” – contains the Template and the Guide for carrying out Risk Assessments.
9. Staff and volunteers using display screen equipment on a regular basis should read, understand and comply with the HSE booklet “*Working with VDUs*”.
10. Staff and volunteers working at home on a regular basis should read, understand and comply with the HSE guide, “*Homeworking*”.
11. Whenever food or drink are served or consumed in the course of any Activity, those preparing and serving it have a duty of care to those that consume it. Proper attention to washing, cleaning and tidiness must be given.

12. Unless authorised by the Competent Person, staff and volunteers must not use their own electrical equipment (e.g. for heating, lighting, cooking) for any Activities, but must use the equipment owned by us or provided by a responsible party. The Responsible Person will ensure all such equipment is checked in accordance with HSE guidelines.
13. Where a staff member or volunteer, or anyone acting on our behalf, is expected to drive a car in connection with work carried out on our behalf, the Responsible Person must ensure that:
 - a. The person is, and remains, a fit and proper person to drive a vehicle;
 - b. The vehicle is suitable, is maintained in a roadworthy condition and is insured for business use;
 - c. The task is assessed to ensure that it is appropriate for the driver;
 - d. The car, whether owned, rented or leased is regularly serviced and that the owner reports defects and maintains a service handbook.
14. Manufacturers and suppliers must ensure that the articles or substances they supply are safe when used in accordance with information supplied by them. Contractors working under our control must be required to agree to safe working practices if their work is likely to create temporary hazards to any person.
15. Staff and volunteers must report all injuries to the Responsible Person immediately, or, if that is not possible, straight after treatment. If the injury is of a serious nature or if there is any doubt about treatment, the injured person must be sent to the nearest hospital.
16. An Accident Book must be kept at each Activity and must be completed for all injuries incurred, however minor. The Competent Person must check this book from time to time. If, because of their injury, a person is incapable of making an immediate entry, then the Responsible Person must make the entry. Following any accident of any severity that requires treatment, the Responsible Person will take statements and retain any other documents related to the accident.
17. The Responsible Person must report serious accidents, dangerous occurrences, and any accidents resulting in more than 3 days off work (including weekends and bank holidays) by contacting the central HSE Incident Contact Centre at www.riddor.gov.uk (or call 0845 300 99 23, Monday to Friday, 8:30am to 5:00pm, and speak to an ICC Operator who will complete a report form over the phone) and must also notify the Competent Person. This also applies to any injury involving non-staff, e.g. visitors, contractors, etc., if the injury takes place in the course of our Activities and we become aware of it. The Competent Person must also report to our Employer's Liability insurer any such accidents and injuries.
18. The Responsible Person must keep Accident Books and other records of all reportable accidents and diseases for **at least three years**. Details must include: date and time of the incident, identity of injured person, the site of the incident and a description of the incident, the method and date of notification and details of any treatment.

ANNEX to Health and Safety Policy

Risk Assessment Procedure

Introduction

20. This Guide sets out the key actions required during the planning of each Activity to ensure we can manage the Activity safely and legally. It must be used prior to each Activity starting in accordance with the Health and Safety Policy. Updates to Risk Assessments must be carried out when there is any major change in an Activity, and annually. Typical Activities for a Street Pastors charities are: Management and Administration; Training; Prayer (if carried out in a church or other non-domestic venue during patrols); Patrols. Special events for fundraising and communication are also included.
21. All notes and actions required are noted in the Risk Assessment Template. The mitigating actions, i.e. controls and their implementation, developed in the Template's Risk Table must be consolidated into the briefing/guidance materials used by and for staff and volunteers.

Establish Clear Responsibility for the Activity

22. If a member of our staff, or one of our volunteers, or a member of the Board of Trustees, or another volunteer acting on our behalf, is organising the Activity, and/or it is labelled with our name in publicity material, and/or no-one else is agreeing to accept responsibility for it, then it is most likely to be our responsibility, and these guidelines apply.
23. If the Activity is being organised jointly by us and other organisations working together, then the responsible party may be the Organising Committee and not us. **It is wise to avoid this situation by having one organisation accept full responsibility in writing to all the others.**
24. If none of the above applies, then either the Activity is clearly someone else's responsibility and we simply have to ensure that we come under that person's or organisation's control for risk management purposes, or it is unclear, and we need to clarify the situation or pull out!

Consider the Risks that can be Controlled

25. This is best done by mentally or physically "walking through" the Activity and all its elements, putting yourself in the shoes of staff, volunteers and visitors and considering the hazards you might experience. The Risk Assessment Template attached is used to record the results. For each hazard, consider who is at risk, the likelihood of the risk maturing and its impact. You'll need to consider the following areas of risk, for each element:
26. Generic Risks:
 - a. Fire safety and exits
 - b. Use of electrical and other equipment
 - c. Transport to, from and during the event and its organisation
 - d. Physical, such as trips, slips, falls and bumps
 - e. Heating and lighting
 - f. Food
27. Risks Specific to the Activity:
 - a. Management and Administration
 - b. Training
 - c. Prayer
 - d. Patrols
28. Mentally cross off each area of risk and only make an entry in the Template if you see a risk that needs mitigating. Ignore trivial or highly unlikely risks outside our control. Then decide on the control you think

would reduce each risk to an acceptable level and note the way in which the control should be implemented. All this goes into the Risk Table.

Pregnancy

29. It is a legal requirement that when conducting a risk assessment, you should also include any specific risks to females of childbearing age who could become pregnant and any risks to new and expectant mothers.
30. If a member of your team becomes pregnant or is breastfeeding, it is important that for health and safety reasons they provide you with written notification as early as possible. Once notified you have a duty to conduct an individual risk assessment for the woman and it may be necessary to review the individual risk assessment as the woman's pregnancy develops.

Inform the Insurer

31. We have Public and Employers' Liability Policies which cover a certain range of activities. Check whether the Activity is already covered. If not you **must** provide the insurer with full details of the new or changed Activity that will be taking place and be prepared for an additional premium prior to the Activity taking place.

Obtain Licenses and Permits

32. Check with the relevant local authority (City Council, District Council or Unitary Authority) to see if you need any special licences or permits, particularly if your plans include:
 - a. Using public spaces;
 - b. Collecting money;
 - c. Providing music;
 - d. Offering alcohol;
 - e. Setting up a stall to sell things;
 - f. Providing information;
 - g. Selling hot food after 11pm.
33. Note that this list is not exhaustive!

Comply with Safeguarding Legislation

34. We operate a Safeguarding Policy so if the Activity involves under 18s or vulnerable adults in any kind of "care" activity, then you must check that the Safeguarding Policy is implemented for the Activity in respect of:
 - a. Staff/volunteer checks
 - b. Best practice guidelines
 - c. Training

Ensure Sufficient Stewards

35. Recruit and train enough volunteers and stewards for the number of people you expect to attend the Activity.

Keep Adequate Records

36. Set up a running note for each Activity when it is first planned, based on the above checklist, and record actions being taken as you go along. If any incidents occur, these should be reviewed after the Activity (as part of the "debrief"), and this guidance amended as necessary. File the notes in your records when the event is concluded.

Implementation Notes

Insurance

37. Does the Public and Employers’ Liability insurance cover the Activity? Is any additional cover needed? Have we informed the Insurer?

Licenses and Permits

38. Which do we need? Do we have them in place? What obligations do we have and how are we meeting them?

Operation of Child Protection Policy

39. Set out how the Policy will be implemented.

Stewarding

40. Set out how the Policy will be implemented.

Notes

41. Include any running notes here.

Key data

Activity name		Completed By:	Name	Date	
Location(s)			Checked By:		
Time / Date(s)					

General Risk Table (extend as necessary) (see separate document for Risk Assessment 2020)

What are the Hazards?	Who might be at risk and how?	Mitigation (Controls and implementation)				
		What are you doing about the risk?	What further action is necessary?	Who will the action be taken by?	Proposed completion	Date of Completion

Street Pastor Risk Assessment

For the full Street Pastors Risk Assessment see Trustee Pack, Section 4, Risk Assessment.