



**SUKKAT SHALOM REFORM SYNAGOGUE**  
**1 Victory Road, Hermon Hill, Wanstead E11 1UL**

**HEALTH, SAFETY & FIRE POLICY**

## **Health, Safety & Fire Policy for the Sukkat Shalom Reform Synagogue (SSRS)**

The Trustees of the synagogue understand that they have a duty of care to ensure the safety of those who work or visit the synagogue and they will strive to meet the requirements of Health and Safety law.

### **General Statement of policy.**

The policy is to ensure, so far as is reasonably practicable, that activities are carried out safely and do not pose a risk to the health of the employees, visitors, self-employed contractors and volunteers at the site . This is intended to be in accordance with all relevant statutory provisions and good practice.

The Trustees accept their overall responsibility for this policy and will ensure that adequate resources are made available to achieve the objectives. They will ensure that all their future decisions comply with the policy.

The overall responsibility of the policy is that of the Chair of the Synagogue.

The day to day responsibility of the policy is that of the Administrator or Chair of House.

The Health and Safety policy, the specific risks and the effectiveness of the procedures implemented will be reviewed formally by the Trustees at annual intervals, they will review all matters throughout the year whenever it is appropriate.

It is the duty of each employee, Trustee, volunteer, hirer of the premises and self employed contractor to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. It is expected that everyone involved with the Synagogue will play a part in its implementation.

Signed:

Position:                    Chair of the Synagogue

Last Review date:    February 2020

## **Definitions**

It should be noted that this document covers the following categories, employees and Trustees of the synagogue, self-employed contractors of any size who carry out work for the synagogue and volunteers employed by the synagogue i.e Wardens, security personnel and hirers of the premises (Lets).

## **Organisation and Responsibilities.**

The Chair of the Sukkat Shalom Reform Synagogue (SSRS) has overall responsibility to ensure that the policy is implemented. The Chair will ensure that he/she will keep up to date on health and safety matters relevant to the Synagogue and will set a personal example on relevant matters.

He/she will ensure that.

- The standards set out in this policy are implemented and maintained by the above persons
- Advice is sought where clarification is necessary and specialist health and safety assistance is obtained if appropriate
- Any hazards reported are rectified promptly
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- That all matters reported by the Administrator or Chair of House are taken seriously and acted upon.

2. The Administrator and the Chair of House have day-to-day responsibility for implementing the policy.

They will ensure that they either deal with any health and safety issues or that they report any concerns to the Trustees without delay. They will:

- Ensure all personnel are aware of their health and safety responsibilities and any relevant documentation is provided.
- Consult with the employees and volunteers and, where appropriate, the trustees, hirers of the premises and sub-contractors, on day to day health and safety issues.

- Ensure adequate precautions are taken as set out in the policy and any related risk assessments issued by the Trustees including arranging regular maintenance of equipment and safe storage of chemicals used for cleaning.
- Investigate and appropriately deal with any hazards or complaints and report them without delay.
- Take interim steps to prevent further danger, where defects cannot be immediately corrected.
- Report all accidents in-line with the requirements of this policy and ensure that an accident book is kept up to date and complete.
- Ensure that the documents required for the Health and Safety policy are kept up to date on a relevant directory of the computer e.g. records of staff training, headstone logs, maintenance logs of equipment, risk assessments.
- Set a personal example on matters of health and safety and take reasonable care that others are not affected by any acts or omissions.
- Delegate matters to an appropriate individual where it is appropriate to do so.
- Seek advice where guidance or clarification is required on the implementation of this policy.
- Ensure adequate information and training is provided for those who need it.

3. All employees, Trustees, volunteers and self-employed contractors have a responsibility to co-operate in the implementation of this policy and to take reasonable care of themselves and others while on SSRS business. This applies equally to hirers of the premises (Lets) while conducting the business of the hirer of the premises.

They will ensure that they:

- Read this policy and understand what is required of them.
- Complete their work or other activities taking any necessary precautions to protect themselves and others.
- Comply with any safety rules, operating instructions issued by the manufacturers and other working or safety procedures issued by the SSRS.
- Report any hazard, defect or damage, so that this might be dealt with.
- Attend any training required to enable them to carry out their duties safely.
- Do not undertake any repair or modification unless they are competent to do so.
- Report any accident.
- Do not misuse any item provided in the interests of health and safety.

## ***General arrangements and dealing with specific risks.***

### **Insurance**

Sukkat Shalom Reform Synagogue also known as SSRS provides insurance for the following:

1. any person employed under a contract of service or apprenticeship trustees and volunteers.
2. persons offering their services on a Labour only basis.
3. self-employed persons.

**The Health and Safety Risk Assessments, records and other documents are kept in: The Synagogue Office and on the synagogue hard drives.**

**The first aid boxes are located in the Synagogue Lobby & in the Cheder Block.**

**A Defibrillator is located inside the Synagogue Prayer Hall on top of a bookcase.**

**The First Aid Trained Persons are: (yet to be agreed)**

**The accident book is located in the Synagogue kitchen.**

The synagogue will report to any enforcing authority and keep records of certain accidents to employees and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### **Information and Training**

This will be provided where the Trustees consider it is necessary. Staff can inform the Trustees, the Administrator or the Chair of House if they consider that further information or training is necessary or useful. The Administrator will keep a record of any training that is provided. The Administrator and/or the Chair of House will give relevant information to contractors and self-employed persons who may need the to complete their work safely.

## **Contractors Own Health & Safety Procedures**

Some contractors are required by law to have their own written health and safety policy. Where SSRS engages such a contractor to carry out work in the synagogue, a copy of that company's health and safety policy will be requested, obtained and read by the Administrator or the Chair of House prior to any work commencing.

## **Public & Employers Liability Insurance**

Any contractor who employs someone is required by law to have Employers Liability Insurance. Where SSRS engages such a contractor a copy of its' current Certificate of Employers Liability Insurance will be requested, obtained and read by the Administrator or the Chair of House prior to any work commencing. Proof of Public Liability Insurance cover will be obtained from the contractor prior to any work commencing in all circumstances where this is appropriate.

## **Monitoring**

There will be an annual check to ensure that our precautions remain effective and adequate. There will be regular maintenance of all machinery, electrical equipment and other items to ensure that they remain safe. The records of these checks will be found in the Synagogue Office and on the synagogue hard drives.

## **Review of Health and Safety Policy**

The Health and Safety Policy and related documents will be reviewed annually and whenever there is a change that requires amendment. The annual review will be presented to the Trustees.

## ***Specific Arrangements***

### **Fire**

The synagogue does not have a fire protection system. The Cheder Block does have a bell which can be used for a drill.

In accordance with the Regulatory Reform (Fire Safety) Order 2005 and other related legislation, the Administrator in conjunction with the Chair of House will undertake a fire safety risk assessment, reviewing it at least once every three years. This will include but is not limited to the following.

- Identifying any possible sources of ignition and combustion in the synagogue main building, Cheder Block, out buildings and grounds.
- The suitability of portable fire extinguishing equipment, together with details of any service/maintenance contracts and records.
- Assessing means of escape, and its monitoring.
- Evacuation and invacuation procedures in the event of fire or another emergency.
- Emergency lighting tests are to be carried out every 6 months.

Trustees of the synagogue will participate in any training where their responsibilities make it appropriate for them to so, every 6 months.

All Lets are to be given a basic evacuation plan on the day/night of the Let.

All records pertaining to fire and emergency precautions, and maintenance of fire equipment, must be kept within the Fire File.

The synagogue shall have an emergency evacuation plan for the Cheder, and events and it is to be tested every 6 months. Regarding religious services Wardens will be given training at a RAC meeting or individually annually.

The synagogue shall employ a competent company to conduct annual fire extinguisher maintenance.

The synagogue shall have its electrical systems, fixed machines and portable appliances maintained and tested annually by a qualified electrician. Any defective equipment will not be used until it is repaired or replaced.

The overuse of plug adaptors should be avoided where possible.

All documentation and records of the above are to be kept in the synagogue or on the synagogue's hard drives. Records of all training having been carried out, will be kept by the Administrator.

All employees and regular hirers of the premises must undergo basic fire precaution training and as part of general H&S training every 6 months.

## **Maintenance Work and Working at Height**

If any repair, tree cutting, or maintenance work is carried out by staff or a contractor, an assessment of all risks to both themselves and other people including visitors shall be taken before any work commences. All work at height by staff will be avoided. Where this is not practicable, any work must be properly planned to identify suitable precautions and for all necessary safety arrangements to be put in place. Suitable training may be given, where appropriate, and all users should check the safety of any equipment each time before use.

## **Work Equipment**

Any work equipment (including any hand tools) provided by SSRS will be suitable, in good condition and properly maintained. Annual maintenance will be done where appropriate and logged (See PAT above). Anyone using this equipment is expected to check its' safety equipment (e.g. ladders, secateurs, electrical equipment) each time before use to ensure they continue to be safe.

## **Slips and Trips**

Suitable precautions will be used to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. Extra precautions will be taken in winter or wet weather when paths and flooring may be slippery such as written warnings. Regular inspections will be done to ensure all floors, coverings, steps and pathways remain in good condition and free from unplanned obstruction. All defects will be corrected without delay.

## **Hazardous Substances**

Where cleaning and horticultural products are used these will be stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified. Where hazardous chemicals are used e.g. petrol or commercial chemicals, there will be a further risk assessment.

## **Manual Handling**

Staff should avoid the need to lift or carry heavy objects as far as is possible. Where it is necessary, lifting aids e.g. trolleys, wheelbarrows or team lifting should be used. All lifting equipment will be properly maintained and periodically inspected.

## **Fabric of Buildings**

The fabric of the buildings will be regularly inspected to make sure it is safe. Defects will be repaired as soon as practicable. Where necessary, temporary measures will be taken to prevent further damage until permanent repairs can be carried out.

## **Construction Work**

Where maintenance, refurbishment and restoration work are planned for our buildings, the Chair of House and the Trustees will, before work commences, identify what needs to be done to ensure the safety of all concerned and take such steps as are necessary. They will also ascertain if SSRS has any responsibilities under the Construction (Design & Management) Regulations and comply with those, if necessary

## **Heating Systems**

The Chair of House will ensure that the heating system and 3 boilers are suitably maintained and checked annually by a competent person. Any defects found will be remedied as soon as practicable. The Chair of House will keep records of the annual checks.

## **Events**

Where it is intended that large or unusual services or events are to be held at SSRS, those responsible for the event or service will identify any additional health and safety precautions that are necessary and implement them. Any necessary notices will be communicated to the attendees on the day/night.

## ***Staff and Volunteers***

### **Working Alone**

Where staff and volunteers work alone suitable precautions will be implemented to ensure their safety e.g. adequate lighting in the car park, CCTV, alarms and security gates.

Staff & volunteers shall ensure that they are locked into the buildings or behind the gates and are requested not to sit for long periods in their cars in the car park.

## **Specific Policy for Lone Workers**

Lone working is “work that is carried out by unaccompanied persons, without direct supervision or immediate access to another person for assistance”.

Lone working may expose employees/others to additional health and safety risks which do not present themselves in other circumstances. To achieve this, the co-operation of all involved is essential and requires all levels of management and individual staff members to work together to develop and implement local safe systems of work.

This policy aims to ensure the lone worker has full knowledge of the hazards and risks to which he/she is being exposed. The lone worker knows what to do if something goes wrong. Someone knows the whereabouts of the lone worker, what he/she is doing and when they are due back.

## **Wardens**

The Wardens are all volunteers and SSRS has a duty of care for them. The Warden on duty for whatever service should be on site well before the service begins and will inspect the inside of the buildings for any signs of disruption or packages before members of the community can enter. This will include the Rabbi or service leader if the warden is delayed. If anything is considered suspicious, the police and CST will be called without delay.

The duties of the Warden are contained in the guidance for Wardens in another publication prepared by the Senior Warden.

## **Cheder Staff**

The Cheder door is to remain locked via the keypad the whole time that the Cheder is in session. Parents are to be advised not to hold the side gate open for entry after they have entered the site.

The Head Teacher (along with helpers), is to be made aware of where the evacuation point is on the site and be aware of the invacuation or invacuation procedures.

During any break, a member of staff will remain outside to intervene where there are any problems with the children or from outside the gates.

## Emergency Invacuation Procedure

In the event of an emergency caused by an external threat, there may be a need to instigate an **invacuation**, that is, move people to a safe enclosed space in the building. There should be an appointed safe area, where people are able to gather in relative safety if faced with an external threat. The safe area will usually be away from outside walls, glazing or objects that are likely to fall and cause harm.

Situations which may cause an invacuation could include, but are not limited to: -

1. A suspicious package or vehicle outside the building.
2. An unsafe or threatening incident taking place outside the building.
3. A major local reported incident or warning from the Police.
  - If any of these situations occur: A warning will be given by the person in charge on the day. The Senior Warden, Head Teacher or suitable member of SSRS will dial 999 and state the incident including the phrase, we are a Jewish Building based at 1 Victory Road, E11 1UL
  - Depending on the situation, the Rabbi, Head Teacher, Duty Warden or other responsible person may verbally instruct people by making emergency announcements.
  - Everyone must remain in the safe areas until an all clear is communicated by the Emergency Services.

## Record Keeping

The Administrator/Chair of House will keep a schedule of all annual checks and drills in order that work can be planned in advance.

Steve Wynne & Frank Godson 10<sup>th</sup> March 2020