

Health and Safety Policy

1. Purpose

The purpose of the Health and Safety (“H&S”) Policy is to keep all people working at Latimer Church (“Latimer”), or attending a Latimer event, safe by meeting the H&S requirements of the relevant health and safety law requirements, in particular the Health and Safety at Work Act (2015).

Latimer provides a safe environment for staff, visitors, contractors and others. We achieve this by ensuring all practicable steps are taken to prevent accidents and incidents; but where these occur, by taking all practicable steps to understand why it occurred and to learn from this to prevent it from happening again.

We aim to

- provide a safe and healthy work and worship environment;
- identify and eliminate/mitigate/minimise/manage/control actual and potential hazards.
- support communication and participation in H&S matters with workers and Latimer members.
- provide training on H&S;
- accurately record and report H&S matters.
- improve H&S performance; and
- comply with legal and organizational obligations.

2. Summary Processes

Frequency	Event	Responsibility	Supporting Information
Weekly	Staff Meeting - Health and Safety (“H&S”) as an agenda item	H&S officer ensure topic is discussed	Minutes reflecting H&S issues that were discussed
Monthly	Facilities Safety Check Vestry Meeting - H&S as an agenda item	H&S - monthly report to Vestry	H&S Facilities Checklist H&S report
6 Months	Fire/ Emergency Drill Review and analyse Hazard and Incident Registers, training registers, drills, RAMS, Contractor H&S agreement. inductions List of volunteers is compared to training register to identify need for further training	H&S to coordinate – Chief Wardens and Fire Wardens to lead H&S & HS Committee	Emergency drill template Hazard and Incident Register, Training Register, RAMS folder,
1 year	Review H&S Policy - ensure current and relevant	H&S, Vestry and H&S Committee	H&S Policy + observations
3 Yearly	Ensure Police Vets have been completed for all required personnel as per Safe Ministries Blueprint	VPSO - assisted by assigned staff member. Note this is an ongoing review overseen by VPSO’s	Police Vet forms

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4. H&S Responsibilities

As an overarching principle, everyone is responsible for keeping themselves healthy and safe at Latimer and Latimer events. Specific responsibilities for H&S under this Policy are outlined below.

Persons Conducting a Business or Undertaking (“PCBU”).

Together the Church Wardens and Senior Minister of Latimer, as the PCBU’s, must ensure, so far as is reasonably practicable, the H&S of staff, contractors, volunteers, congregations, visitors and other people are not put at risk by its work.

Specifically, the PCBU’s are obligated to:

- provide and maintain an environment that is without risks to H&S,
- provide and maintain safe plant and equipment,
- consult and engage with ministry leaders and other staff about H&S,
- provide adequate facilities for the welfare at work of staff,
- provide information, training, instruction, and supervision that is necessary to protect all people from risks to their H&S at Latimer, and
- monitor the H&S and the conditions at the workplace for the purpose of preventing injury or illness at Latimer.

To fulfil these obligations, the PCBU’s empower officers of Latimer, the Lead officer, The Vulnerable People Safety Officer (VPSO), and deputy VPSO), the H&S Officer (“HSO”), Latimer ministers and staff, contractors, and volunteers to fulfil the specific responsibilities outlined below.

Lead Officer

A Lead Officer is appointed by Latimer Vestry. The Lead officer is an appointed person who oversees all Health and Safety and Safe Ministry matters. The Lead officer:

- Follows all guidelines set out in the CCAANZ Safe Ministry Blueprint on pages 2&3
- Alongside the VPSO, review the implementation of safe ministry policies in the church
- Monitor all basic health and safety issues to avoid obvious hazards on church property

Vulnerable People Safety Officers (“VPSO”)

A VPSO and deputy VPSO are appointed by Latimer Vestry. Their role is to assist the Lead officer in tasks relating to keeping our vulnerable people safe. The VPSO’s are to

- Follows all guidelines set out in the CCAANZ Safe Ministry Blueprint on pages 2&3
- Monitor and report on safe ministry systems and practices
- Report any abuse they are made aware of

Health and Safety Officer (“HSO”)

A HSO is appointed by Latimer Vestry. The HSO is a staff member who must take the leadership in H&S. The HSO:

- provides oversight of the H&S Program – taking the lead on any reviews performed by the H&S committee or Vestry
- liaises with PCBU’s and Vestry in matters of H&S,
- ensures required H&S records are kept, analysed, and reported on.
- provides administrative support and technical advice to the church in matters of Health and Safety,
- leads the review of the H&S Policy, proposing suggestions and solutions and when approved by Vestry develops appropriate procedures and ensures these are enacted.
- develops and provides training.
- chooses and works with the H&S Committee

Health and Safety Committee

provides a forum to.

- Discuss injury management initiatives
- Review the hazard register (6m) and incident reports and recommend corrective action
- Assist the HSO in reviewing records and developing policies, procedures and guidelines
- Recommend areas for which policy, guidelines and procedures need to be developed
- Ensuring the controls put in place to contain hazards remain effective

Vestry

Is responsible for.

- reviews the H&S reports to discern any support or training requirements,
- provides accountability for those involved in H&S and ensure items or changes get actioned, and
- distributes resources to action concerns raised as appropriate.

Ministers, staff, Ministry Leaders, and volunteers undertaking work at Latimer.

Are responsible for.

- ensuring their own personal H&S, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by PCBU's or the HSO for H&S.
- Identifying and recording/reporting new hazards prior to commencing any work
- participating, where required, in training sessions
- reporting all accidents and near-miss accidents to HSO for correction as soon as possible.
- delivering H&S training (Senior staff, using content provided by HSO)

Congregation, visitors, and contractors.

Congregation members, visitors, and contractors are expected to.

- report any hazards, incidents, or accidents they see to staff

Wardens.

A Chief Warden, Fire Warden and Wardens are appointed for every event/service. In general, the service leader is the Chief Warden for a service (unless another person has been nominated), the Welcome Leader is the Fire Warden and Children Ministry Leaders are Wardens. Responsibilities in an emergency are outlined in 10A (page 15).

Safe Ministry

Latimer Church is committed to the physical, emotional, and spiritual welfare and safety of all people, particularly within its own community. To ensure the safety of children and vulnerable people in our communities, Latimer church in conjunction with the CCAANZ will

- Carefully recruit and train its clergy and church workers,
- Adopt and encourage safe ministry practices by its clergy and church workers
- Respond promptly to each concern raised about behaviour of its clergy and church workers,
- Offer pastoral support to any person who has suffered abuse
- Provide supervision of any member of a congregation who is known to have abused a child or another vulnerable person,
- Provide pastoral accountability to any member of a congregation who is known to have abused a child or another vulnerable person.

5. Review Process

This policy is reviewed per the following schedule:

Document	Review Period	Responsibility
Entire policy review	Two yearly	Vestry
General sections of this document	Annually	HSO, Vestry and Lead Officer
Sections 7 – 10, Individual processes and policies	On a rotational basis. Review one policy section per scheduled health and safety committee meeting (all sections once per year)	Health and Safety Committee
Hazard and Risk Register (spreadsheet) Training register, Drills, RAMs, incident reports	6 monthly	HSO and HS Committee

Process

1. The policy or process for review is selected by the HS Committee. This can be prompted by several things but usually is the result of a site audit, near miss or incident recommendation.
2. The Health and Safety committee (officer or HSRs as appropriate) will review the policy and collate suggested changes.
3. Vestry is to authorise and approve these changes
4. Revised document is added to the H&S folder & circulated into other relevant locations (move previous versions to the "Archive" folder)

6. Revision and Document History

Review Date	Summary	Reviewed By	Authorised By
30/04/2020	Document Creation	Nailed It Safety Solutions	Leadership Team
30/01/2022	Review	Nailed It Safety Solutions	Leadership Team
11/02/2022	Addendum additions	Nailed It Safety Solutions	Leadership team
8/9/2022	Updated policy review	Health and Safety Committee	H&S Committee
13/2/2023	Updated policy Approval	Latimer Vestry	Latimer Vestry

RELATED POLICIES:

Safe Ministries Blueprint ("SMBP")

The Latimer H&S Policy is designed to work in conjunction with the SMBP. SMBP outlines how Latimer fulfils its commitment to providing the physical, emotional, and spiritual welfare and safety of all people, particularly within its own community.

Complaints Procedure

This procedure outlines the various ways in which a complaint is processed and received by the correct person.

Human Resources Policies

Outlines process for addressing the wellbeing of staff and processes for dealing with complaints and grievances.

Security Policy

Provides policy and procedure for in service and mid-week security from external threats

Diocesan Canons

Outlines process for addressing the wellbeing of Ministers and processes for dealing with complaints and grievances.

GUIDING DOCUMENTS:

Health and Safety at Work Act (2015)	Resource Management Act
Building Act	Fire Service Act
Hazardous Substances and New Organisms Act	Injury Prevention Rehabilitation and Compensation Act.

7. General Policies and Procedures

A. Equipment and Facilities Safety

i. Scope

The purpose of this section is to ensure that the equipment utilised by Latimer Church is of fit condition for use by any competent/trained staff or volunteer and that faulty equipment is not used until repaired.

ii. Reporting a fault

- Anyone may report a fault in a piece of equipment using the “hazard/feedback” form. Take steps if necessary to prevent others from attempting to use the equipment (post a note, un-plug & remove cable etc..).
- Urgent faults that affect the safety of the user or personal around the equipment should be immediately reported to the HSO. A hazard/feedback form still needs to be completed and as soon as practical.

iii. Facilities Safety Inspections

We conduct regular inspections of our facilities monthly.

iv. Electrical testing & tagging

All electrical equipment at Latimer will be safety tested and tagged based on the AS/NZS 3760 standard below. This will be organised by the HSO

- Equipment where the cord is subject to flexing in normal use or is open to abuse – every 12 months
- Equipment where the cord is NOT subject to flexing in normal use and is NOT open to abuse – every 5 years.

B. Hazard Identification and Management

i. Scope

The purpose of Hazard Identification is to make sure that all people in our organisation have adequate protection from hazards. It shall be the responsibility of the PCBU Officers to ensure that this process is carried out.

ii. Identification of New Hazards

Latimer identifies new hazards through the following channels – please see the end of the policy to view the forms

Item	Description	Completed By
Facilities safety inspection	Building checklist – monthly	Anyone – assigned by the H&S Officer

General equipment maintenance checklist	Checks all gear every 3 months	Anyone
Near Miss and Accident Reports	Physical and online form available	Anyone
Hazard Reports	Physical and online form available	Anyone

iii. Controls

All identified hazards are evaluated and will have the most appropriate controls implemented and maintained

iv. Recording of Hazards and controls

Any identified Hazards and Controls are recorded in the Latimer Hazard and Risk Register. In line with Addendum A - The evaluation will assign each hazard a consequence and likelihood of occurrence. A plan for managing each risk 'so far as is reasonably practicable' using the eliminate, isolate or mitigate framework will be agreed and procedures/processes will be enacted to control each risk.

v. Reviews

The Health & Safety committee shall carry out a review and assessment of the Master Hazard Register at a minimum frequency of once per year. They are responsible for ensuring the controls put in place to contain hazards remain effective. The purpose of the review is to ensure the Hazard Register is current and that the control actions are still effective. The review will include:

- A hazard by hazard review of existing entries, checking that the hazard is still relevant and the established controls are effective.
- The addition / deletion of entries, where appropriate.
- A short action plan should be established, recorded, and follow up actions should be delegated, and time stamped.

C. 3rd Party Facility Use Policy

i. Scope

Our Church leases our facilities to various community organisations and groups and has an obligation to ensure that our facilities are safe for use.

ii. Working with other Groups

Key points to consider:

- What activities will take place and who will partake?
- Will there be alcohol at this event (supplied or allowed)?
- Is there an appropriate Health and Safety plan in place?

iii. Community Group Info Pack

When an individual or group hires the building, they will receive the following information:

- Contract and payment information (includes agreeing to terms and conditions including health and safety plan)
- Facilities Use Guidelines
- Feedback Form.

D. Contractors

i. Scope

All contractors who we work with must be vetted and meet our contractor requirements. This process explains how we work with contractors to ensure the safety of our people.

Our minimum requirements for working with them are:

1. A current Health and Safety Plan – specific to their company’s unique business.
 - a. This will be reviewed by the Health and Safety Officer.
2. All contractors are to wear the appropriate PPE for the work that is being carried out.
3. All contractors must sign in with the Office Manager which includes terms and conditions of working at Church facilities (including a health and safety overview)

ii. While the Work is Being done

While they are working on site the Contractor should sign in with and keep in contact with their Church contact. They need to let us know

- If the work changes from scope
 - Of any hazards to the work, they are hired to perform
 - If there are any near misses or accidents.
 - If they bring in sub-contractors who haven’t been mentioned on the contractor check sheet.
-
- If any staff member notices that work is being performed in an unsafe manner, they are to direct the contractor to stop work and immediately inform the HSO or office manager.

8. Church Specific Policies and Procedures

A. Church Service Safety

i. Responsibility of Welcomers

Our church will appoint and train welcomers who are responsible for safety in the church service in the event of an emergency. A “welcome team leader” will be present at each service, to ensure that welcomers are aware of their duties and that feedback is given if required.

ii. Responsibility of Youth & Children volunteers

During our church services we often run Children and Youth programs which often happen in a separate building/space to the main church service. During this time, the leaders of these ministries are responsible for the safety of the Youth/Children in the event of an emergency.

To read more specific information about responsibilities during emergencies, please see section 10A to read the roles of the Chief and Fire Wardens.

B. Working bee & activity policy

i. Scope

Latimer Church relies heavily on the work of volunteers, especially during occasions which require “many hands”, this includes but is not limited to, working bees, evangelistic events, camps/retreats.

ii. Working Bee/event Preparation

Before any working bee or activity is held by Latimer, there are several steps that are to be taken to ensure we are providing a safe environment for our volunteers.

1. Once the activity is planned, RAM (Risk Assessment and Management) forms are to be filled out by the event coordinator
 - These outline the activity being held, the risks associated with the activity, and what actions have been put in place around the risks.
 - These forms must be signed by the ministry leader and reviewed by Latimers HSO before the activity start
2. Ensure a walk around the event location has been performed to double check any hazards/controls.
3. Before the event, gather all volunteers and conduct a volunteer pre-start briefing (with supporting document)
 - This is a document that
 - Outlines the scope/tasks for the activity
 - Ensures the emergency plan is explained and site first aider is identified
 - Describes any hazards and what controls have been put in place.
 - All volunteers for the working bee/activity are to sign this form to confirm they are aware of the hazards.

C. Youth Activities, Outings etc.

i. Scope

Activities that are held for our Youth and Children at Latimer require even more consideration than other activities. The CCAANZ Safe ministry Blueprint has section 2.3 (pages 17 – 20) which provide guidelines for these events.

9. Staff and Volunteers

A. Volunteer / Paid Staff Training and Vetting

i. Scope

All staff and volunteers will receive training for the tasks that they are asked to do. For many positions at Latimer, this training is provided by your ministry, while other training requires an external organisation to run – for example, first aid, early childhood education etc.

ii. Approach

Latimer church seeks to create a culture of open discussion around Health and Safety; that we would be a community who “see something and say something”. For this to happen, the HSO will provide our staff and ministry leaders the tools they need to train their own ministry volunteers in Health and Safety. These ministry leaders will be the primary point of contact for H&S related questions within their ministry. Please see the following section (9B) to read more about staff engagement in H&S

iii. Training Material

Training material will be provided to ministry leaders for general H&S training, both as training videos and one-page reference documents, this includes;

- A General H&S Overview
 - Finding out more information
 - Policy Statement
 - Responsibilities in H&S
- Incident & Hazard Reporting
 - How to take notice – what are we looking for?
 - What to do after an incident
 - How to report
- Berwick Street emergency roles in a Church Service
 - Finding information
 - Responsibilities of the Chief Warden
 - Responsibilities of the Fire Warden
 - Responsibilities of the Wardens
- The Piano emergency roles in a Church Service
 - Finding information
 - Responsibilities of the Chief Warden
 - Responsibilities of the Fire Warden
 - Responsibilities of the Wardens
- Kitchen Safety
 - Where to find more information
 - Guidelines

iv. Records

Training will be performed yearly within all ministries, and as a new volunteer comes on board. It is the responsibility of the Ministry Leader to log all training via the provided training register and send records to the HSO. Volunteers who have not completed H&S training within the first month of their volunteering are to stop serving until they are trained. It is the responsibility of their ministry leader to track this.

B. Staff Engagement in H&S.

i. Scope

It is critical that our staff are involved with our Health and Safety programme and are provided with ample opportunity to contribute to the safety of their colleagues. While each of these aspects are covered separately in this policy, this section provides a good summary and overview of our efforts to involve all staff.

ii. Our Leadership Team Will.

- Provide opportunity for staff to voice their opinions at regular safety meetings per the schedule found in Page 1 of this policy
- Provide the right forms for Hazard Identification, RAMs, training material and templates and ensure that staff are aware of how to use them
- Keep good records of any safety topics discussed via meeting minutes
- Foster a good attitude towards health and safety

iii. Staff are Expected To

- Lead the training of their ministry in issues of Health and Safety, including providing feedback to leadership on current forms of training.
- Foster an “open conversation” attitude towards health and safety for their ministry.
- Become familiar with and follow the processes outlined in this Health and Safety Policy
- Be familiar with the various roles of Health and Safety, particularly that of the HSO, VSPO, deputy VPSO and HSO
- Participate in discussions around safety with a good attitude.
- Report hazards, near misses, or accidents effectively, supporting their ministry volunteers in the same

C. Staff Inductions

i. Scope

All new employees of our company must undergo an induction session, usually this is held in orientation week in January. Where a new staff member starts during the year, this will be completed in their first week. This is to ensure that they become aware of our safety and quality control procedures, and to give them a chance to ask questions.

ii. Content

New employees are taken through our current systems structures, including health & safety as well as general practices in the workplace.

D. Strain Disorders (RSI, DPI, OOS) Prevention Policy

Discomfort Pain Injury (DPI) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. Every case of DPI has the potential to be classified as a significant hazard because the condition may cause ‘Serious Harm’. Therefore, the risk factors for DPI need to be controlled by eliminating the hazard if possible, or else by isolating or minimising the hazard.

The purpose of this policy is to provide systems and procedures for proactively managing the risk factors that may contribute to a range of occupational overuse type conditions.

i. RESPONSIBILITIES

H&S Officer.

- Encourage staff to report any work-related pain as early as possible using the standard reporting system.
- Ensure the work environment of any staff who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
- Ensuring the staff have gear suitable for their task. For example, laptops are not designed for long periods of use without an external keyboard, mouse, and monitor.
- Ensuring that Workplace Ergonomic forms are filled out yearly by staff
- Ensuring that any WFH ergonomic forms are filled out by staff who work from home.

Staff.

- Completing yearly ergonomics self-assessment checklist
- Completing a WFH ergonomic form if undertaking any work from home.
- Adjusting workstation equipment to maintain a comfortable body position
- Taking breaks away from the workstation and practicing micro-pauses as appropriate
- Reporting issues as they arise instead of waiting for them to go away.

E. Stress Management

Staff and Officers have responsibilities under the Health & Safety in Employment Amendment Act to prevent and manage workplace stress. This is intended to assist individuals to understand their responsibilities.

i. Prevention and Management

Early reporting and intervention minimise the likelihood of stress occurring and/or escalating. Prevention and Leadership team can occur at three levels:

Primary Prevention

- Create a healthy workplace
- Develop ways to eliminate, isolate or minimize identified stressors
- Training and supporting staff
- Monitoring the success of the programme and revising it as necessary.
- Identify and control stressors so that the work is interesting, rewarding and paced within the persons capabilities
- Maintain an open-door policy for staff who need to talk in order to head off potential problems before they compound.

Secondary Prevention

- Improve the fit between the person and the job by selection (recruitment), training and performance feedback
- Ensure potential and existing staff are aware of intrinsic stress factors related to the job

Tertiary Prevention

- Helping the person who is experiencing stress manage the situation.

ii. Staff/volunteer Responsibilities to cope with Stress

- Inform Leadership team if you are experiencing stress that could affect your work.

- It is important not to feel stressed to a point where it becomes intolerable. By taking action early, it is possible to minimise the harmful effects of stress.
- Depending on circumstances you may wish to discuss your concerns with another Leader.
- Work with the officers to develop a plan relative to your situation
- Identify self-help strategies e.g., exercise, healthy lifestyle choices

iii. Company Responsibilities to help the worker deal with stress

- When signs of stress in an individual worker are detected ensure positive steps are taken with the aim of relieving or otherwise minimising the effects of stress.
- All complaints of work-related stress. should be taken seriously and treated confidentially
- Discussion with the worker should establish: -
 - a. What the worker concerns are.
 - b. Is the concern related to work
 - c. Is the person safe to continue working
 - d. Who is the best person to manage this e.g., Leader
 - e. Is further referral required e.g., General Practitioner, Counselling Services
 - f. What can be done to find solutions that are suitable to both parties.
- Where controls are implemented to manage workplace stress there needs to be monitoring of the effectiveness of those controls. The frequency and scope of this monitoring will depend on individual circumstances.
- It should be noted that Managers can only manage stress situations that they can be reasonably aware of.

10. Emergency, Accident, and Near Miss Reporting

A. Church Service Emergency Plan

These guidelines in this policy are written for Berwick Street services, please see the “The Piano – Latimer Health and Safety” addendum for information on emergency procedures for The Piano.

For procedures relating to safety from security events, please view the “Latimer security policy”

i. Scope

In the unlikely event of an emergency happening during one of our church services, we need ensure that our congregation and visitors are safe, and that evacuation can happen quickly and safely. An emergency generally means either a fire or an earthquake but could include anything that puts at risk the safety of everyone in the building.

It is important that all Latimer volunteers are aware of:

- The responsibilities of their own position during an emergency
- The responsibilities of the Chief Warden, Fire Wardens, and Wardens during an emergency
- 12 and 20 Berwick Street fire exits and evacuation information (see the wall posters for this info)
- The location of the evacuation point (main parking lot)

ii. Emergency Roles

- **Chief Warden - Service leader & Kindy Church Leader (in children’s ministry)**

The Chief Wardens role is to assume control of the occupants of the building and ensure the proper steps are followed.

1. Determine if an emergency should be declared, announce the nature of the emergency and provide instruction
 - E.g. Earthquake – drop, cover and hold until shaking stops.
 - E.g. Fire – evacuate as quickly and calmly as possible out of our fire exits to the car park.
2. Put on the Orange Hi-Viz and station yourself in a safe area close to the main entrance
3. Ensure emergency services are called and informed of the emergency
4. Keep the assembly area safe and secure
5. Await clearance reports from the wardens and mark the check sheet located in the red evacuation folder
6. Brief the emergency service personnel on their arrival.
7. Ensure the building entrances are monitored for safety
8. Announce when the buildings are safe to be re-entered.

- **Fire Warden – Welcome Team Leader & Kindy and Kids church adult helper (in children’s ministry)**

The Fire Wardens role is to follow the instruction of the Chief Warden and manage the safe evacuation of all occupants of the building.

1. Put on the Yellow Hi-Viz vest as soon as possible
2. When announced by the Chief warden, direct everyone to exit the building using all the appropriate routes.
 - Kids ministry, this route is out of the front entrance of the house, along the footpath to the Northwest corner of the parking lot.
3. Organize the wardens to check all areas in the building to ensure everyone has evacuated.
4. Guide everyone to the assembly area and assist in checking everyone is safe
 - For kids’ ministry, seat the children and check the roll to make sure all kids are with you.
5. Ensure good communication with the Chief Warden regarding the arrival of emergency services and the security of people & buildings.

6. Once the Chief warden has announced the building is ok to re-enter, release people from the evacuation point.
 - In kids' ministry, release the kids to parents as they arrive, making sure to log this on the roll book.

- **Wardens – Welcomers & Youth, Kids and Kindy church teachers (in Children's ministry)**

The Wardens role is to follow the instruction of the Fire warden, assisting the occupants in evacuating the building and checking the clearance of all rooms.

1. On the instruction of the Fire Warden, search the floor of the building to ensure all persons are accounted for, both before and during evacuation.
2. Ensure calm and orderly movement of occupants towards the exit
3. Assist mobility impaired people
4. Operate any first attack firefighting equipment including fire extinguishers, hose reels and fire blankets if it is safe to do so.
5. Ensure good communication with the Fire Warden regarding the clearance of all rooms and buildings.

B. Specific Emergency Events

Please see addendum E for further information on emergency events. This can also be found in the RED emergency folders

i. Earthquake

- **Precautions**

Familiarize yourself with your environment before an earthquake hits. Know the location of your exit points.

- **When Earthquake Occurs:**

- DROP, COVER, HOLD. Ideally under or beside a solid structure (table or desk), cover your head and hold on (furniture may walk).
- Stand in a door frame.
- Stand away from the path of possible falling objects.
- Move away from windows and glass partitions.
- Keep clear of all racking systems and shelves
- Stay put until the earthquake has finished then evacuate to the evacuation point (main car park)
- If outside, try to get clear of building verandas and facades as they may collapse or fall to the ground.

- **When Shaking Stops:**

- Unless there is immediate danger DO NOT GO OUTSIDE IMMEDIATELY as there may be more serious hazards out there created by unstable rubble. Wait for the all clear announcement from the Chief Warden
- If a fire has started – extinguish if possible.
- Check for electrical and gas hazards.
- Turn off all electrical switches and gas valves when considerable damage has occurred to the building.
- Assist those who are nearest to you who may be injured.

- **If Evacuation is Initiated:**

- Follow the instructions of the wardens.
- Proceed to the safest available exit.
- Go to emergency evacuation meeting point and await further instruction.

ii. Medical Emergencies

- Keep calm
- Keep safe.
- Call for help of a first aider and phone 111 for an ambulance
- If patient is unconscious – keep airway open.
- Do not move the patient unless their breathing has stopped (in which case apply CPR).
- Keep patient warm and calm.
- If a patient is conscious – try to establish what happened.
- Control bleeding if occurring.
- Treat burns immediately – immerse in cold water.

iii. Chemical spill

- If the spill requires an evacuation, the chief warden and fire wardens are to follow their assigned roles for evacuation
- If the spill is localised, a staff member or fire/chief warden will follow the steps laid out in the RED emergency folders.
- Please see addendum E for further information

iv. Other Natural Disasters (floods, strong winds/storms/tsunami)

- The Chief Warden, fire wardens and staff are to assume control over the situation and instruct building occupants
- More information can be found in addendum E which can be found in the RED emergency folders.

C. Emergency Preparedness

i. Fire Drills

The church will complete an annual emergency fire evacuation drill onsite at 12 and 20 Berwick St (follow the procedures for the normal church-service/ emergency.) For ministries held offsite, a drill will be completed where required in accordance with the site emergency plan, or where an evacuation drill is not required, a regular reminder of the emergency procedures will be issued.

When performing an emergency drill, the HSO is to fill out the Emergency Drill form and follow the instructions attached.

ii. Evacuation Plans

As part of the regular safety inspections we will check to ensure that emergency evacuation routes are clear. When we run activities requiring a risk assessment then emergencies will be considered as part of the process.

iii. Fire Servicing.

Fire extinguishers and alarms should be serviced annually by competent personal per NZS4503.

iv. Signage

Fire extinguishers are required to have a “Blazon Sign” indicating the type of fire extinguisher and what fires it can effectively extinguish.

We will identify a safe emergency assembly point and install clear signage to make others aware of it.



D. Hazards and Incidents.

i. Scope

1. To ensure that we appropriately manage, investigate, and learn from all near misses, accidents and reported events.
2. To meet our obligations of providing information to the authorities as required by legislation.

ii. Reporting Forms

Both the incident reporting form and the hazard/feedback form mentioned below can be found alongside the physical H&S documentation near the kitchens in each building, by scanning our QR code, or online at <https://latimerchurch.nz/health-and-safety/>. If you fill out a physical form, please hand it to your ministry leader or another staff member. If you fill one out online, it will automatically go to the right place

iii. Incidents and near misses

Incidents and near misses cover all occasions during which a person is either harmed or put at risk of harm. It is important when one of these happen, that firstly we care for the individual involved, and secondly that we provide details of the incident/near miss to church leadership so that we are able to record, respond and learn from the event. Generally, in the event of an incident the following steps should be taken.

1. Ensure that people around are made aware that something has happened, and ask for help if necessary
2. Ensure that first aid is administered by a qualified person if it is required
3. Make sure the area is secure and that no more incidents can occur.
4. Fill out an incident form and inform your ministry leader so they are aware of the situation
 - Make sure to provide as many details as possible when filling out this form including any first aid/care that was given.

iv. Hazards

We want to make sure that as a church we are providing a safe environment for our congregation and visitors. While we have many procedures in place to try and identify and control any hazards, we encourage feedback from people regarding hazards that may cause potential incidents. The hazard/feedback form is made available to provide this feedback.

What do I class an event as?

Near Miss	Event which could have caused an injury – for example <i>“I was really lucky and the van just missed me!”</i> or <i>“Nail gun mishap, and fired by accident. Could have been nasty if it had hit someone.”</i>
Hazard	Event which might be hurt someone in the future and can’t be dealt with by the reporter themselves – hence they are filing a report to pass it up the chain. For example, <i>“Car breaks a bit spongy, check”</i> or <i>“There is no handrail on the upstairs balcony”</i>

Accident	Event where someone has been hurt or property damaged, irrespective of the damage caused. For example, <i>“John cut himself with a knife”</i> or <i>“Tripped over the lead and fell hurting my knee”</i>
Serious (Major) Accident	<u>AS DEFINED BY THE ACT</u>

E. Major (Notifiable) Injury or Illness

i. Scope

Some forms of Injury are “Notifiable” which means that Latimer will need to inform Worksafe within 48hours of the event or potentially face a hefty fine.

- This is a job for Leadership team only. Providing the event is actually notifiable there will likely be a Worksafe investigation.
- It is highly recommended that you contact your H&S Advisor prior to contacting Worksafe. Give Nailed It Safety Solutions a call 021594694.
- You can notify Worksafe via their website or via phone - 0800 030 040

We are required to notify Worksafe if:

- Someone is seriously injured at work
- Someone becomes seriously ill as a result of work
- Someone is involved in a serious near miss

ii. What to do after a Notifiable Event

1. Preserve the site

The person who manages or controls the workplace must take all reasonable steps to ensure that the site of the notifiable event is preserved and not disturbed until a WorkSafe Inspector authorises you to do so.

The site may only be disturbed if:

- you need to move/assist the injured person for medical/safety reasons
- it's essential to make the site safe or minimise the risk of someone else being hurt or killed
- you're directed to do so by the Police
- permitted by WorkSafe or a WorkSafe Inspector.

To ensure the site is not disturbed:

- the work set-up should not be changed
- any plant, substances or other things involved in the event should stay where they are
- work that could interfere with the site should stop. Work may continue in other parts of the workplace
- no alterations should be made to the plant, vehicles, or structures involved.

2. Keep records

Take photos, videos, eye witness statements etc. If it is possible to conduct an investigation without disturbing the site then by all means go ahead.

We will keep records of all Notifiable Events for at least five years from the date of the event.

11. Consultancy and External Advice

Latimer Church recognises that, in some cases, further specific consultant advice is required. The following is a list of approved consultants and organisations.

Chris Brosnan
Nailed It Safety Solutions Limited
P 021594694
E: chris@naileditsafety.co.nz
Fields:
Site Audits
General HS advice on a wide range of topics.
www.naileditsafety.co.nz

12. Health and Safety Plan Acceptance

.....
Vestry Representative Date

.....
Lead Officer Date

.....
HSO Date

13. Policy Addendums

Please see the Policy Addendums folder for information on:

A. Hazard Identification and Management

B. Incident/Hazard processing

C. Health and Safety Positions

D. The Piano – Emergency Procedures

E. Emergency response
