



United Synagogue

HEALTH AND SAFETY POLICY & PROCEDURES

June 2022

United Synagogue
305 Ballards Lane
North Finchley
London
N12 8GB

A Safe Community is No Accident

Available at: <http://www.theus.org.uk/healthandsafetypolicy>

Revisions:	
Appendix 14 (June 2023)	
4.17 Kitchens & Food Preparation (July 2023)	

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INTRODUCTION

In addition to fulfilling the United Synagogue's legal obligations, this Health & Safety Policy & Procedures is intended as a reference source for employees, volunteers, members, external authorities and other stakeholders.

This document supersedes the March 2018 H&S Policy and Procedures, and all earlier editions and includes a number of updates to topics which have been ordered alphabetically for ease of reference. This policy is intended for all central service functions and full member Synagogues who are formally supported by the Health & Safety / Property Department. Due to their membership status Affiliate and Associated Synagogues are supported informally on request. The United Synagogue Burial Society has an independent H&S Policy available from the Burial Office at Bushey Cemetery.

Sections 1, 2 and 3 meet the United Synagogue's statutory obligations by confirming the organisation's commitment to Health & Safety and by defining individual and organisational responsibilities.

Section 4, shows, in comprehensive detail what arrangements the organisation has in place to realise its objectives in achieving a healthy and safe environment. In other words, it's the way we do things - safely. At the foot of each subject there are references to topical legal or regulatory instruments. This section along with associated appendices provides hands-on, procedural and best practice guidance.

Sections 5, cross references topics and directs users to related subjects.

Section 6, provides a glossary of H&S terms and abbreviations.

Section 7, contains the Appendices, has been updated to reflect current and best working practices, and has included for ease of reference. Many of the appendices will assist in standardisation of working, day-to-day forms, which are available to be copied or edited to suit specific applications.

A number of topics have been rewritten to better reflect current best practices. Many of the updates and additions are the result of the "frequently asked questions" received by the Health & Safety Department.

Whilst it is not expected that this manual will be read cover to cover, individuals in positions of responsibility should have a good working overview of its content and recognise its value as a primary, proactive reference source for Health and Safety matters within the United Synagogue.

Andrew Brayam
H&S Manager
United Synagogue
June 2022

SECTION 1: HEALTH & SAFETY – POLICY STATEMENT

1.1 Statement of Intent

The United Synagogue through its Trustees fully recognises the duties placed upon it under the Health and Safety at Work etc Act 1974 (HASAWA), along with all other associated legislation and regulations. The organisation is committed to ensure that “as far as is reasonably practicable” it complies with the minimum requirements and exceed them where it is reasonably practicable to do so.

The organisation recognises its duties not only to our employees but also to non-employees, contractors, volunteers, visitors, Synagogue members and worshipers, members of the public and any others who may be affected by its activities.

1.2 Policy Objectives

Health & Safety must be regarded as a mutual objective for Trustees; Directors; Managers; Honorary Officers and Employees at ALL levels. Therefore the organisation will, as far as is reasonably practicable:

- Provide and maintain a safe, healthy working environment in all of its properties, with safe access and egress for all, regardless of ability;
- Maintain a culture of improvement in all aspects of safety, in particular by introducing and monitoring safety procedures to maintain standards;
- Conduct general, and where appropriate, specific, Risk Assessments, reviewing them regularly or when significant changes warrant it;
- Introduce and encourage safe working practices for employees to enable them to carry out their roles safely;
- Provide suitable safety training, information and instruction as required for all employees and appropriate non-employees;
- Consult employees on matters relating to health, safety and welfare throughout the organisation;
- Comply with all relevant legislation, statutory instruments, approved codes of practice and recognised guidelines;
- Provide and maintain suitable plant and equipment;
- Review accidents, undertake incident investigations and record audit information; and,
- Ensure provision of safety devices and/or protective equipment and supervise its use.

1.3 Duties of Employees

- Take reasonable care of their own Health and Safety, and that of others who may be effected by their acts and omissions at work;
- Co-operate with the organisation on safety matters; and,
- Not to interfere with, misuse or wilfully damage anything provided in the interest of Health & Safety.

1.4 Review of Policy

To ensure this policy remains effective the United Synagogue will:

- Review the policy annually, or when there are any significant organisational or operational changes;
- Make such changes known throughout the organisation; and,
- Maintain procedures for communication between all levels of employees on matters relating to health, safety and welfare.

The H&S Policy of the US Burial Society is obtainable on request from the Burial Society.

Signed:

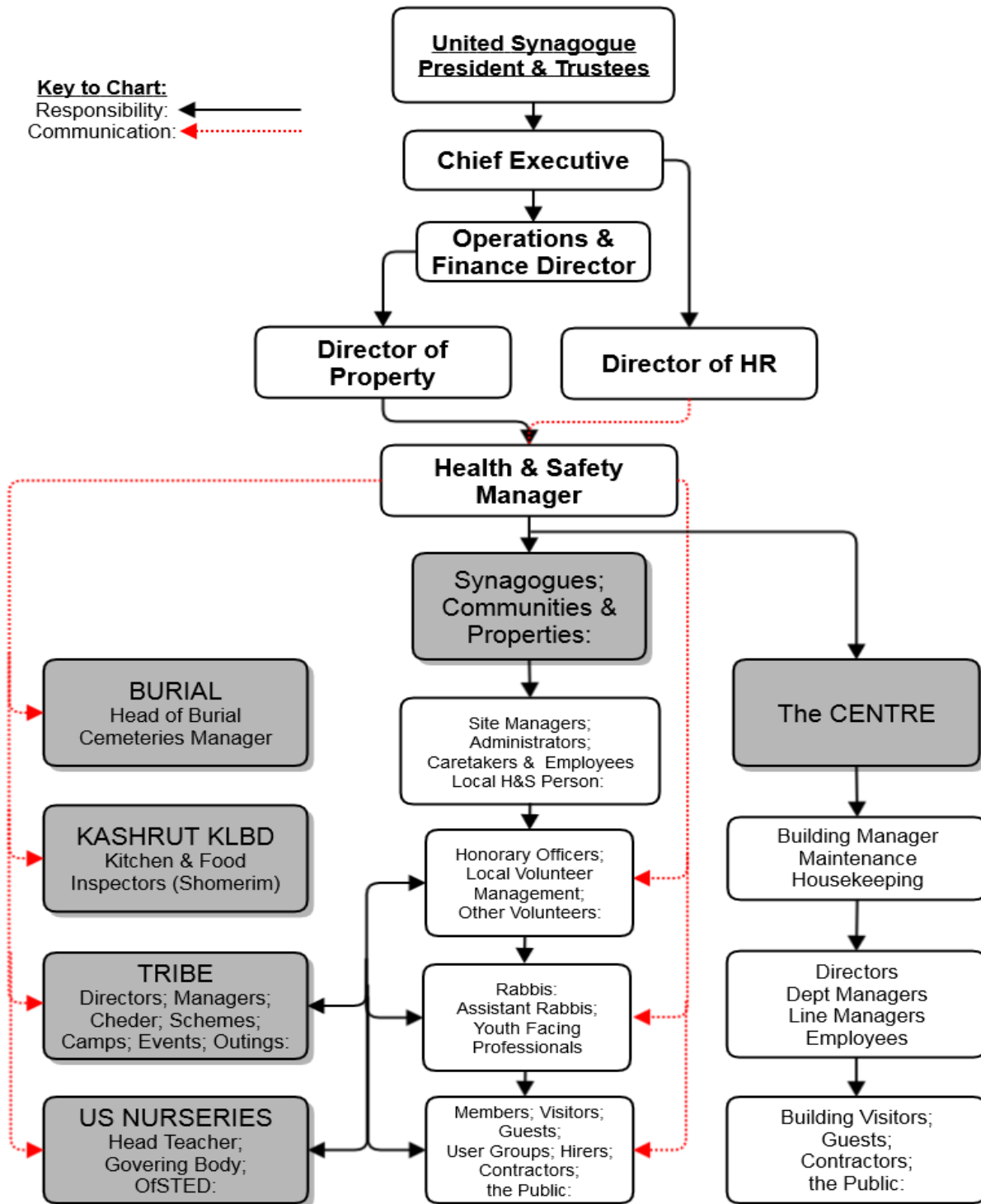


Dated: 30th June 2022

Michael Goldstein – President, United Synagogue

SECTION 2: H&S ORGANISATIONAL STRUCTURE

2.1 United Synagogue – H&S Responsibility Tree



SECTION 3: RESPONSIBILITIES

3.1 THE CENTRE

US Trustees (acting as the corporate body)

- 3.1.1 Ensure that Health & Safety is an agenda item for discussion at Trustee meetings and receive a detailed report every six months.
- 3.1.2 Provide adequate financial and other resources to ensure Health & Safety matters can be undertaken in an appropriate manner.
- 3.1.3 Ensure that Health & Safety matters are considered in the day-to-day activities of the whole organisation.

Chief Executive

- 3.1.4 Requires that the United Synagogue Health & Safety Policy is reviewed and updated as necessary every twelve months, or sooner if there is significant reason to do so.
- 3.1.5 Is to ensure that Health & Safety is an agenda item for discussion at Senior Management Team meetings.
- 3.1.6 Is to include Health & Safety as a performance indicator when revising management objectives.
- 3.1.7 Will make sufficient budgetary provision for Health & Safety policy requirements are delivered.

Director of Property

- 3.1.8 Will manage and review compliance at all US properties with current applicable regulations.
- 3.1.9 Delegates tasks of a Health & Safety nature to the USHSM.
- 3.1.10 Arrange for inspections that may be statutorily required and within the responsibilities outlined in '4.26: Statutory Testing / Requirements' below, and:
 - a) Inform the Administrator / Site Manager / Local Health & Safety Responsible Person (LHSRP) of any reported defects;
 - b) When informed by the United Synagogue Health & Safety Manager (USHSM), or as requested by an Enforcement Authority, Honorary Officers (HO), or Administrator / Site Manager / LHSRP, assist in the design and implementation of appropriate control measures; and,
 - c) Monitor and drive forward the progress of matters which may not have been dealt with in a timely fashion, and the resultant implications.
- 3.1.11 Give consideration to the Health & Safety implications of all projects managed by the US Property Department.
- 3.1.12 Ensure that all contractors employed centrally are fully compliant with all H&S matters prior to commencing works.

3.1.13 Monitor the activities of contractors appointed centrally to carry out works.

United Synagogue Health & Safety Manager (USHSM)

3.1.14 Will ensure that the Health & Safety Policy is, as far as reasonably practicable, communicated and implemented throughout the whole of the organisation. Additionally the USHSM will review the Safety Policy annually or as required and conduct revisions when necessary.

3.1.15 Conduct Risk Assessments and monitor the Health & Safety of individuals, activities and premises within the organisation.

3.1.16 Monitor, action and review future strategy, taking into consideration the findings of all Risk Assessments and safety reports, all reported accidents, incidents or notified near misses.

3.1.17 Liaise with and give advice to the Administrator / Site Manager / LHSRP, and all other stakeholders, in respect of H&S matters.

3.1.18 Ensure appropriate H&S training, support and guidance is given to Administrators / Site Managers / LHSRP, US employees and relevant stakeholders in respect of H&S matters. Where appropriate training to be conducted in collaboration with the Human Resources Department and external providers.

3.1.19 Manage all interface with Enforcement Authorities and US insurers in matters of Health & Safety and any associated investigations, inspections, claims and surveys.

3.1.20 Manage statutory and best practice testing, compliance and registration.

3.1.21 The USHSM will report to the Director of Property and to the Trustees.

3.1.22 Conduct Fire Risk Assessments and implementation of emergency planning.

3.1.23 Acting on behalf of the Trustees, the USHSM has the authority to intervene in matters concerning imminent safety risks to people or property; in matters of statutory compliance; where an enforcement notice has been issued; or where local management has failed to act in an appropriate or timely fashion in the management of Health & Safety.

3.2 LOCAL SYNAGOGUE and COMMUNITY MANAGEMENT

Local Synagogue Honorary Officers & Community Directors

3.2.1 Ensure that appropriate provision is made for delivering Health & Safety objectives and in particular statutory requirements, in consultation with the USHSM and where appropriate the US Finance Department.

3.2.2 Ensure that Health & Safety is a regular agenda item for formal discussion at each management / board meeting.

3.2.3 The Chair / FR are to appoint a person to be responsible for all local Health & Safety matters. This person is could be, the Administrator or Site Manager or appropriate

volunteer. This person shall be referred to throughout this document as the Local Health and Safety Responsible Person (LHSRP). Suitable training will be offered periodically or given on request, where practical by the USHSM.

- 3.2.4 Liaise with the LHSRP and USHSM to ensure issues identified by general or specific Risk Assessment, whether generated internally or by external authorities or third parties, are managed to successful completion within an agreed timescale.
- 3.2.5 Liaise with the LHSRP to monitor the activities of competent contractors arranged locally; to ensure, as far as is reasonably practicable, the contractors' safety, the safety of their employees and the safety of others who may be effected by contractors' acts and omissions.
- 3.2.6 Ensure that contracts are in place to perform scheduled preventative maintenance to plant and equipment, including, but not limited to, gas safety, electrical installations, fire extinguishers, boilers, water systems, and fire alarm systems.

Synagogue Administrator or Designated Person

- 3.2.7 Ensure that all Health & Safety-related documentation, including, but not limited to, H&S Policy, Risk Assessments, Fire File, Emergency Procedures, test logs, maintenance certificates, Asbestos Register, are readily available for inspection by both internal and external authorities.
- 3.2.8 Ensure site staff are suitably trained to conduct their tasks in a safe manner and that appropriate training records are kept, e.g. working at height, manual handling, hot works, etc.
- 3.2.9 Ensure that site staff conduct all equipment checks to work related equipment, which includes, but is not limited to: fire alarms; emergency lighting; ladders; and, machinery. The results of all tests of this nature must be recorded in a log.
- 3.2.10 Ensure all accident reporting procedures are followed and, where appropriate discuss RIDDOR reportable accidents with the USHSM as a matter of urgency and always within one working day of any incident.
- 3.2.11 Ensure that the activities of all local employees, volunteers and contractors are managed and monitored to ensure, as far as is reasonably practicable, their safety and the safety of others. The USHSM can provide support, guidance and assistance as required.

Local Health & Safety Responsible Person (LHSRP)

- 3.2.12 Appropriate training is available to the LHSRP on request which is administered by the USHSM.
- 3.2.13 It is the responsibility of the LHSRP to oversee the implementation of the Health & Safety Policy at a local level and ensure that all assessments, tests and reporting procedures referred to within this document are implemented and properly completed. The LHSRP must ensure that this document and all other H&S documentation, including all maintenance and service records, and certification, is available for inspection in the Synagogue Administrator / Site Manager Office.

- 3.2.14 The LHSRP must manage and monitor progress of issues identified by risk assessment and report safety defects to ensure that these are controlled, eliminated, reduced or isolated as appropriate.
- 3.2.15 The LHSRP must ensure that all necessary statutory notices and relevant site safety H&S information is prominently displayed in communal areas and office areas as appropriate for each setting, e.g. emergency contact numbers, insurance details, fire evacuation details, etc.
- 3.2.16 The LHSRP will liaise with the USHSM for help, guidance and support in all matters relating to H&S, ensuring that all improvement or enforcement notices, or claims of any nature, are immediately sent to the USHSM.
- 3.2.17 Report on safety matters to the local Honorary Officers and other Local Management at Board Meetings, and other appropriate times.
- 3.2.18 It is the responsibility of the LHSRP to ensure that the Emergency Evacuation Plan is practised, at least once per annum, i.e. a fire drill. Consideration should be given to the practice of an Emergency Invacuation Plan.
- 3.2.19 A full and complete schedule of fire arrangements must be made available for the USHSM, insurance company, Enforcement Authorities, the Fire Prevention Officer and the Fire Brigade if requested. A copy of these arrangements should be placed with the H&S Policy documentation. This should include an outline site plan and an emergency evacuation plan.

SECTION 4: SAFETY ARRANGEMENTS (POLICY & PROCEDURES)

Throughout this section, various statutory and regulatory instruments are referenced. All of which fall under the general body of the Health and Safety at Work Act 1974; the Management of Health & Safety at Work Regulations 1999; and, the Regulatory Reform (Fire Safety) Order 2005. Other references will be made to various, more specific regulations under 'References' at the end of each section. Please note, these references are not exhaustive. The importance of record keeping is a fundamental issue in Health & Safety legislative compliance. It is referred to specifically under 4.22, but also appears throughout this document and applies to all other aspects of this discipline.

4.1 Accident Reporting & Investigation

- 4.1.1 The Synagogue Administrator / Site Manager / LHSRP must maintain an approved Accident Book for the site. In accordance with the Data Protection Act (2018) and the General Data Protection Regulations 2018 (GDPR), all personal information, must be kept securely. This applies to Accident Book reports and related documentation. The approved book BI510 is available from online stationary retailers. An electronic United Synagogue accident report is available at <http://www.theus.org.uk/healthandsafetypolicy>
- 4.1.2 An Accident Report must be completed for:
- An accident to an individual whether resulting in an injury or not;
 - A near miss;
 - A dangerous occurrence – including Fire, no matter how small or contained; or,
 - Damage to property.
- 4.1.3 The USHSM must be informed of all Accident Book entries by immediately scanning and emailing the report to accidentrep@theus.org.uk
- 4.1.4 All accidents must receive an appropriate level of investigation. This must be recorded in writing and reported to the USHSM. This may involve taking photographs and witness statements, which are to be kept on file, however if you are unsure please contact the USHSM for advice.
- 4.1.5 Accident reporting is covered by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulation 2013. RIDDOR stipulates that certain incidents or resultant injuries, for example, a fracture, a 24 hour stay in hospital, a period of unconsciousness, more than seven calendar days off work, a fatality caused by an accident at work, all of which must be reported to the authorities.
- 4.1.6 The LHSRP must advise the USHSM of all potential RIDDOR reportable accidents. RIDDOR notification can now only be made online via [Report of an Injury \(hse.gov.uk\)](https://www.hse.gov.uk/riddor). Copies of all RIDDOR reports must be forwarded to the USHSM to abrayam@theus.org.uk.
- 4.1.7 Where an accident occurs requiring off-site treatment or work time is lost, the USHSM will be responsible for conducting a higher level of investigation and keep suitable and appropriate records of the findings.

- 4.1.8 On occasions that religious law applies restrictions to completing an Accident Report or at times that the Synagogue Administrator / LHSRP is not available, they must be informed of the incident as a matter of urgency at the earliest available opportunity. This could be done, for example, by telephone, email, etc.
- 4.1.9 Where the injured party is not available, the Accident Report may be completed in their absence by the Synagogue Administrator / LHSRP, a colleague or witness.
- 4.1.10 Accidents which occur on a United Synagogue site to a third-party or self-employed person, should be reported by their employer. A best practice approach would be for the Synagogue Administrator / LHSRP to notify the individual's employer of the incident as soon as possible. Conversely, United Synagogue employees who suffer an accident on a non-US site should be reported in the Accident Book held at their regular place of work.

References:

Appendices:

- 1. Accident Reporting Procedure
- 1a. Accident Book e-Form

Legislation and Regulations:

Data Protection Act 2018 and GDPR 2018.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

See: Table of Cross References

4.2 Asbestos

- 4.2.1 All US sites built before 2000 have had an Asbestos survey conducted by a competent, qualified person. The local Administrator must keep a record of the survey and keep the Asbestos Register, showing the location of any asbestos remaining and how it is managed.
- 4.2.2 Where asbestos has been identified but is sound and unlikely to be damaged, this must be appropriately labelled and recorded in the Asbestos Register. It is the responsibility of the Synagogue Administrator / LHSRP to ensure that the labelling and condition is checked at least annually, and the register is updated.
- 4.2.3 Where work is necessary to any asbestos which has become damaged or needs to be removed, appropriate arrangements must be made, always using an accredited contractor.
- 4.2.4 When any contractor is engaged in an area where asbestos has been identified, the Synagogue Administrator / LHSRP has a duty to inform the contractor of its presence prior to the commencement of any work. The Asbestos Register must be made available to all contractors who should sign that they have understood and will comply with the required control measures.

References:

Appendices:

2. Contractors' Permit to Work

Legislation and Regulations:

Control of Asbestos Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2002 (Amended 2020)

See: Table of Cross References

4.3 Banking Cash Receipts

4.3.1 Whilst more financial transaction are being conducted electronically, from time to time United Synagogue employees / volunteers may still be required to take cash or cheques to the Bank.

4.3.2 Individuals are covered by the United Synagogue insurance policy to carry cash in transit, provided that the amount carried does not exceed £7,500 and the following conditions are met.

4.3.3 Money kept in a US premises overnight: The loss limit for money held on US premises overnight in a locked safe or strong room, with the keys kept off-site, is £1,000.

4.3.4 Insurers Conditions: "It is a condition of insurers liability in respect of loss of money from locked safes or locked strong rooms that all keys and codes of combination locks for safes and strong rooms containing money or (other valuables) must be held in personal custody, with immediate personal control of you or any other responsible person authorised by you."

4.3.5 Money In Transit: The loss limit for money in transit is £7,500 the carrying conditions are as below:

Amount	Persons
Up to £7,500	2
£7,500 or over	Professional Security Firm

4.3.6 When taking money to the bank the following rules should apply

- i) Never carry cash in a clearly identifiable bag.
- ii) Vary the times that you go to the bank.
- iii) Do not go alone.
- iv) If you are attacked for the money **DO NOT** fight back **DO NOT** put yourself at risk. **The money is insured** – hand it over.

References:

See: Table of Cross References

4.4 Safeguarding

- 4.4.1 Safeguarding Policies are covered in detail within other United Synagogue Policies please refer to Head of Safeguarding.
- 4.4.2 Safeguarding includes, amongst other things:
- Adult / Child Ratios;
 - Disclosure and Barring Service (DBS) (formally CRB);
 - Events, both on and off site;
 - User groups;
 - Vulnerable individuals; and,
 - Youth groups and activities.

References:

See:

Table of Cross References
and

Child Protection Policy (and its appendix 'Child Protection Policy in Full') (Policy Manual / Staff Handbook)

United Synagogue Safeguarding Policy

4.5 Contractors Policy & Procedures

- 4.5.1 A contractor is a company or individual who is not a direct employee of the United Synagogue and engaged to undertake a task or work on the community's behalf. Contractors may also be: an employer in their own right, who have a duty of care for their own workforce; a self-employed person; or, a volunteer. These can include, but are not limited to: Alarm Companies; Caterers; Cleaners; Electricians; Gardeners; Maintenance Companies; and, Phone Engineers. Additionally, a synagogue member undertaking even a minor task, such as changing a lightbulb, would also be considered under this category.
- 4.5.2 The United Synagogue has the same duty of care to all contractors. The United Synagogue must take reasonable steps to mitigate risks to the contractor.
- 4.5.3 A contractor has an *obligation* to work safely within H&S legislation and co-operate with the systems that are in place concerning Health & Safety whilst on United Synagogue premises. They have a responsibility for their own safety, the safety of their employees and the safety of others who may be affected by their acts and omissions.
- 4.5.4 Best practices should be adopted when selecting a contractor. A *bona fide* contractor would expect you to ask for, and be pleased to give you:
- Copies of their Insurance Certificates;
 - Method Statements and Risk Assessments, for any works carried out and compliance with CDM regulations;
 - Sight of training certificates or trade association accreditations / memberships / governing bodies, e.g. GasSafe; NICEIC, etc.;

- References from previous jobs; and,
 - Evidence that all of their equipment is tested and up to standard.
- 4.5.5 All Contractors MUST sign a 'Contractors' Permit to Work' prior to starting. If welding or grinding is to be carried out, all Contractors MUST complete the 'Hot Work' section of the 'Contractors' Permit to Work', and take appropriate precautions.
- 4.5.6 Contractors must not be allowed borrow tools or equipment from United Synagogue sites. Similarly, no employee or volunteer on behalf of the United Synagogue is authorised to borrow tools or equipment from contractors.
- 4.5.7 Contractors, including caterers, must be able to supply evidence that the electrical equipment that they bring on site has been subjected to Portable Appliance Testing.
- 4.5.8 The Synagogue Administrator / LHSRP, or an authorised local representative of the synagogue, must be available to direct the contractor to the area of work to be undertaken and to sign the 'Contractors' Permit to Work' as required.
- 4.5.9 The responsible person must ensure that contractors are fully aware of the task(s) they have been engaged for, its location and any known hazards / risks which might be encountered.
- 4.5.10 If intrusive work is to be carried out, e.g. drilling, cutting or boring etc. The Contractor MUST be given access to the Asbestos Register and be advised of the presence of asbestos and any other hazardous materials or substances where appropriate.
- 4.5.11 The responsible person should avoid:
- Giving instructions to the Contractor as to how the work should be carried out;
 - Compromising safety by cutting costs; or
 - Suggesting short-cuts.
- 4.5.12 All Contractors MUST be escorted, and given appropriate site safety information, on their first visit to the site or again, if any conditions change. This should, as a minimum, include:
- Emergency Procedures: Evacuation, Fire Escapes, Alarm Tests, etc.;
 - First Aid and Accident procedures;
 - Details of Asbestos (where appropriate) on site;
 - Risk and hazards that they may encounter;
 - Contractors' responsibilities;
 - Obey local rules;
 - If required, to wear their own personal protective equipment (PPE); and,
 - Not to put themselves or others at risk.
- 4.5.13 The responsible person MUST check works are completed safely, to the required standard and specification, sign-off the 'Contractors' Permit to Work' and, where applicable, obtain a formal Completion Certificate.

- 4.5.14 Local Management must contact the Property Department regarding any contract valued at over £15,000 including VAT, however, you are also encouraged to discuss projects which are less than this value if you wish to do so.
- 4.5.15 The Construction (Design Management) Legislation applies to all construction projects and some will be notifiable to the HSE e.g. those lasting longer than 30 days or exceeding more than 500 person days. Therefore, ensuring method statements, risk assessments and a competent contractor are essential. Advice must be sought from the Property Department.

References:

Appendices:

2. Contractors' Permit to Work

Legislation and Regulations:

- Management of Health and Safety at Work Regulations 1999
Construction (Design Management) Legislation 2015

See: Table of Cross References

4.6 Control of Substances Hazardous to Health (COSHH)

- 4.6.1 All hazardous substances, such as housekeeping products, including, but not limited to: bleach, cleaning fluids, chemicals or paint, should be stored in a locked, secure cupboard. The storage cupboard should have appropriate signage on the door to inform individuals of its contents.
- 4.6.2 Under no circumstances should COSHH related products be decanted from their original containers into another container. Generally the use of COSHH products should be kept to a minimum or where possible substituted for a less hazardous product.
- 4.6.3 The Material Safety Data Sheet (MSDS) contains emergency information, guidance and advice on storage, accidental spillage or contamination, and appropriate First Aid action to take. These are available from suppliers, contained within product labelling or packaging and are often available online. The labelling on most domestic items contains instructions on action to take in an emergency.
- 4.6.4 The MSDS must be made available for all non-domestic items. All non-domestic COSHH related products used on US sites should be listed by the LHSRP. This list should be kept in the office.

References:

Appendices:

11. Caretakers Checklist

Legislation and Regulations:

- Control of Substances Hazardous to Health (COSHH) Regulations 2002 (Amended 2020)

See:

Table of Cross References

4.7 Disability

- 4.7.1 The Equality Act 2010 supersedes and incorporates the former Disability Discrimination Act 1995.
- 4.7.2 According to the Equality Act 2010, a person is considered disabled if *“they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities”*.
- 4.7.3 Service providers must conduct an access assessment to ensure that facilities are provided for people with disabilities. This must include the ability to gain access and egress to the premises.
- 4.7.4 Facilities must be provided to allow access to washrooms and washing facilities for people with disabilities, as above in 4.7.2.
- 4.7.5 The use of hearing induction loops or similar, for those with hearing difficulties, and contrasting colours, large print books and if possible tactile surfaces for those with visual difficulties, is encouraged.
- 4.7.6 In the event of an emergency, communities may find it appropriate to adopt a “Buddy System” in which individuals with disabilities can be assisted within and from the synagogue premises.
- 4.7.7 Provisions must be made to include people with disabilities in emergency situations and this may involve a Personal Emergency Evacuation Plan (PEEP). See relevant site emergency evacuation plan.
- 4.7.8 The evacuation of those people with physical and mental impairments, should be left until all other occupants have vacated the building. It is important that these individuals are not left on their own.

References:

Appendices:

- 3. Fire & Emergency Evacuation Plan
- 3a. Access and Inclusion
- 17. Eyesight Test Form
- 18. Posture
- 19. Seating

Legislation and Regulations:

Equality Act 2010

See: Table of Cross References

4.8 Electrical Safety

There are two main elements within this topic: the hard internal wiring of a building and the electrical safety of portable appliances.

Electrical Installation Condition Report (EICR)

- 4.8.1 It is a statutory requirement to conduct an EICR on the fixed wiring of all domestic, residential and non-domestic properties, at least once every five years. It is the United Synagogue's policy to undertake a 100% inspection at each testing occurrence.
- 4.8.2 It has recently become a landlords' statutory requirement to conduct fixed wiring tests on all residential properties, and it is the United Synagogue's policy to conduct a 100% EICR on all US-owned domestic properties, at least once every five years, or on change of occupancy, whichever comes first.
- 4.8.3 Similarly, it is the United Synagogue's policy to ensure that all properties rented on behalf of our employees are also subject to an EICR.
- 4.8.4 The Health & Safety / Property Department manage this discipline on behalf of the United Synagogue's Trustees and for each community. Each community will be notified in advance of the due date and an arrangement will be made for a contractor to quote to attend and undertake the tests. Any locally contracted and managed testing must first be agreed in writing with the Health & Safety / Property Department in advance of the EICR testing.
- 4.8.5 EICRs and / or accompanying documentation must indicate that a 'Satisfactory' result has been achieved. An "Unsatisfactory" report will include a list of remedial requirements to be undertaken. These are coded to be actioned by priority.
- 4.8.6 All EICRs must be conducted by a competent, accredited contractor to NIC EIC, or similar, standards. Electrical repairs, remedial works or modifications should only be undertaken by a qualified electrician.
- 4.8.7 Copies of all certificates or reports must be sent to the Health & Safety / Property Department. All deficiencies found will be noted and prioritised on the EICR. The instruction and completion of remedial work must be acted upon in a timely fashion.
- 4.8.8 Contractors engaged to conduct any new or additional electrical installations or alterations must supply a "Satisfactory" EICR report, or an Electrical Installation Certificate (EIC), or a Minor Electrical Works Report, or an Installation Certificate on completion of works. Copies of all reports or certificates must be sent to the Health & Safety / Property Department.

Portable Appliance Testing (PAT)

- 4.8.9 It is a statutory requirement to ensure the electrical safety of all portable appliances. This includes, but is not limited to, equipment such as kettles, computers, heaters, hot water urns, microwaves and hotplates. Extension cables can be hazardous and fall within this category for electrical, fire and general safety reasons.

- 4.8.10 It is important to note that the electrical safety of an appliance does not necessarily guarantee its overall safety and its suitability for use.
- 4.8.11 It is the policy of the United Synagogue to have these electrical appliances tested annually.
- 4.8.12 The Health & Safety / Property Department manage this discipline on behalf of the United Synagogue's Trustees and for each community. Each community will be notified in advance of the due date and an arrangement will be made for a contractor to attend and undertake the tests. Any locally contracted and managed testing must first be agreed in writing with the Health & Safety / Property Department in advance of the PAT testing.
- 4.8.13 Any defects found in portable electrical equipment must result in the equipment being immediately and effectively withdrawn from service and marked 'Faulty: Do Not Use'. As with any other faulty equipment a decision must be made whether the faulty item(s) can be repaired safely and effectively, or whether disposal is required.
- 4.8.14 Test certificates may be requested for items of electrical equipment brought on to site by individuals, user groups or their contractors. Faulty items may be refused.
- 4.8.15 Where defect is rectifiable, its repair must be undertaken before the item can be returned to use. Items that cannot be repaired must be suitably disposed of in accordance with the Waste Electrical and Electronic Equipment (Amendment) Regulations 2018 (WEEE).
- 4.8.16 No electrical repair or modification shall be undertaken by anyone other than a qualified electrician who has been suitably trained or is employed by a company who hold either, NIC EIC or similar accreditation at an appropriate level for the work that is being undertaken.
- 4.8.17 Confirmation of the repair or disposal of faulty electrical portable appliances must be given to the Health & Safety / Property Department.
- 4.8.18 All employees, volunteers and contractors bringing electrical equipment onto United Synagogue premises, must be able to supply evidence that their electrical equipment has been subject to Portable Appliance Testing. This would include, but is not limited to; caterers, sound equipment, lighting equipment, builders, and third party entertainers.
- 4.8.19 User groups should be reminded that they are not to use their own equipment during the course of their activities, unless it has been subject to PAT within the last twelve months.
- 4.8.20 It is the United Synagogue's policy to undertake PAT Testing in residential properties that are integral parts of a Synagogue or community building.

References:

Appendices:

2. Contractors' Permit to Work

2b. Sample EICR

Legislation and Regulations:

Electrical Equipment (Safety) Regulations 2016

Electricity at Work Regulations 1989

Institute of Electrical Engineers (IEE) Wiring Regulations (currently 18th Edition)

Provision and Use of Work Equipment Regulations (PUWER) 1998

Waste Electrical and Electronic Equipment (Amendment) Regulations 2018 (WEEE)

See: Table of Cross References

4.9 Empty Property

- 4.9.1 It is an insurance company requirement to manage the following disciplines for empty, or little used buildings, whether residential or non-residential:
- 4.9.2 **Site Inspections:** Empty buildings must be visited at least once a week. Visually check the site for anything untoward e.g. water leaks, flooding, broken windows, alarm activation, security issues etc. This essential task may be undertaken either by site staff, caretakers, or volunteers. Keep a sign-in sheet near the entrance for individuals to confirm their visit.
- 4.9.3 **Water Management:** To prevent build-up of harmful bacteria, including legionella in little used water systems, individuals conducting site inspections (see above) must :-
- Run all hot and cold water taps and outlets, including showers, for at least one minute each.
 - Start with taps furthest from the storage tank and work back towards the tank.
 - Flush all WCs at least twice.
- 4.9.4 **Heating & Hot Water:** During winter months you should keep the heating on a low temperature setting between 10 – 12°C during the day. At night temperatures should be set above 5°C. Hot water should remain turned on.
- 4.9.5 **Gas Safety:** It is essential to keep up with the statutory annual Gas Safety Tests for your building whilst it is empty. The Property Dept will continue to manage and monitor.
- 4.9.6 **Electrical – EICR:** It is essential to keep up with the statutory five yearly electrical hard wiring tests for your building whilst it is empty. The Property Dept will continue to manage and monitor.
- 4.9.7 **Electrical PAT Appliances:** Whilst your building is empty, all non-essential electrical appliances must be switched off and unplugged. If in doubt check with IT or the Property Department. The Property Dept will continue to manage and monitor PAT Testing.
- 4.9.8 **Fire Extinguishers:** Whilst your building is empty, all Fire Extinguishers must be left in place and maintained to their annual schedule. The Property Dept will continue to manage and monitor.

- 4.9.9 **Lightning Conduction, Mansafe Systems, Winch Inspection:** It is possible that annual testing and certification will have fallen due on these systems whilst your building is empty. Check with the Property Department if unsure.
- 4.9.10 **Fridges and Freezers:** Empty fridges of all short date perishables, particularly milk. Ensure all contents of freezers have been dated or removed.
- 4.9.11 **Fire Alarm:** Continue to conduct weekly testing. Continue to arrange maintenance visits as they fall due.
- 4.9.12 **Intruder Alarm, Panic Alarm and Emergency Lighting:** Check all systems are working. Continue to arrange maintenance visits as they fall due.
- 4.9.13 **Pest Control (e.g. rodents & birds):** Continue to operate pest control management services at an appropriate level.

References:

Appendices:

- 2a. Empty Property Visit Log

4.10 Equipment

- 4.10.1 The United Synagogue recognises its obligations to comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.
- 4.10.2 The United Synagogue will as far as is reasonably practicable, takes steps to ensure that all equipment used in its various non-residential premises, is safe and suitable for purpose. This is controlled by the Local Management at each site.
- 4.10.3 Work equipment includes, but is not limited to, items which are either owned or have been hired such as:
- Computers and electrical equipment;
 - General office equipment and furniture;
 - Hand tools (hammers, screwdrivers, drills, power tools etc.);
 - Kitchen equipment (including sharp instruments, urns, and hotplates, etc.);
 - Ladders; steps and platform towers; and,
 - Manual handling and lifting equipment (trolleys, hoists and winches, etc.).
 - All hired equipment and equipment owned by others.
- 4.10.4 All equipment must be suitable, fit for purpose and adequately maintained. Appropriate maintenance records must be kept.
- 4.10.5 Certain pieces of equipment such as ladders and other access equipment, must be safety checked prior to use. An asset register should be kept, and safety checks noted.
- 4.10.6 Where applicable, the Local Management must provide appropriate information and suitable training for the safe use of equipment for both employees and volunteers. Training records must be kept.

- 4.10.7 Faulty equipment must be marked 'Faulty: Do Not Use' and effectively removed from service. These items should either be repaired by a competent person, or suitably disposed.
- 4.10.8 Faulty electrical equipment should be disposed of in accordance with the WEEE Regulations 2018. It is important to note that the electrical safety of an appliance does not necessarily guarantee its overall safety and its suitability for use.
- 4.10.9 **Under no circumstances is faulty equipment to be used.**
- 4.10.10 Where necessary, suitable Personal Protective Equipment (PPE) will be provided to protect users from any identified hazards that may be encountered.
- 4.10.11 Contractors should not expect to borrow tools or equipment unless pre-arranged in writing. Borrowed equipment must be certified as fit for purpose. PPE should never be given out on loan or borrowed. Similarly, US staff must not borrow equipment owned by others. Under no circumstances should damaged or faulty PPE be used.
- 4.10.12 All equipment brought onto site, whether on hire or loan, for use by US employees, volunteers or a third party must be similarly checked to be safe, suitable and fit for purpose. This must be validated by all parties. Test certificates may be requested. Faulty, unsuitable or hazardous items may not be brought onto the premises.
- 4.10.13 Employees may only bring their own tools and equipment on site with the written agreement of their Line Manager. All tools and equipment must be electrically and otherwise safe to use by competent individuals.
- 4.10.14 It is important to note that the use of electrical equipment is associated with a number of hazards. These may include but are not limited to; electrical issues, hot surfaces, working safety features and stable placement. All of which must be taken into consideration, particularly when in use on *Shabbat*. Any halachic questions should be directed toward your Local Rabbi.

References:

Appendices:

- 2. Contractors' Permit to Work
- 4. Ladder Log
- 4a. Work at Height Safe Working Practice Pack

Legislation and Regulations:

- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Work at Height Regulations 2005
- Waste Electrical and Electronic Equipment (Amendment) Regulations 2018 (WEEE)

See: Table of Cross References

4.11 Fire & Emergency Procedures

- 4.11.1 In accordance with the Regulatory Reform (Fire Safety) Order 2005 and other related legislation, the USHSM will undertake a fire safety risk assessment, reviewing it at least once every three years. This will include, but is not limited to:
- Identifying possible sources of ignition and combustion;

- Suitability of fire alarm and detection systems, together with details of: any test records; and, service / maintenance contracts;
- Suitability of portable fire extinguishing equipment, together with details of any service / maintenance contracts and records;
- Means of escape, and its monitoring;
- Evacuation / invacuation procedures in the event of fire or other emergency;
- Practice emergency escape (fire drill) conducted and recorded (at least every twelve months); and,
- Emergency lighting tests and records.

4.11.2 All employees with site responsibilities must undergo basic fire precaution training as part of general H&S training. This can be instructed locally or referred to the US Health & Safety Manager. Records of this training must be kept.

4.11.3 Each site should nominate a competent individual to champion the planning and implementation of these disciplines. This person should ensure that there are sufficient numbers of people to act as Fire Marshals in the event of an emergency.

4.11.4 All records pertaining to fire and emergency precautions and maintenance, must be kept within the Fire File. This must include, but is not limited to:

Test logs, comprised of:

- Weekly Fire Alarm Testing
- Monthly Emergency Lighting Testing
- Annual Emergency Lighting Testing
- An Annual Fire & Emergency Evacuation Drill;
- Emergency Evacuation Plan;
- Fire Risk Assessment;
- Building / Floor Plans;
- Fire Alarm: Maintenance & Service Records; and,
- Annual Fire Extinguisher: Maintenance & Service Records

4.11.5 The occurrence of a fire, no matter how small or contained, must be reported to the H&S Department immediately, using the Accident Report procedure.

4.11.6 The following tests must be undertaken visually on a **daily** basis:

- Check fire indicator panel and rectify any faults;
- Check that all fire exits and evacuation routes are clear of obstructions;
- Check the operation, non-obstruction and availability of all emergency escape doors; and,
- Check that all fire extinguishers are in good condition, located correctly, and are not used as door stops.

4.11.7 **Weekly** – test and sound the fire alarm from a different call point (where fitted), on a rotating basis. All tests, faults and actions taken must be recorded in the log book, contained with the Fire File.

4.11.8 **Monthly** - check that the emergency lighting is functioning correctly and recorded in the log book.

- 4.11.9 **Annually** - check and discharge the emergency lighting (leave the emergency lights on and let batteries run down completely). All tests must be recorded in the log book, contained with the Fire File.
- 4.11.10 Any defects found whilst conducting the above tests must be logged and reported up the management tree. The Synagogue Administrator / Site Manager / LHSRP must take appropriate action in a timely fashion. All action taken must be logged.
- 4.11.11 Local management must ensure that an annual maintenance contract for both the fire alarm and emergency lighting system is held in place. All servicing and maintenance documentation must be recorded the Fire File.
- 4.11.12 The Health & Safety / Property Department manage annual fire extinguisher maintenance on behalf of the United Synagogue's Trustees and for each community. Each community will be notified in advance of the due date and an arrangement will be made for a contractor to attend and undertake the tests. Any locally contracted and managed testing must first be agreed in writing with the Health & Safety / Property Department in advance of the annual fire extinguisher maintenance.
- 4.11.13 Annual fire extinguisher servicing and maintenance documentation must be kept within the Fire File.

Fire & Emergency Evacuation Plan

- 4.11.14 There is a statutory obligation under the Regulatory Reform (Fire Safety) Order 2005, and within the Health & Safety at Work Act 1974 to plan and practice for an emergency. It is the responsibility of the LHSRP to undertake, manage and record this exercise. In doing so, the United Synagogue require that, in line with the legislation, a fire and emergency evacuation plan is held within the Fire File and displayed in appropriate locations.
- 4.11.15 In line with security recommendations, a practice 'invacuation' should be carried out at least once annually, under the guidance of the CST. A generic emergency plan is available from the H&S Department fully describing these disciplines. This document should be tailored to suit each specific site.
- 4.11.16 Synagogues should hold at least one evacuation drill during a time of high occupancy, i.e. Shabbat morning service (in cooperation with the Rabbi).
- 4.11.17 All user groups occupying the premises on a regular basis should be given fire and emergency information, have an opportunity to hear the alarms and to practice their own emergency evacuation.
- 4.11.18 All evacuation or invacuation occurrences, whether for real or practice purposes, must be recorded in the Fire File.
- 4.11.19 Provisions must be made to include people with disabilities in emergency situations and this may involve a Personal Emergency Evacuation Plan (PEEP). In some cases, communities / user groups may find it appropriate to adopt a "Buddy System" in which vulnerable individuals or those with disabilities can be assisted

during emergency situations within the communal building. This should be included when conducting practicing a drill.

- 4.11.20 The evacuation of those people with physical and mental impairments, should be left until all other occupants have vacated the building. It is important that these individuals are not left on their own. See 4.7 above.

Local and National Emergencies

- 4.11.21 In times of greater Local or National Emergency where the circumstances are outside of the United Synagogue's control. The US will follow instructions given by the authorities and conform to all local and national government guidelines.

References:

Appendices:

1. Accident Reporting Procedure
- 1a. Accident Book e-Form
3. Fire & Emergency Evacuation Plan
5. Arson
6. Fire & Emergency Poster
7. General Test Log Sheet
8. Fire File Index Page
9. User Group Information Sheet / Site User Group Generic Evacuation Plan
10. Emergency Invacuation

Legislation and Regulations:

Regulatory Reform (Fire Safety) Order 2005

See: Table of Cross References

4.12 First Aid

- 4.12.1 The United Synagogue recognises its obligations and as far as is reasonably practicable, will comply with the Health & Safety (First Aid) Regulations 1981.
- 4.12.2 In accordance with the regulations, adequate and appropriate arrangements must be made for First Aid: equipment and people, in order that individuals can be given help if they are injured or taken ill on site.
- 4.12.3 **It is important to remember that accidents and illness can happen at any time. Appropriate provision of First Aid must be available at all times whilst people are in occupation.**
- 4.12.4 The LHSRP should ensure there are an adequate number of green First Aid kits are provided in each separate building within the premises. These must be sited in visible and accessible locations. First Aid kits must also be located in areas specifically identified, e.g. kitchens and workshops.
- 4.12.5 As a guide, the contents of the First Aid kits should include:
- A leaflet giving practical guidelines on First Aid;
 - 20 individually wrapped sterile plasters of assorted sizes, appropriate to the activity, e.g. only blue plasters should be available in a kitchen, or food preparation environment;

- 2 sterile eye pads,
- 4 individually wrapped triangular bandages, preferably sterile;
- 6 safety pins;
- 2 large individually wrapped, sterile, un-medicated wound dressings;
- 10 sealed sterile wipes;
- 6 medium sized individually wrapped, sterile, un-medicated wound dressings; and,
- At least three pairs of disposable gloves.

4.12.6 No tablets or medication should be provided in the First Aid kit.

4.12.7 The LHSRP should ensure First Aid kits are checked regularly, and items replenished as necessary. Out of date items should be disposed of and replaced.

4.12.8 Whilst there is no legal requirement to provide a defibrillator, it is advisable to do so. Modern semi-automatic defibrillators will “talk through” the process to an untrained person, first aid trained individuals will have been given instruction for its use.

4.12.9 The LHSRP should ensure that any defibrillators provided are checked regularly, battery light is functioning and pads are within date. Out of date items should be disposed of and replaced.

4.12.10 At all times the building is occupied, there should be an ‘Appointed Person’ to take charge of First Aid arrangements. In the event of injury or ill health, the Appointed Person must contact the emergency services where required. During religious services this could be one of the Honorary Officers, or a Caretaker. The Appointed Person shall preferably, but not necessarily, have undergone Emergency First Aid training as a minimum.

4.12.11 Any Appointed Person, First Aider, or a volunteer adopting either of these roles, would be covered under the United Synagogue’s public liability policy.

4.12.12 Certain activities that may be identified by risk assessment, may require the presence of an appropriately qualified First Aider. This includes, but is not limited to, large or high profile gatherings; hazardous activities or events being held on site; as well as events or outings taking place off site. Depending on numbers of participants, a suitable number of trained First Aiders must be in attendance. In such occurrences, it may be necessary to seek third party assistance for the provision of First Aid.

4.12.13 All accidents and incidents must be reported to the Administrator / Site Manager / LHSRP, and an Accident Report completed immediately; if on Shabbat / Yom Tov, at the earliest possible opportunity.

4.12.14 An Accident Book is available at each site, an e-Form is available online <http://www.theus.org.uk/healthandsafetypolicy> All completed accident reports must be submitted to accidentrep@theus.org.uk and a copy must be filed securely on site.

4.12.15 From time-to-time, the H&S Department may organise First Aid training, and this will be advertised.

References:

Appendices:

1. Accident Reporting Procedure

1a. Accident Book e-From

Legislation and Regulations:

Health & Safety (First Aid) Regulations 1981

See: Table of Cross References

4.13 Gas Safety

4.13.1 It is a statutory requirement to conduct annual safety tests for all gas (and oil fired) appliances. It is the United Synagogue's policy to undertake these inspections at all our residential and non-residential premises.

4.13.2 The Health & Safety / Property Department manage this discipline on behalf of the United Synagogue's Trustees and for each community. Each community will be notified in advance of the due date and an arrangement will be made for a contractor to quote, attend, and undertake the tests. Any locally contracted and managed testing must be first agreed in writing with the Health & Safety / Property Department in advance of the Gas Safe Testing.

4.13.3 The United Synagogue's policy is to conduct Gas Safety tests and appliance maintenance at all US owned residential properties annually, or at a change of occupancy or usage, whichever may come first.

4.13.4 Where properties have been rented by the United Synagogue for their employees' occupation, the Health & Safety / Property Department will liaise with third party landlords and / or their agents, to ensure these tests are undertaken and appropriate certification is obtained.

4.13.5 Gas Safety Certificates and/or any accompanying documentation must indicate that appliances are "Safe to Use". Appliances categorised as "Unsafe to Use" will indicate that remedial action must be taken.

4.13.6 All Gas Safety checks must be conducted by a competent, accredited Gas Safe engineer to schedule. Gas repairs, remedial works or modifications, may only be undertaken by a qualified Gas Safe engineer. All remedial actions must be conducted as a matter of urgency.

4.13.7 Copies of all certificates and reports must be sent to the Health & Safety / Property Department immediately on receipt.

4.13.8 The Gas Safety test will note the provision and safe operation of CO monitors and Smoke Detectors.

4.13.9 It is best practice to conduct all types of boiler servicing and cooker maintenance, at the same time as the Gas Safety test.

References:

Appendices:

2c. Sample Gas Safety Certificate

Legislation and Regulations:

Gas Safety (Installation and Use) (Amendment) Regulations 2018

See: Table of Cross References

4.14 Housekeeping & Day-to-Day Maintenance

4.14.1 Good house-keeping is an essential element in ensuring site safety. This is critical in both internal and external areas of the premises. All walkways, passages and pathways, both internal and external, must be kept clear of hazards and obstructions at all times.

4.14.2 Slips, trips and falls are the most common accidents to occur in our environment and one of the easiest to avoid. Trailing cables, piled-up rubbish and casually placed items are all examples of poor house-keeping; they are unsightly, give a bad impression as well as causing trip hazards. Similarly, these items could encourage an aspiring arsonist and nesting areas for vermin.

4.14.3 **External** issues to take into consideration include, but are not limited to:

- Abandoned or carelessly placed equipment;
- Blocked drains;
- Cracked and broken glazing;
- Damaged fencing and boundaries;
- Leaves and moss;
- Litter;
- Loose paving;
- Obstructions, or partial obstructions, to emergency escape routes;
- Overhanging branches and hedges;
- Poor lighting;
- Pot holes;
- Surplus, discarded materials;
- Uncoiled hose-pipes;
- Uneven, worn or damaged ground surfaces and stairways; and,
- Unlocked storage or utility areas.

All of these items may lead to obstructions to access and egress, potentially causing slips, trips and falls.

4.14.4 **Internal** issues to take into consideration include, but are not limited to:

- Carelessly placed equipment;
- Cracked and broken glazing;
- Insecure handrails,
- Litter;
- Obstructions, or partial obstructions, to emergency escape routes;
- Open cupboard / locker doors and drawers;

- Poor lighting;
- Trailing cables and extension leads;
- Uneven, worn or damaged floor surfaces and stairways;
- Unlocked storage and utility areas; and,
- Wet, slippery floors.

All of these items may lead to obstructions to access and egress, potentially causing slips, trips and falls.

- 4.14.5 Waste and recycling should be stored within their correct bins and collected by the appropriate authorities / contractors frequently and to a schedule.
- 4.14.6 Any cleaning issues, especially spills, should be dealt with promptly. Where surfaces are washed / wet and therefore potentially slippery, wet floor warning signs must always be used and clearly displayed.
- 4.14.7 Any changes in the level of the walkway or passageway, whether internally or externally, must be clearly marked.

Adverse Weather

- 4.14.8 During wet weather, it is necessary to ensure that access and egress always remains safe. It may be necessary to provide additional matting or non-slip floor coverings to these areas to prevent slips, trips and falls. Frequent attention should be paid to these areas, to keep the hazard under control. Wet floor warning signs must always be used and clearly displayed.
- 4.14.9 Whilst the Local Authority is responsible for clearing snow and ice from the public highway and footpath, it is the occupier's obligation to ensure safe access and egress at United Synagogue premises. Controls must be put in place to ensure that there is sufficient grit salt and suitable snow clearing equipment available. It may be necessary to make alternative arrangements for these measures, should the regular caretaking / house-keeping team not be available.
- 4.14.10 If snow or ice cannot be cleared safely, it may be necessary to close the site in order to maintain the safety of individuals.

References:

Appendices:

1. Accident Reporting Procedure
 - 1a. Accident Book e-Form
5. Arson
11. Caretaker Checklist

Legislation and Regulations:

- Highways Act 1980
- Occupiers Liability Act 1984

See: Table of Cross References

4.15 Inspection & Safety Audit

- 4.15.1 The H&S Department will arrange, on a regular basis, and in co-operation with the Administrator / Site Manager / LHSRP, proactive formal and informal H&S

inspections of United Synagogue premises. A record of such inspections must be kept in a Health & Safety File to be maintained by local management and made accessible on site.

- 4.15.2 Where any significant hazards or risks are noted during inspections, which are likely to cause harm to people or property, an appropriate and competent person should be instructed to conduct remedial work in a timely fashion. All such remedial works should be recorded and kept within an onsite H&S File.
- 4.15.3 Any issues which are outside the scope of local control, should be referred to the USHSM for consideration.
- 4.15.4 Combined Risk Assessment Reviews (CRAR) looking at general H&S and fire precautions, are conducted on a regular basis. Additionally, from time to time, a site safety audit may be conducted. In certain circumstances it may not be possible to make an appointment, for example, following an emergency situation, an accident or a complaint.
- 4.15.5 In addition to the internal inspections mentioned above, any site may be subject to a formal visit from an external enforcement authority, including, but not limited to:
- Environment Agency;
 - Fire and Rescue Services Prevention Officer (FPO);
 - Insurance Surveyor;
 - Kitchen Hygiene Inspector;
 - Local Authority Environmental Health Officer (EHO); and,
 - Ofsted (where applicable).
- 4.15.6 Whilst many authorities may give notice prior to a visit, they are not obliged to make an appointment. However, depending on the circumstances, they have the power to enforce an entry. It is strongly recommended that if visited by any enforcement officer, you should contact the H&S Department immediately, who will endeavour to attend as soon as possible to support you during the visit.
- 4.15.7 Each officer will concentrate heavily on records and documentation relating to their specific areas; local management must ensure that on site records are kept up-to-date.
- 4.15.8 Enforcement officers have the power to issue a range of improvement or prohibition notices if they believe there is imminent danger, or an infringement of regulations.

References:

Appendices:

1. Accident Reporting Procedure
- 1a. Accident Book e-Form

See: Table of Cross References

4.16 Insurance

- 4.16.1 The United Synagogue arranges extensive insurance cover via its brokers: currently, Berkeley Insurance Group. The policies are spread over a number of categories, principally, but not limited to:
- Buildings and Property Insurance;
 - Directors, Officers and Volunteers;
 - Employers and Public Liability;
 - IT Equipment;
 - Motor Fleet;
 - Personal Injury;
 - Sifei Torah and Silverware;
 - Travel for Business, Camps and Communal Trips:
- 4.16.2 It is a statutory obligation to display a certificate of employer's liability and a notice of public liability. These must be displayed in a prominent position within each communal building. These will be distributed electronically on an annual basis.
- 4.16.3 Insurers have a number of conditions and endorsements; a full synopsis is available from the Property Department.
- 4.16.4 Whilst insurance covers negligence, acts and omissions, it will not cover breaches in statutory obligations, pay fines, or serve custodial sentences on behalf the organisation's officers.
- 4.16.5 Insurance cover may be voided if statutory obligations are not met.
- 4.16.6 Periodically, insurers will undertake surveys of the United Synagogue's properties and highlight issues for improvement. Recent surveys focused on a number of pertinent topics, including, but not limited to:
- Ark Keys and Security;
 - Asbestos Management;
 - Empty Building Management;
 - Glazing;
 - Hoists and Winches;
 - Kitchen Hygiene;
 - Lightning Conductors;
 - Management of Work Equipment, especially ladders;
 - Passenger and Goods Lifts;
 - Pressure Vessels (Boilers);
 - Safe and Filing Cabinet Keys;
 - Tree Management;
 - Water and Heating Systems;
 - Winches and Man Safe Systems;
 - Working at Height.

Claims

- 4.16.7 There are a number of categories relating to insurance claims, including, but not limited to: damage to property, personal injury, theft (including loss), travel and motor. Excesses will apply for some categories of claim.
- 4.16.8 All claims for damage to property must be made in writing on discovery via the Property Department. From 1st January 2022, there is an excess of £7,500 when making a claim of this nature.
- 4.16.9 Any claims for personal injury, whether received privately or from solicitors (by post or email), must be forwarded to the Health & Safety Department without delay. **Under no circumstances should claims of this nature be responded to, whether formally or informally. The Health & Safety Department will take all appropriate action. No attempt must be made to contact the injured party, or their representatives.**
- 4.16.10 The United Synagogue maintains a comprehensive business travel policy, currently managed by the Health & Safety Manager. Claims under this policy should be made in writing by using the appropriate insurance company claims form.
- 4.16.11 All claims under motoring insurance should be made in the first instance by email to the Health & Safety Manager, within 48 hours. Only company vehicles are covered under this policy.
- 4.16.12 For claims not mentioned in the above categories, contact the Health & Safety and / or Property Department for further advice.

User Groups

- 4.16.13 All user groups operating under the auspices of their local synagogue, whilst conducting regular communal activities, fall within the United Synagogue's insurance policies. For irregular activities, not involving worship, speakers, communal meals and *kiddushim*, an Event Notification Form must be completed and submitted to notify insurers.
- 4.16.14 An Event Notification Form in e-form format is available online at <http://www.theus.org.uk/healthandsafetypolicy> All completed Event Notification Forms must be submitted to the H&S Department via handsevents@theus.org.uk Sufficient notice of events must be given so that any queries can be dealt with. Additional documentation may also be required.
- 4.16.15 User groups operating outside of the auspices of the United Synagogue community including but not limited to; private hire, other organisations and youth movements, must arrange and show evidence of their own insurance cover. This will include instructors and trainers giving tuition / training sessions. Where appropriate, a Hall Hire Agreement form must be completed.

References:

Appendices:

- 12. Event Notification Form
- 12a. Safer Torah Movement Form

13. Hall Hire Agreement

See: Table of Cross References

4.17 Kitchens & Food Preparation

- 4.17.1 The United Synagogue recognises its obligations to comply with the various statutory obligations in regard to the use of its kitchens, and the preparation of food for consumption.
- 4.17.2 Current regulations relating to the hygiene of food stuffs, require 'food business establishments' to register their operation with their Local Authority. However, there are some exemptions in the need to register, which may be applicable to some synagogues and communal activities. Further reference to the need to register can be seen within Providing Food and Community and Charity Events (Food Standards Agency) last updated October 2021.
- 4.17.3 The United Synagogue further recognises its obligations to demonstrate, where applicable and as far as is reasonably practicable, food prepared for consumption as part of its activities, is safe to eat.
- 4.17.4 Compliance with the procedures in this section will be particularly critical when preparing or providing food for vulnerable people, including the elderly and the young. This will apply to any food for consumption on or off site e.g. at a Shiva; for the sick and needy; Shabbat meals in shul; and any events involving food.
- 4.17.5 Serving instructions and allergy information (see below) must be given to recipients. Individuals delivering prepared meals must observe strict codes of hygiene and a knowledge of how the items should be defrosted, reheated and served.
- 4.17.6 In all cases it is essential to adhere to the correct cooking, chilling and freezing temperatures and record keeping outlined below. Frozen items must be labelled to show the date when frozen and a use by date.
- 4.17.7 The completion of and adherence to, the Food Standards Agency – *Safer Food, Better Business* (SFBB) pack, fulfils the organisation's statutory obligation to undertake a written Hazard Analysis and Critical Control Point (HACCP). The completed pack must be available on site for inspection at all times.
- 4.17.8 'Duty Holders' have a responsibility to ensure that:
- A responsible person will be in charge of each food preparation activity;
 - Each activity must be supervised by an individual who is certified to at least Level 2 Food Hygiene and Handling, search online for CIEH, Level 2 Food Safety in Catering.
 - Hygiene standards within the kitchen must be kept to the highest standard are in a clean and fit state both before and after use;
 - Food and other products are received and used within date;
 - Food held in the fridge and freezer are date marked and disposed of when out of date;
 - Fridge and freezer temperatures are kept within working tolerances and checks are recorded;

- Any accidents, incidents are reported to the Administrator / Site Manager / LHSRP, and recorded in the site Accident Book (see above); and;
- Any faulty equipment is reported in the *Safer Food, Better Business*, Management Section, and dealt with appropriately (see above).

4.17.9 For further details on disciplines including:

- Colour coding
- Safe work flow
- Segregating raw and cooked food
- Allergens
- Suppliers
- Cross Contamination
- Cleaning regimes
- Chilling
- Cooking
- Cooling
- Distribution
- Serving
- Keeping a diary
- Kitchen Equipment

see Appendix 14 (revised June 2023).

References:

Appendices:

11. Caretaker Checklist

14. Kitchens Food Prep Procedures (revised June 2023)

Legislation and Regulations:

Providing Food and Community and Charity Events (Food Standards Agency) last updated October 2021

Safer Food, Better Business

See: Table of Cross References

4.18 Lone Working

4.18.1 From time to time, it may be necessary for individuals to conduct Lone Working practices. For example, a Synagogue Administrator / Site Manager / Caretaker or Cleaner may be required to go on site when a building is otherwise empty.

4.18.2 It is important that those individuals are not put at any greater risk when conducting Lone Working tasks. Vulnerable individuals may be at greater risk.

4.18.3 An individual's overall health and suitability to work alone must be taken into account when carrying out a specific assessment. Recommended control measures that could be implemented, including, but are not limited to:

- No-one should conduct Lone Working tasks without first confirming with their Line Manager or Supervisor, and agreeing task parameters and time frames;
- Regular voice / telephone contact between the worker and their Line Manager / Supervisor, colleague / family member must be made at agreed intervals;

- Train the worker to identify significant hazards and the risks to their safety and well-being;
- The provision of a panic alarm and / or a 'hot' mobile number in cases of emergency;
- Specific arrangements in case of First Aid and emergency requirements; and,
- The worker should confirm with their Line Manager or Supervisor when the activities have been completed and the premises have been secured.

References:

Appendices:

4.7 Access and Inclusion

Legislation and Regulations:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

See: Table of Cross References

4.19 Manual Handling

4.19.1 The United Synagogue recognises its obligations to comply with the Manual Handling Operations Regulations 1992 (amended 2002). The US will take all reasonably practicable steps to reduce the risk of musculoskeletal injury to employees and volunteers arising from lifting, moving and carrying operations within its communal buildings. Where reasonably practicable this will be achieved by appropriate information, training, instruction, and supervision.

4.19.2 There is a risk of injury even when handling items that are not heavy. It is therefore necessary to adopt the appropriate techniques outlined within the specific Manual Handling Risk Assessment, available on all sites within the General H&S Risk Assessment file.

4.19.3 Employees / volunteers are not required to lift or move heavy or awkward loads, including large numbers of small items, by themselves. Wherever possible suitable mechanical equipment, such as a trolley, should be provided and made available for use. Appropriate instructions for safe use must be given.

4.19.4 Individuals undertaking the manual handling of heavy or awkward items should seek assistance from at least one other person to conduct a team lift. This would also apply where large quantities requiring repetitive activities are involved. In all cases, individuals should seek assistance whenever lifting or moving:

- large, heavy or awkwardly-shaped items;
- an item that must be lifted from or to a high or low level; and
- an item that must be moved over a long distance:

Manual Handling Training

4.19.5 Suitable training will be provided for individuals whose role specifically involves manual handling activities. This training will provide these individuals with the knowledge to evaluate and conduct Manual Handling tasks as safely as possible.

References:

Appendices:

15a. Manual Handling Sample Risk Assessment

Legislation and Regulations:

Manual Handling Operations Regulations 1992 (amended 2002)

See: Table of Cross References

and

Guidance on Regulations L23 (Third Edition) HSE Books

(<http://www.hse.gov.uk/pubns/priced/l23.pdf>).

Manual Handling at Work: A Brief Guide (<http://www.hse.gov.uk/pubns/indg143.pdf>)

4.20 Noise

- 4.20.1 Noise-related hazards and risks are not normally associated with the regular operations of the United Synagogue or its associated activities. Work related hearing loss is therefore not an occupational health hazard within this organisation. It should be noted that the US Burial Society have their own specific arrangements in respect of this topic.
- 4.20.2 As a general guide, employees / volunteers should be aware that a special noise-related risk assessment should be undertaken if exposed to noise (from machinery or other sources) for an extended length of time, which prevents a normal conversation at approximately 1.5 metres.
- 4.20.3 Consideration should be given to noise-related issues surrounding functions and events, which may disturb neighbours and members of the public. Noise pollution is an emotive and sensitive issue, and all complaints must be treated seriously.
- 4.20.4 Sites which have entertainment events involving music must comply with all the criteria laid down within their Entertainment Licence regarding noise and disturbance (e.g. hours of opening and closing).

References:

Legislation and Regulations:

The Control of Noise at Work Regulations 2005

See: Table of Cross References

4.21 Occupational Driving

- 4.21.1 The United Synagogue recognises its responsibility under the Highways Act 1980, the Road Traffic Act 1988 (1991), and the Road Safety Act 2006.
- 4.21.2 All vehicle users are responsible for their own safety and for the safety of others, who may be affected by their actions. These principles will apply irrespective of whether driving a vehicle provided by the United Synagogue or whether an individual's own private vehicle is being used on behalf of the organisation.
- 4.21.3 The organisation requires each driver to comply with the law and uphold the highest standards of driving, safety and courtesy on the road. Individuals, who are required to travel from place to place as part of their duties, must be aware that safe driving is paramount in the performance of their role, and their representation of the United Synagogue to the general public.

- 4.21.4 As far as reasonably practicable, the United Synagogue requires all vehicles driven on behalf of the organisation to be suitably and sufficiently maintained in order that they are safe to drive.
- 4.21.5 All drivers of company vehicles, including any family members who are insured by the United Synagogue's fleet policy and are required to:
- Present their driving licence to the their line manager for inspection at least once a year or on reasonable request; and
 - Inform the United Synagogue immediately of any changes to their licence details, i.e. endorsements / penalty points; and,
 - Inform their line manager of any defects or mechanical failings in the vehicle, including its tyres.
 - Inform their line manager of any incident or collision, whether it results in an insurance claim or not. Line managers must inform the United Synagogue H&S Manager of such incidents by email.
- 4.21.6 Drivers of their own private vehicles, which may be used on behalf of the organisation, are required to present:
- A valid driving licence for inspection at least once a year;
 - A valid MOT certificate for each vehicle driven for business; and,
 - A valid motor insurance certificate, showing appropriate business cover.
- The owner of the vehicle is obliged to ensure that their vehicle is always road-worthy whilst on company business.
- 4.21.7 In order to conduct company business and with the approval of Line Management, it may be necessary to hire a vehicle from a reputable hire company. In these circumstances, it is necessary to:
- Comply with all the requirements of the hire company;
 - Take out full insurance cover with the hire company, including collision waiver; and,
 - Arrange separate insurance cover with US insurers for "goods in transit", where applicable.
- 4.21.8 All drivers must advise their Line Manager of any medical conditions that may affect their suitability to drive. Consideration should be given to any medication that might impair judgement, or cause drowsiness. Individuals must not drive against medical or insurers' advice.
- 4.21.9 It is the joint responsibility of the driver and their Line Manager to assess their competency to undertake a journey on behalf of the organisation. Consideration must be given to weather conditions, the duration and timing of the journey, fitness to drive and to ensure that the schedule does not lead to unnecessary stress or undue fatigue. Additionally, consideration must be given to individuals' physical ability to load and unload the vehicle.
- 4.21.10 The United Synagogue will not accept responsibility to pay any fines or fixed penalties irrespective of the type of vehicle being used.

4.21.11 Volunteer drivers on behalf of the United Synagogue, must ensure their vehicle's are appropriately insured, and are fully responsible for the safety and security of their passengers and goods.

Prohibited Activities

Alcohol or Drug Misuse

4.21.12 Driving a vehicle whilst under the influence of alcohol or narcotics is forbidden by law. When taking medication, whether prescription or non-prescription, guidance on their use must be adhered to (see 4.19.8 above).

4.21.13 Notwithstanding any action taken by the authorities, the United Synagogue may initiate disciplinary action against the individual or individuals found to be driving under the influence, and may depending on the circumstances, report the employee to the authorities.

Mobile Phones or Similar Devices

4.21.14 The organisation does not condone the use of mobile phones or similar devices whilst driving, unless used with a properly fitted hands free kit, or similar legally compliant device.

4.21.15 The hand-held use of these items, whether listening, speaking, texting or watching a screen whilst driving, is an offence, and the United Synagogue will not support individuals found to be in breach.

4.21.16 Ideally mobile phones should only be used when the vehicle has been safely stopped. Under no circumstances should a call be taken whilst it is not safe to do so. When calling a mobile number, the caller should always begin the conversation by asking "are you safe to talk"; if it is not, the call must be terminated and only continued when it is safe to do so.

4.21.17 Any employees, who encourage the unsafe use of mobile phones, whilst driving, may be subject to disciplinary action.

References:

Legislation and Regulations:

Highways Act 1980

Road Traffic Act 1988 (1991)

Road Safety Act 2006

See: Table of Cross References

4.22 Peripatetic Working

4.22.1 Peripatetic workers are those who work away from their normal work base either for part or all of their employment. These sites may be outside of the control of the United Synagogue and are a joint responsibility of the external venue and the US. Examples could be *Shomer* visits to kitchens or restaurants; Rabbis or volunteers carrying out home or hospital visits, or employees attending off-site meetings or exhibitions.

- 4.22.2 Peripatetic workers may be at particular risk because of their unfamiliarity with their surroundings, local management controls or emergency procedures. It is important that peripatetic workers are not placed at any greater risk than other workers. It should be noted that vulnerable people are at particular risk.
- 4.22.3 There may be instances where peripatetic workers are required to conduct Lone Working activities (see above).
- 4.22.4 An individual's overall health and suitability to work peripatetically should be taken into account when carrying out a specific risk assessment. Recommended control measures that may be put in place could be:
- Regular voice contact between the worker and their line manager or supervisor;
 - Training the worker to identify significant hazards and risks to their wellbeing;
 - The provision of a "hot" mobile number in cases of emergency;
 - Checks that the worker has returned safely from work; and,
 - Special arrangements in case of first aid and emergencies.
- 4.22.5 Individuals who undertake peripatetic working could be trained to undertake basic risk assessment of the workplace.

References:

Legislation and Regulations:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

See: Table of Cross References

4.23 Personal Protective Equipment (PPE)

- 4.23.1 United Synagogue recognises its obligations to comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).
- 4.23.2 Where identified by formal risk assessment and no other measures are appropriate to reduce or eliminate risk, all employees / volunteers will be provided with PPE for their own personal use. This will reduce their exposure of risk to their health and safety whilst conducting work on behalf of the organisation. The PPE provided will be suitable, appropriate, correctly-fitting and effective, at no charge to the individual. Risks will be assessed locally by the Administrator / Site Manager / LHSRP, or on request by the USHSM.
- 4.23.3 Where PPE is provided and in order to co-operate with the safe system of work set-up by the US, the employee will be required to use the PPE for their own safety.
- 4.23.4 All personal protective equipment provided by the United Synagogue must be maintained in good working order, by the user. Any damaged PPE must be reported and removed from use.
Some examples of PPE include, but are not limited to:
- Eye protection;
 - Fall Arrest Harness;
 - Gloves;
 - Hard-hat;

- High visibility; and
- Safety Footwear.

4.23.5 All employees / volunteers provided with PPE by the United Synagogue will receive appropriate training and information on the use, maintenance and purpose of the equipment.

References:

Legislation and Regulations:

Personal Protective Equipment at Work Regulations 1992 (as amended)

See: Table of Cross References

4.24 Record Keeping

4.24.1 It is a fundamental principle to keep comprehensive, accurate and up-to-date records of all matters pertaining to Health & Safety. This basic requirement is so that when challenged, the organisation is able to demonstrate that all reasonably practicable steps are being taken to ensure the safety of individuals, the organisation, and to mitigate loss to property.

4.24.2 Challenges could come from internal or external authorities, including, but not limited to, a local authority or the insurance company (see 4.13 & 4.14). During an inspection conducted by the authorities, both internal and external, a significant part of the exercise will focus on the availability and accuracy of records to demonstrate compliance.

4.24.3 Items that must be kept in a safe, accessible place, and must be readily available on site include, but are not limited to:

- Accident Book and related issues;
- Asbestos Register;
- All Risk Assessments;
- Equipment Log Books & Maintenance Records,
- Fire File;
- General Health & Safety File;
- Installation and Maintenance Records;
- Kitchens (Fridge / Freezer temperature logs, etc.);
- Plans and Drawings, where applicable, and,
- Training Records.

4.24.4 Whilst individuals are able to make a claim against the organisation for up to three years after an incident, the US Health & Safety Policy requires a five year retention period as Best Practice.

References:

Appendices:

1-4a, 7-8, 11-13, 15-16, 20-21

See: Table of Cross References

4.25 Risk Assessment

- 4.25.1 The United Synagogue recognises its statutory obligation to conduct suitable and sufficient risk assessments, to identify any significant hazards within its properties and its activities, to thereby establish control measures to minimise risk to individuals and damage to property.
- 4.25.2 All assessments will be carried out within the guidelines of the Health and Safety Executive (HSE) by a competent person. The assessor should not carry out any assessment in a manner that may put themselves or others at risk. The USHSM will advise on levels of competency and accreditation.
- 4.25.3 A General Health & Safety Risk Assessment of each site will be conducted by the USHSM with the cooperation of the Synagogue Administrator / Site Manager / LHSRP. All tasks and activities taking place on site, the number of people involved and any specific hazards must be taken into consideration. In certain circumstances off-site venues or activities may require assessment.
- 4.25.4 A Fire Risk Assessment of each site will be conducted by the USHSM with the cooperation of the Synagogue Administrator / Site Manager / LHSRP.
- 4.25.5 Risk Assessments must be reviewed and updated whenever there is a significant change in operations, if a task or activity is altered, or a new task or piece of equipment is introduced.
- 4.25.6 The obligation to conduct specialist assessments applies to certain disciplines, including, but not limited to:
- Asbestos Management;
 - Barbeques*;
 - Bouncy Castles*;
 - Events, Functions and Outings;
 - Food Hygiene*;
 - Insurance Engineering Assessments;
 - Manual Handling*;
 - People at Especial Risk;
 - School Visits (must be conducted by the school);
 - Urns and Hot Plates*;
 - Youth Activities, including Camp*;
 - Water Management; and
 - Working at Height*.
- Under certain circumstances, accredited specialist contractors may be engaged to conduct such assessments.
- * These are available from the H&S Department.
- People at Especial Risk
- 4.25.7 Legislation requires that people at especial risk must be taken into consideration when conducting a risk assessment.

- 4.25.8 People at especial risk include:
- Expectant or breast-feeding mothers;
 - Young workers between the ages of 16 and 18 years; and,
 - The very young, the elderly, or those with a physical or mental impairment.
- 4.25.9 Expectant or breast-feeding mothers are vulnerable due to physical and hormonal changes. A 'Persons at Special Risk' Risk Assessment must be completed when notified in writing of pregnancy.
- 4.25.10 A young person is defined as anyone under the age of 18. Risk Assessments involving young people need to consider the particular vulnerability of young people, either in the workplace or conducting or participating in an event or activity. They have a lack of knowledge, experience, and awareness of dangers that may be present. Additionally, they could easily be influenced by peer pressure.
- 4.25.11 Those below the age of 16 are defined as children and should not be employed, unless under constant supervision, or the sponsorship of a recognised work experience scheme. If the person is of school age, their parent or guardian must be notified in writing of the outcome of any risk assessment and details of the safeguards that will be put in place to protect their child.

References:

Appendices:

15b. Sample Blank Risk Assessment

Legislation and Regulations:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

HSG 122 *New and Expectant Mothers at Work*

(<http://www.riskassessments.biz/guides/Booklets/pregnancy.pdf>)

HSG 165 *Employing Young People in the Workplace: A Guide for Employers*

(http://www.hseni.gov.uk/leaflet_employing_young_people_in_the_workplace.pdf)

HSG 364 *Young People and Work Experience: A Brief Guide to Health and Safety for Employers* (<http://www.hse.gov.uk/pubns/indg364.pdf>)

See: able of Cross References

4.26 Security, CST & Volunteers

- 4.26.1 The physical security and wellbeing of all individuals who work in and attend United Synagogue buildings is paramount. To that end, our buildings must be secured and appropriately alarmed. Guidance is taken from our insurers and from the Community Security Trust (CST), in respect of the physical protection of all individuals and communal property.
- 4.26.2 All individuals who volunteer their services in protecting the community, must receive suitable and sufficient training in order that they are able to conduct their duties without unnecessary risk to themselves. Training of this nature must be obtained from the CST.

- 4.26.3 The United Synagogue holds specific insurance cover for volunteers conducting “Security” within its Public Liability policy. There is an upper age limit of 70 years of age attached to this policy where volunteers undertake “Security” duties. Volunteers should be fit and able to conduct their duties and not undertake “Security” against medical advice.
- 4.26.4 From time to time, it may be necessary to engage the services of a third-party security contractor, who must be accredited and approved by the CST.
- 4.26.5 When considering internal or external security, a risk assessment must be carried out by the Security Team Leader. This must take into account Health & Safety hazards which may affect their team and effective emergency evacuation of the premises.
- 4.26.6 Under no circumstance should statutory Health & Safety obligations be compromised in the ‘name of security’. For instance when the building is occupied all emergency exit doors **MUST** be unlocked and exit routes unobstructed. Local Management should seek advice from the Health & Safety Department in the event of a perceived conflict between Security and Health & Safety measures.

References:

See: Table of Cross References

4.27 Smoking

- 4.27.1 Since July 2007 smoking has been legally prohibited in all “enclosed” and “substantially enclosed” areas at all public spaces, this includes United Synagogue premises.
- 4.27.2 Smoking will only be permitted in designated external areas, on sites, where appropriate facilities can be provided, and at times specified by Local Management. The organisation is not legally required to provide smoking areas.
- 4.27.3 It is considered a disciplinary offence for individuals to smoke in any non-designated areas within United Synagogue premises.
- 4.27.4 The regulations define that all vehicles, which are available for use on company business and by more than one person, regardless of whether they are in the vehicle at the same time, must be smoke free. In practice, this will exclude company vehicles allocated for the exclusive use of one individual, or for personal, private vehicles used for company business.

References:

Legislation and Regulations:

Health Act 2006

Smoke-Free Regulations 2007

Workplace (Health, Safety and Welfare) Regulations 1992 (as amended 2002)

See: Table of Cross References

4.28 Statutory Testing / Requirements

4.28.1 The United Synagogue recognises its obligation to manage and conduct the statutory testing required under legislation. Regulations require items of equipment and service facilities to be fit and suitable for purpose, well maintained and safe for use. It is essential to adhere to a fixed schedule of testing regimes and accurate record keeping to demonstrate these disciplines are being fulfilled.

4.28.2 The Health & Safety Department maintain these schedules and manage the disciplines, from obtaining contractor quotations to the completion of remedial works, on behalf of the organisation.

4.28.3 This includes, where applicable, but is not limited to:

- Asbestos Management;
- Electrical Installation Condition Report (EICR);
- Environmental Issues;
- Equipment Safety;
- Fall Arrest Equipment / Mansafe Systems (where provided);
- Fire Safety;
- Fire Extinguishers;
- Food Hygiene;
- Gas Safety;
- Lifts, Winches and Lifting Equipment;
- Lightning Conductors;
- Portable Appliance Testing (PAT); and,
- Water Management.

Each of the topics above is supported by appropriate legislation and / or regulation.

4.28.4 The above disciplines are enforced by a number of different authorities, including the influence and input of the insurance company (see 4.13). Failings in any of these areas may result in Improvement or Enforcement Notices, and in some cases, prosecution leading to the withdrawal of insurance cover.

References:

Legislation & Regulations:

Lifting Operations and Lifting Equipment Regulations 1998

Appendices:

11. Caretaker Checklist

15. Duty Holders Checklist

1- 4a, 7-8, 11- 13, 15-16, 20-21

See: Table of Cross References

4.29 Stress at Work

4.29.1 The Health and Safety Executive define stress as '*an adverse reaction some people have to excessive pressure or other types of demands placed on them*'. There is an important distinction between pressure, which can be a positive condition when managed correctly, and adverse stress which can be detrimental to mental health.

- 4.29.2 Many factors both inside and outside of work can combine to produce 'adverse stress affects', which in some cases can lead to an 'inability to cope' even with simple tasks. Exacerbating factors could include tight deadlines, bullying, angry colleagues or clients, personal finance, marital difficulties, and social problems.
- 4.29.3 Stress-related illness is a very real and debilitating condition. All Line Managers must remain alert to the possibility of stress-related behaviour amongst members of their team. Any individuals should feel able to consult with their Line Manager, HR Partner, or the USHSM.

References:

Legislation and Regulations:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

See: Table of Cross References

4.30 Training

- 4.30.1 It is the responsibility of Line Management, along with HR Partners, to ensure all members of staff receive suitable and appropriate training.
- 4.30.2 The Health & Safety Department in cooperation with all Line Managers and Local Management, will endeavour to train all employees including temporary staff, to a suitable and sufficient level of Health & Safety training within six months of joining the organisation, including but not limited to:
- An appreciation of the Law and individual responsibilities;
 - COSHH;
 - Fire safety arrangements;
 - Local arrangements;
 - Manual Handling;
 - Specific site hazards;
 - United Synagogue Health & Safety Policy; and,
 - Working at Height.
- 4.30.3 Training records must be maintained by individuals, their Line Managers and Human Resources.
- 4.30.4 Additional specific training will be made available to employees and volunteers as and when appropriate on request.

References:

Legislation and Regulations:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

See: Table of Cross References

4.31 Trips, Outings, Events & Functions

- 4.31.1 Organisers of trips, outings, events and functions must take responsibility to manage, control and take all reasonable steps to ensure that participating individuals are not placed at risk of harm to their health, safety or wellbeing.
- 4.31.2 This would include, but is not limited to: Ministers, lay leaders; Youth Directors; Youth Leaders; Group Leaders; volunteers; private event organisers; organisers of day camps; after school clubs; residential schemes; outings; and educational trips and travel.
- 4.31.3 For all trips, outings, events and functions, under the auspices of the synagogue community or Tribe, that do not fall within 'normal' religious, communal activities, an Event Notification Form must be completed and emailed to the Health & Safety Department. Insurers will be notified of the event on receipt of a completed form and any further relevant supporting documentation as required.
- 4.31.4 These controls must be upheld whether the activity or event is located on US premises; 'at home'; at a third party location; or for travel abroad.
- 4.31.5 For all private hire of United Synagogue facilities, a Hall Hire Agreement must be completed and signed by the event organisers. This must be arranged locally with Synagogue Administrator / Site Manager / LHSRP and must be undertaken whether or not a hall hire fee is applicable.
- 4.31.6 The insurance company consider certain activities as being particularly hazardous and appropriate controls must be put in place. These include, but are not limited to: Ice-skating, rock-climbing, go-karting, and paint-balling. For a comprehensive list of hazardous activities, please contact the H&S Department.
- 4.31.7 Where a synagogue event is to be held in the private home or garden of a member, the home owner must hold adequate household insurance to cover public liability and contents.
- 4.31.8 The following require separate guidelines and specific management controls; please contact the H&S Department: Inflatables / Bouncy Castles; Bonfires; Fireworks; and Barbeques.
- 4.31.9 All activities must be suitably and sufficiently planned and supervised. Appropriate Risk Assessments must be documented, giving consideration to the potential hazards and risks involved and how they are to be managed and controlled.
- 4.31.10 When completing a Risk Assessment and an Event Notification Form, consideration must be given to:
- The location of the event (including overnight arrangements, where applicable):
 - Access to the site;
 - Hire Agreements;
 - Public Liability Insurance;
 - Security Arrangements;
 - Site Emergency Procedures;
 - Attendees:
 - Number of Attendees;

- Age Profile;
- Vulnerable People;
- Emergency Procedures;
- Supervision Ratio;
- Event Activities:
 - Hired equipment;
 - Public Liability Insurance;
 - Risk Assessments;
 - Management and supervision ratio of activities;
- Transport to and from an offsite venue:
 - Hired Transport – Transport Operator’s Licence, Insurance, where applicable Disclosure and Barring Service (DBS) checks.
 - Where private cars are used, appropriate insurance must be in place; responsibility for this falls on the driver.
 - When using public transport, all individuals travel at their own risk.
- Group illness, including infections
 - Pandemic
 - Food poisoning

4.31.11 Consideration must be given to events which involve large numbers of people and require emergency planning and may need additional Security provision.

References:

Appendices:

12. Event Notification e-Form

See: Table of Cross References

4.32 User Groups

4.32.1 A user group is defined as a group of individuals, regardless of number, who use synagogue and / or community facilities. Broadly speaking, there are two types of user groups: those which fall under the auspices of the United Synagogue, either the local synagogue or centrally; or external groups.

4.32.2 The United Synagogue recognises its responsibility, as far as it is reasonably practicable, to provide all user groups with a facility in which they can operate safely.

4.32.3 Where it is agreed to provide equipment owned by the United Synagogue, all reasonable steps must be taken to ensure that it is fit for purpose and safe to use. All parties must ensure that the equipment used is fit for the purpose which it is intended.

4.32.4 Any United Synagogue equipment, found to be faulty or unsafe must be immediately and effectively removed from use. The fault must be reported, preferably in writing, to the Synagogue Administrator / Site Manager / LHSRP, who must take appropriate action.

4.32.5 All equipment brought on to site by any user group, their participants or contractors, must be fit for purpose and safe for use. Electrical equipment must be subject to

Portable Appliance Testing (PAT) before its use on site. Test logs may be requested. Faulty items must not be used.

- 4.32.6 It is the responsibility of the Synagogue Administrator / Site Manager / LHSRP to inform all user groups in writing of the correct action to take in the event of an emergency. The user groups have an obligation to co-operate with the safety measures that are in place.
- 4.32.7 Any accidents or incidents to the group, or participating individuals, caused as a result of the fabric of the building or its equipment, must be reported immediately to the Synagogue Administrator / Site Manager / LHSRP. This must then be reported to the H&S Department immediately using the Accident Report procedure.
- 4.32.8 It is important that the synagogue provides each user group with the contact details of a responsible person in the event of an emergency. Many communities have a duty manager to be available for larger events.

US User Groups

- 4.32.9 User groups that fall under the auspices of the United Synagogue, have obligations that are outlined throughout this Health & Safety Policy. The synagogue has a duty of care to the groups and the safety of its activities. The responsibility for this falls under the remit of the Synagogue Administrator / Site Manager / LHSRP.
- 4.32.10 For all events, trips, outings and functions, that do not fall within 'typical' religious communal activities, an Event Notification Form must be completed and emailed to the Health & Safety Department. Insurers will be notified of the event on receipt of a completed form, and all relevant supporting documentation. This form is now available to be completed on-line.

Non-US User Groups

- 4.32.11 Those groups which do not fall under the auspices of the United Synagogue must take responsibility for the health, safety and welfare of their guests, participants, and contractors in respect of the activity taking place. It is anticipated that such groups will conduct their own, appropriate risk assessments, to ensure the suitability of the premises for their activities and hold their own adequate insurance cover. They must co-operate with local arrangements in the event of an emergency and, unless otherwise agreed, will be expected to take control of their group by leading them to a place of safety.
- 4.32.12 Non-US user groups are required to complete a Hall Hire Agreement. This falls under the remit of the Synagogue Administrator / Site Manager / LHSRP
- 4.32.13 Examples of non-US groups include, but are not limited to:
- AJEX;
 - BBYO;
 - Bnei Akiva;
 - Visits by external organisations, e.g. school visits
 - Jewish Care;
 - JLGB;
 - Private groups:

- Bar / Bat Mitzvah, Birthday and Wedding Celebrations;
- Dance, exercise or martial arts classes;
- Mother and toddler;
- Nurseries and pre-school;
- Scouts, Cubs, Guides and Brownies;
- WIZO.

Sleepovers

4.32.14 Under no circumstances are 'sleepovers' permitted in any United Synagogue premises.

References:

Appendices:

1. Accident Reporting Procedure
- 1a. Accident Book e-Form
3. Fire & Emergency Evacuation Plan
6. Fire & Emergency Poster
9. User Group Information Sheet / Site User Group Generic Evacuation Plan
12. Event Notification e-Form
13. Hall Fire Agreement

See: Table of Cross References

4.33 Water Management

4.33.1 The United Synagogue recognises its obligation to manage the water systems within its properties. The Health & Safety Department manage risk assessments, regular inspections, sampling and where necessary, treatment to comply with the HSE Approved Code of Practice L8 (*Legionnaires disease – The control of legionella bacteria in water systems*).

4.33.2 Risk Assessment takes into consideration any management systems which are available on site, water temperatures, the provision and condition of water storage systems, hot water calorifiers, and includes dead-legs and blind ends in pipework. Further consideration is also given to tank coverings and the presence of rodents and pigeons, as well as other related issues.

4.33.3 Where the risk assessment makes recommendations, it is the responsibility of the Synagogue Administrator / Site Manager / LHSRP, in coordination with the USHSM, to ensure that necessary work is undertaken.

4.33.4 The United Synagogue Health & Safety Department manage half-yearly water sampling to take place at each US non-residential property. Any remedial actions identified by the sampling, must be undertaken as a matter of urgency.

4.33.5 The following disciplines must be undertaken by local site management:

Weekly	Run all water taps and flush WC's. This is particularly important in little used areas of your site.	Diarise and log this action.
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Monthly	Check hot and cold water temperatures for all water outlets on site.	Log the results.
Regularly	Clean and de-scale all taps, spray-taps and showerheads, to eradicate bacteria which can live behind the limescale.	Diarise and log this action.

References:

Appendices:

- 2a. Empty Premises Visit Log
- 15. Duty Holders Log
- 16. Monthly Water Temperature Log

Legislation and Regulations:

- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- HSE Approved Code of Practice L8 (*Legionnaires disease – The control of legionella bacteria in water systems*)

See: Table of Cross References

4.34 Welfare Facilities

4.34.1 The United Synagogue recognises its obligations to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended 2002).

4.34.2 Heating, lighting and ventilation should be suitable and sufficient for the premises and the activities being undertaken.

4.34.3 The following welfare arrangements are the minimum requirements under the Regulations:

- Adequate, suitable and secure place for workers to store their personal belongings, and (where necessary) drying facilities;
- Appropriate and suitable facilities for employees, including new and expectant mothers, to take breaks away from their workstation;
- Good “wholesome” drinking water must be provided;
- Ladies WCs should have facilities in place to provide a means of disposing of sanitary dressings. This is classified as “special waste” and must be disposed of in a controlled manner by a licensed carrier;
- Suitable and sufficient separate men’s and women’s toilet and washing facilities, provided in accessible locations;
- The facilities must be clean, adequately ventilated, well lit, and have hot and cold running water, soap and adequate hand drying arrangements; and,
- Water for hot drinks, and means of heating food, where hot food cannot be obtained reasonably near to the workplace.

References:

Legislation and Regulations:

- Equality Act 2010
- Workplace (Health, Safety and Welfare) Regulations 1992

See: Table of Cross References

4.35 Workstations / Display Screen Equipment (DSE)

4.35.1 The United Synagogue recognises its obligations to manage risks associated with Display Screen Equipment as defined by the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002). The DSE Regulations are for the protection of people – employees and the self-employed – who ‘habitually’ use DSE for the activities required by their employer, as a significant part of their work.

4.35.2 It will generally be appropriate to classify an individual as a DSE ‘user’ if they:

- Normally use DSE (including portable DSE - laptop) for continuous or near-continuous spells of one hour or more at a time;
- Use DSE in this way, more or less daily;
- Have to transfer information quickly to, or from, the DSE requiring high levels of attention and concentration;
- Are highly dependent on DSE, or have little choice about using it for the task; or,
- Need special training or skills to use the DSE.

4.35.3 A ‘user’ of DSE falls under the remit of the DSE Regulations whether they are at their employer’s premises, at a home workstation, or at another premises.

4.35.4 An ‘operator’ is someone who is self-employed, works at an employer’s workstation, and whose use of DSE is such that they would be a ‘user’ if employed.

4.35.5 All ‘users’ and ‘operators’ will be required to undertake a workstation self-assessment. This assessment will take into account the desktop layout (as applicable) the display screen and ancillary equipment, the furniture, the working environment, software and the training needs of the individual. Individuals who use a computer or laptop at home for work-related activities, must also complete a self-assessment.

4.35.6 Part-time and temporary workers will be assessed using the same criteria.

4.35.7 Workers who use more than one workstation (‘hot-desking’), must also complete a self-assessment.

4.35.8 The principal risks relating to DSE include, but are not limited to:

- Physical (musculoskeletal) problems;
- Vision fatigue; and,
- Mental health and stress.

4.35.9 Contributing factors may include:

- Ability to manage workload;
- Inappropriate working methods;
- Workstation layout;
- Poor equipment or furniture;
- Posture; and,
- Working environment.

- 4.35.10 A short break from DSE use must be taken *at least* once every hour.
- 4.35.11 The likelihood of experiencing these principal risks is related mainly to the frequency, duration and intensity, pace of sessions, or continuous use of DSE. Other factors may include, the amount of discretion the person has over the extent and methods of display screen use.
- 4.35.12 On being notified by the HR Department, the H&S Department will instruct a new worker to undertake a workstation self-assessment. Should the results of the assessment indicate the need, or if the worker requires a more comprehensive assessment, this will be arranged with a trained workstation assessor.
- 4.35.13 Workers who experience aches / pains or any other discomfort associated with the use of DSE, must report it immediately to their line manager. Managers should monitor ill health or absenteeism, and where required, request a further assessment.
- 4.35.14 Where risk to a worker is identified, measures will be taken to eliminate or reduce those risks to an acceptable level. These measures may include changes to seating arrangements, workstation layout, working environment, provision of supportive equipment, or changes in work activity.
- 4.35.15 Recommendations made for improvement of the workstation depend on the issues highlighted during assessment. It is the responsibility of Line Management to ensure that assessments are conducted, and any recommendations for improvements are implemented.
- 4.35.16 Whenever a worker has changed locations, or there has been a significant change to the workstation or working pattern, a reassessment is needed.
- 4.35.17 Where there are any significant health issues, or after a prolonged absence from work, Line Management should inform the HR Partner, and the Return to Work Procedure should be implemented.

Eyesight Tests

- 4.35.18 Reimbursement of eyesight tests is available for employees who are users of DSE, (as defined above). Employees requiring such tests should speak to their HR Partner.
- 4.35.19 The cost of the eyesight test will be reimbursed at standard rates. The cost of basic lenses and frames will be reimbursed to those employees found to need corrective lenses specifically for DSE use. Reimbursement will be issued via the expenses procedure, and only on production of receipts and the completed optician's form.

References:

Appendices:

17. Eyesight Test Form
18. Posture
19. Seating
20. Workstation Checklist

Legislation and Regulations:

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)

See: Table of Cross References

4.36 Working at Height

- 4.36.1 The United Synagogue recognises its obligation to comply with the Work at Height Regulations 2005.
- 4.36.2 Working at height applies to all activities above or below ground level, where there is risk that a fall could occur and cause an injury.
- 4.36.3 Many tasks undertaken by Synagogue employees, volunteers and contractors involve some form of working at height; including, but not limited to:
- Decorating;
 - General cleaning and maintenance;
 - Servicing light fittings – such as chandeliers;
 - *Sukkah* assembly, decoration and dismantling;
 - Window cleaning.
- 4.36.4 Before undertaking any tasks that involve working at height, an appropriate assessment must be conducted to ensure the safety of the individuals concerned. Consideration must be given to the equipment required, its suitability, and the number of people needed to complete the task safely. Additionally, the area involved in the task must be cordoned off from individuals not involved in the activity.
- 4.36.5 In cases, where regular ladders and steps would not be suitable to conduct the task safely the provision of a mini access-tower or scaffold tower may be considered to be more appropriate. However the assembly, safety check, safe operation and dismantling of any equipment of this nature must only be undertaken by a trained, competent person. Training should be carried out to PaSMA (or similar) accreditation. See the United Synagogue Safe Working Practice documents for working at height.
- 4.36.6 When working at height, whether for regularly scheduled or less frequent activities, the following controls must be applied:
- All work must be suitably planned and organised;
 - All operatives must be supervised, competent and appropriately-trained to undertake the task;
 - Hazards must be assessed and appropriate tools and equipment made available to undertake the activity safely;
 - All equipment must be suitably maintained, in good condition and appropriate for the task. Records of maintenance must be kept. An asset register and test logs must be kept for all ladders and access equipment; and,
 - All PPE must be suitable for the tasks and hazards involved. The USHSM will give advice on request.

References:

Appendices:

4. Ladder Log

4a. Work at Height Safe Working Practices Pack (for ladders and scaffold towers).

21. Example - Roof Void Access Procedure

Legislation and Regulations:

Work at Height Regulations 2005

See: Table of Cross References

SECTION 5: CROSS REFERENCES

4.1 Accident Reporting and Investigation

See also:

- Contractors Policy & Procedures (4.5)
- Control of Substances Hazardous to Health (COSHH) (4.6)
- First & Emergency Procedure (4.11)
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4.2 Asbestos

See also:

- Contractors Policy & Procedures (4.5)
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4.3 Banking Cash Receipts

See also:

- Insurance (4.16)
- Security (4.26)

4.4 Child Protection

See also:

- Child Protection Policy ('Child Protection Policy in Full') (Policy Manual / Staff Handbook)
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4.5 Contractors Policy & Procedures

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4.6 Control Of Substances Hazardous To Health (COSHH)

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4.7 Disability

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- Control of Substances Hazardous to Health (COSHH) (4.6)
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4.8 Electrical Safety

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4.9 Empty Buildings

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- Banking Cash Receipts (4.3)
- Contractors Policy & Procedures (4.5)
- Fire & Emergency Procedures (4.14)
- Lone Working (4.18)
- Peripatetic Working (4.22)
- Personal Protective Equipment (PPE) (4.23)
- Trips, Outings, Events & Functions (4.31)
- User Groups (4.32)

4.27 Smoking

See also:

- Occupational Driving (4.21)

4.26 Statutory Testing / Requirements

See also:

- Accident Reporting & Investigation (4.1)
- Asbestos (4.2)
- Control of Substances Hazardous to Health (COSHH) (4.6)
- Disability (4.7)
- Electrical Safety (4.8)
- Equipment (4.10)
- Fire & Emergency Procedures (4.11)
- First Aid (4.12)
- Gas Safety (4.13)
- Inspection & Safety Audit (4.15)
- Insurance (4.16)
- Kitchens & Food Preparation (4.17)
- Manual Handling (4.19)
- Noise (4.20)

- Occupational Driving (4.21)
- Record Keeping (4.24)
- Risk Assessment (4.25)
- Training (4.30)
- Water Management (4.33)
- Welfare Facilities (4.34)
- Workstations / Display Screen Equipment (DSE) (4.35)
- Working at Height (4.36)

4.29 Stress At Work

See also:

- United Synagogue Policy Manual / Staff Handbook
- Disability (4.7)
- Peripatetic Working (4.22)
- Workstations / Display Screen Equipment (4.35)

4.30 Training

See also:

- Disability (4.7)
- Equipment (4.10)
- Fire & Emergency Procedures (4.11)
- First Aid (4.12)
- Inspection & Safety Audit (4.15)
- Kitchens & Food Preparation (4.17)
- Lone Working (4.18)
- Manual Handling (4.19)
- Peripatetic Working (4.22)
- Personal Protective Equipment (PPE) (4.23)
- Record Keeping (4.24)
- Working at Height (4.36)

4.31 Trips, Outings, Events & Functions

See also:

- Child Protection Policy (and its appendix 'Child Protection Policy in Full')
(Policy Manual / Staff Handbook)
- Accident Reporting & Investigation (4.1)
- Safeguarding (4.4)
- Contractors Policy & Procedures (4.5)
- Disability (4.7)
- Electrical Safety (4.8)
- Equipment (4.10)
- Fire & Emergency Procedures (4.11)
- First Aid (4.12)
- As Safety (4.13)
- Insurance (4.16)
- Kitchens & Food Preparation (4.17)
- Manual Handling (4.19)
- Noise (4.20)
- Occupational Driving (4.21)
- Record Keeping (4.24)
- Risk Assessment (4.25)
- Security (4.26)
- User Groups (4.32)

4.32 User Groups

See also:

- Accident Reporting & Investigation (4.1)
- Child Protection (4.4)
- Contractors Policy & Procedures (4.5)
- Control of Substances Hazardous to Health (COSHH) (4.6)
- Disability (4.7)
- Electrical Safety (4.8)
- Equipment (4.10)
- Fire & Emergency Procedures (4.11)
- First Aid (4.12)
- House Keeping & Day-to-Day Maintenance (4.14)
- Insurance (4.16)
- Kitchens & Food Preparation (4.17)
- Noise (4.20)
- Occupational Driving (4.21)
- Record Keeping (4.23)
- Risk Assessment (4.25)
- Security (4.26)
- Trips, Outings, Events & Functions (4.31)

4.33 Water Management

See also:

- Control of Substances Hazardous to Health (COSHH) (4.6)
- House Keeping & Day-to-Day Maintenance (4.14)
- Inspection & Safety Audit (4.15)
- Insurance (4.16)
- Record Keeping (4.24)
- Risk Assessment (4.25)
- Statutory Testing / Requirements (4.28)
- Welfare Facilities (4.34)

4.34 Welfare Facilities

See also:

- Contractors Policy & Procedures (4.5)
- Disability (4.7)
- House Keeping & Day-to-Day Maintenance (4.14)
- Kitchens & Food Preparation (4.17)
- Lone Working (4.18)
- Statutory Testing / Requirements (4.28)
- Water Management (4.33)

4.35 Workstations / Display Screen Equipment (DSE)

See also:

- Disability (4.7)
- Equipment (4.10)
- House Keeping & Day-to-Day Maintenance (4.14)
- Peripatetic Working (4.22)
- Record Keeping (4.24)
- Risk Assessment (4.25)
- Statutory Testing / Requirements (4.28)
- Stress at Work (4.29)

4.36 Working at Height

See also:

- Contractors Policy & Procedure (4.5)
- Equipment (4.10)
- House Keeping & Day-to-Day Maintenance (4.14)
- Lone Working (4.18)
- Manual Handling (4.19)
- Personal Protective Equipment (PPE) (4.23)
- Record Keeping (4.24)
- Risk Assessment (4.25)
- Statutory Testing / Requirements (4.28)
- Training (4.30)

SECTION 6: GLOSSARY OF ABBREVIATIONS AND TERMS USED IN THIS DOCUMENT

AJEX	The Association of Jewish Ex-Servicemen and Women
BBYO	B'nai B'rith Youth Organization
SFBB	Safer Food, Better Business
CCFP	Community and Charity Food Provision
COSHH	Control of Substances Hazardous to Health
CRAR	Combined Risk Assessment Reviews
CRB	Criminal Records Bureau
CST	Community Security Trust
DBS	Disclosure and Barring Service
DDA	Disability Discrimination Act
DSE	Display Screen Equipment
EA	Equality Act
EEP	Emergency Evacuation Plan
EHO	Local Authority Environmental Health Officer
EIC	Electrical Installation Certificate
EICR	Electrical Installation Condition Report
EU	European Union
FPO	Fire and Rescue Services Prevention Officer
FSA	Food Standards Agency
HACCP	Hazard Analysis and Critical Control Point
HASAWA	Health and Safety at Work Act
HO	Honorary Officers
HR	Human Resources
HSE	Health and Safety Executive
IEE	Institute of Electrical Engineers
JLGB	Jewish Lads' and Girls' Brigade
LA	Local Authority
LHRSP	Local Health & Safety Responsible Person
LOLER	Lifting Operations and Lifting Equipment Regulations
MHSWR	Management of Health and Safety at Work Regulations
MSDA	Material Safety Data Sheet
NIC EIC	National Inspection Council for Electrical Installation Contractors
OfSTED	Office for Standards in Education, Children's Services and Skills
PAT	Portable Appliance Testing
PEEP	Personal Emergency Evacuation Plan
PPE	Personal Protective Equipment
PUWER	Provision and Use of Work Equipment Regulations
RIDDOR	Reporting of Injuries, Diseases & Dangerous Occurrences Regulation
USHSM	United Synagogue Health & Safety Manager
VAT	Value Added Tax
WEEE	Waste Electrical and Electronic Equipment
WIZO	Women's International Zionist Organization

SECTION 7: TABLE OF APPENDICES

Appendix No:	Title:	US H&S Policy & Procedure Reference to:
1.	Accident Reporting Procedure	4.1; 4.2; 4.5; 4.10; 4.11; 4.12; 4.13; 4.14; 4.15; 4.20; 4.24; 4.32
1a.	Accident Book e-Form	
2.	Contractors Permit to Work	4.2; 4.5; 4.8; 4.9; 4.10; 4.24; 4.28
2a.	Empty Property Visit Log	4.9; 4.24; 4.33
2b.	Sample EICR	4.8; 4.24; 4.28
2c.	Sample Gas Safe Certificate	4.13; 4.24; 4.28
3.	Fire & Emergency Evacuation Plan	4.7; 4.10; 4.11; 4.22; 4.24; 4.27; 4.28; 4.32;
3a.	Access and Inclusion	4.7; 4.11;4.15; 4.18; 4.22;4.23;4.24; 4.25; 4.26;4.29; 4.30; 4.31;4.32; 4.34; 4.35
4.	Ladder Maintenance Log	4.10; 4.24; 4.28 4.30& 4.36
4a.	Work at Height - Safe Working Practice Pack	
5.	Arson Prevention Guidance	4.11; 4.14; 4.25; 4.26; 4.27; 4.30;
6.	Fire & Emergency Poster	4.11; 4.17; 4.30; 4.32
7.	Generic Test Log Sheet	4.11; 4.15; 4.24; 4.28; 4.30;
8.	Fire File Index Page	4.11; 4.24; 4.28;4.30;
9.	User Group Evacuation Plan	4.11; 4.30; 4.32;
10.	Emergency Invacuation	4.11;4.22; 4.24; 4.30
11.	Caretaker Checklist	4.14; 4.17; 4.24; 4.28; 4.36
12.	Event Notification e-Form	4.16;4.24; 4.31; 4.32
12a.	Sefer Torah Movement Form	4.16
13.	Hall Hire Agreement	4.16; 4.24; 4.32
14.	Kitchen Procedures (Revised July 2023)	4.17; 4.24; 4.32;
15.	Duty holders Checklist	4.14; 4.24; 4.28; 4.33
15a.	Manual Handling Sample Risk Assessment	4.10; 4.14; 4.18; 4.19; 4.22;4.23; 4.24; 4.25; 4.30; 4.36
15b.	Blank Risk Assessment	4.25
16.	Monthly Water Temperature Log	4.24; 4.28; 4.30; 4.33
17.	Eyesight Test Form	4.35
18.	Posture (DSE)	
19.	Seating	
20.	Workstation Checklist	4.24; 4.25; 4.28;
21.	Roof Void Access Procedure	4.24; 4.25; 4.36



Accident Reporting Procedure

When an Accident Report must be completed

An Accident Report must be completed for:

- An accident to an individual whether resulting in an injury or not;
- A near miss;
- A dangerous occurrence – including Fire, no matter how small or contained;
- Damage to property.

Who should complete an Accident Report?

The duty to complete an Accident Report is with the Responsible Person (RP) on the premises at the time, on behalf of the Injured Person (IP) in the event of the IP not being present, or is unable or unwilling to do it.

At most locations the Accident Book can be found with the Administrator, First Aider or Security Guard. The official HSE recognised Accident Book is the BL510 (2nd Edition). The book gives clear instructions to guide you through filling it in. Copies of this book may be obtained from the HSE directly or from the H&S Department at The Centre. An e-version of an accident report can be found for completion and submission online.

ALL Accident Book entries must be scanned immediately to accidentrep@theus.org.uk if scanning facilities are not available reports can be posted to the H&S Manager at the Centre. Prior to posting please advise by telephone. If using the electronic version click “submit” on completion of the form.

Examples of what to information to include on the Accident Report

The condition of the area at the time e.g. was it wet / slippery; was there anything on the floor / overhead causing an obstructing?

If there is imminent danger or future risk, cordon-off the area – put up signs.

Was any equipment used? Was it being used correctly? Was the person trained to use the equipment? Was it faulty? If so remove from use.

Do not dispose of any equipment or other items which may be needed as evidence.

Was any Personal Protective Equipment (PPE) being used?

Were there sufficient safety signs in the area?

What exactly was the injured person doing?

Were they authorised to undertake that activity / task

Take any witness statements.

Take photographs if possible.



Following an Accident

Following an accident the person responsible for the premises at the time should:

- Make the area safe;
- Gather as much information about the incident;
- If possible take pictures before disturbing the scene;
- Arrange to make any corrective actions which may be required;
- Notify the H&S Department so that, if required, an investigation is required or insurers be informed.

The original Accident Book copy, along with any photographs and investigation notes must be held together and filed securely and confidentially by the Local Administrator. Copies will be kept securely by the H&S Dept. In some cases HR may also keep details of an accident.

The US H&S Manager will assist in investigating all notified accidents at an appropriate level.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Some accidents or incidents may need to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR); instruction on how and when to do this are in the BL510 (2nd Edition) Accident Book. Regardless of the status of the injured person, duty to make the RIDDOR report lies with the RP for the premises at the time of the accident. The H&S Manager will assist with this where required.

Please note there are legal time-limits for making a RIDDOR report.

Please note that in the case of serious accidents an Investigating Officer from the Local Authority Environmental Health Officer may attend without notice to conduct their own enquiry.

For any advice regarding the Accident Reporting Procedure, or the completing of an Accident Report, please contact either the H&S Safety Manager: 020 8343 6229, or the H&S Administrator 020 8343 6204 or email accidentrep@theus.org.uk

Accident record

Fill-in the name of the site where the accident occurred:

US Report / Reference Number:

1. About the person who had the accident

Name

Address

Postcode

Occupation

2. About you, the person filling in this record

▼ If you did not have the accident write your address and occupation.

Name

Address

Postcode

Occupation

3. About the accident *continue on a blank sheet if needed*

▼ Say when it happened Date Time

▼ Say where it happened. State which room / area.

▼ Say how the accident happened. Give the cause if you can.

▼ If the person who had the accident suffered an injury say what it was.

▼ Please sign the record and date it.

Signature

Date

4. For the employee only

▼ By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law.

Signature

Date

5. For the employer only

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Contact the H&S Dept for support.

How was it reported? By whom?

Date reported

Ref No

Signature

Save a master copy of this form in an Accident Report Folder on your PC.
Then complete and SaveAs with a unique name each time.

Print the form and check the details.

Submit will email the form to the H&S Dept.



Contractors Permit to Work

Guidance Notes

A 'Contractors Permit to Work' should be issued to any contractor undertaking work at a US site. The contractor should sign the 'Contractors Permit to Work' to confirm that they understand the hazards, agree to conform to all safety controls, and to take all necessary precautions. Completed copies of the 'Contractors Permit to Work' should be retained in the on-site H&S file.

This 'Contractors Permit to Work', includes options for different, and / or more hazardous tasks or particularly hazardous areas:

- **Simplified Access Permit**
For use as a simple permit to access a work area;
- **Electrical Permit**
For use when working on fixed electrical wiring;
- **Hot Work; and,**
For use when using grinding or welding machinery;
- **Work at Height Permits.**

If in doubt the H&S Manager will advise on which areas require a 'Contractors Permit to Work' and the precautions required to be taken by the contractor.

The Hazardous Areas in these premises requiring a permit to work are:

Hazardous Area	Precautions to be Taken

Site Name: _____

- Simplified Access Permit
 - Electrical Permit
 - Hot Work Permit
 - Work at Height Permit
- * Select one

Contractor:
Name:
Company:
Area Accessing:
Nature of Work:

I confirm that I am aware of the hazards on this site.

I have requested and received information regarding the contents of the Asbestos Survey (where applicable).

I have conducted a suitable and sufficient Risk Assessment / Method Statement of the work that I am to conduct.

I have taken the necessary precautions and safeguarding measures associated with the work that I am to conduct.

I understand the Health & Safety responsibilities that I have to myself, to my own employees or subcontractors, and anyone who may be affected by the work I will conduct.

I am competent, have sufficient and relevant training for the work I will conduct and for the tools and equipment I will use.

I will undertake only the work that I have been instructed to do, and I will not undertake any further works without the consent of the Responsible Person on site.

Signature: _____ **Date:** _____
Time: _____

I confirm that I have completed the works that I was contracted to conduct. I have left the area in a safe condition, and have removed any debris and tools.

Signature: _____ **Date:** _____
Time: _____



EMPTY / UNOCCUPIED PROPERTY VISIT INSPECTION LOG

Property Name: _____

To be completed by staff / volunteer / security inspector and left on site.

Date	Inspected by: Name / Initials	COMMENTS Note any issues to be reported



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23697978

IPN18C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

Registration: [REDACTED] Branch No: [REDACTED]
Trading Title: [REDACTED]
Address: [REDACTED]
Postcode: [REDACTED] Tel No: [REDACTED]

DETAILS OF THE CLIENT

Contractor Reference Number (CRN): N/A
Name: [REDACTED]
Address: [REDACTED]
Road: [REDACTED]
Postcode: [REDACTED] Tel No: [REDACTED]

DETAILS OF THE INSTALLATION

Occupier: [REDACTED]
Address: [REDACTED]
Road: [REDACTED]
Postcode: [REDACTED] Tel No: [REDACTED]

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: **Yearly EICR.**

Date(s) when inspection and testing was carried out: **03/07/2021**

Records available: ()

Previous inspection report available: ()

Previous report date: **03/07/2020**

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

The **general condition of the installations in safe working order.**

Estimated age of electrical installation: (**31**) years Evidence of additions or alterations: ()

Overall assessment of the installation is: **Satisfactory/~~Unsatisfactory~~*** (delete as appropriate)

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capitals): **MICHAEL POTTICARY**

Signature:

Date: **15/07/2021**

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (capitals): **MICHAEL POTTICARY**

Signature:

Date: **15/07/2021**

*An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE FI) without delay is required.



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ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 7 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the installation covered by this report: 40% of all fixed circuits

Agreed limitations including the reasons, if any, on the inspection and testing: None.

Extent of sampling: N/A
Operational limitations including the reasons: N/A

(see additional page No. N/A)
(see additional page No. N/A)
(see additional page No. N/A)

Agreed with (print name): N/A

PART 8 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements

TN-C-S: (N/A) TN-S: (✓) TT: (N/A)

Other (state): N/A

Supply protective device

(BS EN) 1361 Type: II Rated current: (100) A

Number and type of live conductors

AC 1-phase, 2-wire: (N/A)

3-phase, 3-wire: (✓)

2-phase, 3-wire: (N/A)

3-phase, 4-wire: (N/A)

Other: (N/A)

DC 2-wire: (N/A) 3-wire: (N/A)

Confirmation of supply polarity: (✓)

Other sources of supply (as detailed on attached schedule) Page No: (N/A)

Nature of supply parameters

Nominal line voltage, U_l (1): (N/A) V

Nominal line voltage to Earth, U_0 (1): (230) V

Nominal frequency, f (1): (50) Hz

Prospective fault current, I_{pf} (1)*: (1.5) kA

External loop impedance, Z_e (1)*: (0.18) Ω

(1) By enquiry, measurement, or by calculation

PART 9 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Means of Earthing

Distributor's facility: (✓)

Installation earth electrode: (N/A)

Where an earth electrode is used insert

Type – rod(s), tape, etc.: None

Location: (N/A)

Electrode resistance to Earth: (N/A) Ω

Main protective conductors

Earthing conductor: (material) Copper

Connection / continuity verified: (✓)

Main protective bonding conductors: (material) Copper

Connection / continuity verified: (✓)

Main protective bonding connections

Water installation pipes: (✓)

Gas installation pipes: (✓)

Structural steel: (N/A)

Oil installation pipes: (N/A)

Lightning protection: (N/A)

Other (state): N/A

Main switch / Switch-fuse / Circuit-breaker / RCD

Type: (BS EN) 1361

Location: (DB1)

No. of poles: (0)

Current rating: (100) A

Rating / setting of device: (N/A) A

Voltage rating: (230) V

Where an RCD is used as the main switch

RCD rated residual operating current, $I_{\Delta n}$: (N/A) mA

Measured operating time: (N/A) ms

Rated time delay: (N/A) ms

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , and external earth fault loop impedance, Z_e , must be recorded.

All fields must be completed. Enter either, as appropriate: ✓ if Acceptable condition; N/A if Not applicable; LIM if a Limitation exists;

or Code appropriately – CODE 'C1', 'C2', 'C3' or 'F1' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

This report is based on the model forms shown in Appendix 6 of BS 7671

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IPN18C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 10 : SCHEDULE OF ITEMS INSPECTED

1. External condition of electrical intake equipment (visual inspection only)
(If inadequacies are identified with the intake equipment, it is recommended the person ordering the report informs the appropriate authority.)

- 1.1 Service cable: (.....) 1.2 Service head: (.....) ✓
- 1.3 Earthing arrangement: (.....) 1.4 Meter tails: (.....) ✓
- 1.5 Metering equipment: (.....) 1.6 Isolator (where present): (.....) ✓

2. Presence of adequate arrangements for parallel or switched alternative sources

- 2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply: (.....) N/A
- 2.2 Adequate arrangements where generating set operates in parallel with the public supply: (.....) N/A
- 2.3 Presence of alternative / additional supply arrangement warning notice(s) at or near equipment, where required: (.....) N/A

3. Automatic disconnection of supply

- 3.1 Main earthing and bonding arrangements
 - a) Presence and condition of distributor's earthing arrangement: (.....) ✓
 - b) Presence and condition of earth electrode arrangement, if present: (.....) N/A
 - c) Adequacy of earthing conductor size: (.....) ✓
 - d) Adequacy of earthing conductor connections: (.....) ✓
 - e) Accessibility of earthing conductor connections: (.....) ✓
 - f) Adequacy of main protective bonding conductor size(s): (.....) ✓
 - g) Adequacy of main protective bonding conductor connections: (.....) ✓
 - h) Accessibility of main protective bonding connections: (.....) ✓
 - i) Accessibility and condition of other protective bonding connections: (.....) ✓
 - j) Provision of earthing / bonding labels at all appropriate locations: (.....) ✓
- 3.2 FELV
 - a) Source providing at least simple separation: (.....) N/A
 - b) Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises: (.....) N/A

4. Other methods of protection

Details should be provided on separate sheets: (N/A) (.....) Page No. (N/A) (.....)

5. Distribution equipment

- 5.1 Adequacy of working space / accessibility of equipment: (.....) ✓
- 5.2 Security of fixing: (.....) ✓
- 5.3 Condition of insulation of live parts: (.....) ✓
- 5.4 Adequacy / security of barriers: (.....) ✓
- 5.5 Condition of enclosure(s) in terms of IP rating: (.....) ✓
- 5.6 Condition of enclosure(s) in terms of fire rating: (.....) ✓
- 5.7 Enclosure not damaged / deteriorated so as to impair safety: (.....) ✓
- 5.8 Presence and effectiveness of obstacles: (.....) ✓
- 5.9 Presence of main switch(es), linked where required: (.....) ✓
- 5.10 Operation of main switch(es) (functional check): (.....) ✓
- 5.11 Correct identification of circuit protective devices: (.....) ✓
- 5.12 Adequacy of protective devices for prospective fault current: (.....) ✓
- 5.13 RCD(s) provided for fault protection – includes RCBOs: (.....) ✓
- 5.14 RCD(s) provided for additional protection – includes RCBOs: (.....) ✓
- 5.15 RCD(s) provided for protection against fire – includes RCBOs: (.....) ✓
- 5.16 Manual operation of circuit-breakers and RCDs to prove disconnection: (.....) ✓
- 5.17 Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (.....) ✓
- 5.18 Presence of RCD six-monthly retest notice at or near equipment, where required: (.....) ✓
- 5.19 Presence of diagrams, charts or schedules at or near equipment, where required: (.....) ✓
- 5.20 Presence of non-standard (mixed) cable colour warning notices at or near equipment, where required: (.....) ✓
- 5.21 Presence of next inspection recommendation label: (.....) ✓
- 5.22 All other required labelling provided: (.....) ✓
- 5.23 Compatibility of protective device(s), base(s) and other components: (.....) ✓

- 5.24 Single-pole switching or protective devices in line conductors only: (.....) ✓
- 5.25 Protection against mechanical damage where cables enter equipment: (.....) ✓
- 5.26 Protection against electromagnetic effects where cables enter ferrromagnetic enclosures: (.....) ✓

6. Distribution / final circuits

- 6.1 Identification of conductors: (.....) ✓
- 6.2 Cables correctly supported throughout their length: (.....) ✓
- 6.3 Condition of insulation of live parts: (.....) ✓
- 6.4 Non-sheathed cables protected by enclosures in conduit, ducting or trunking: (.....) ✓
- 6.5 Suitability of containment systems for continued use (including flexible conduit): (.....) ✓
- 6.6 Cables correctly terminated in enclosures (indicate extent of sampling in PART 7 of report): (.....) ✓
- 6.7 Indication of SPD(s) continued functionality confirmed: (.....) N/A
- 6.8 Adequacy of AFDD(s), where specified: (.....) N/A
- 6.9 Confirmation that conductor connections, including connections to busbars are correctly located in terminals and are tight and secure: (.....) ✓
- 6.10 Examination of cables for signs of unacceptable thermal and mechanical damage / deterioration: (.....) ✓
- 6.11 Adequacy of cables for current-carrying capacity with regard to the type and nature of installation: (.....) ✓
- 6.12 Adequacy of protective devices; type and rated current for fault protection: (.....) ✓
- 6.13 Presence and adequacy of circuit protective conductors: (.....) ✓
- 6.14 Co-ordination between conductors and overload protective devices: (.....) ✓
- 6.15 Cable installation methods / practices appropriate to the type and nature of installation and external influences: (.....) ✓
- 6.16 Cables where exposed to direct sunlight, of a suitable type or adequately protected against solar radiation: (.....) ✓
- 6.17 Cables adequately protected against damage and abrasion: (.....) ✓



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IPN18C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

PART 10 : SCHEDULE OF ITEMS INSPECTED

6.18 Provision of additional protection by an RCD not exceeding 30 mA	(.....)	6.26 Single-pole switching or protective devices in line conductors only:	(.....)
a) For all socket-outlets with a rated current not exceeding 32 A, unless exempt:	(.....)	6.27 Adequacy of connections, including CPCs, within accessories and to fixed and stationary equipment:	(.....)
b) Supplies for mobile equipment with a rated current not exceeding 32 A for use outdoors:	(.....)	7. Isolation and switching	
c) For cables concealed in walls / partitions at a depth of less than 50 mm:	(.....)	7.1 Isolators	
d) For cables concealed in walls / partitions containing metal parts regardless of depth:	(.....)	a) Presence and condition of appropriate devices:	(.....)
e) Circuits supplying luminaires within domestic (household) premises:	(.....)	b) Acceptable location (local / remote):	(.....)
		c) Capable of being secured in the OFF position:	(.....)
		d) Correct operation verified:	(.....)
		e) Clearly identified by position and / or durable markings:	(.....)
		f) Warning label posted in situations where live parts cannot be isolated by the operation of a single device:	(.....)
Note: Older installations designed prior to BS 7671: 2018 may not have been provided with RCDs for additional protection.		7.2 Switching off for mechanical maintenance	
6.19 Provision of fire barriers, sealing arrangements and protection against thermal effects:	(.....)	a) Presence and condition of appropriate devices:	(.....)
6.20 Band II cables segregated / separated from Band I cables:	(.....)	b) Acceptable location:	(.....)
6.21 Cables segregated / separated from non-electrical services:	(.....)	c) Capable of being secured in the OFF position:	(.....)
6.22 Termination of cables at enclosures <i>(indicate extent of sampling in PART 7 of report)</i>	(.....)	d) Correct operation verified:	(.....)
a) Connections under no undue strain:	(.....)	e) Clearly identified by position and / or durable marking(s):	(.....)
b) No basic insulation of a conductor, visible outside an enclosure:	(.....)	7.3 Emergency switching off / stopping	
c) Connections of live conductors adequately enclosed:	(.....)	a) Presence and condition of appropriate devices:	(.....)
d) Adequacy of connection at point of entry to enclosure:	(.....)	b) Readily accessible for operation where danger might occur:	(.....)
6.23 Temperature rating of cable insulation adequate:	(.....)	c) Correct operation verified:	(.....)
6.24 Condition of accessories including socket-outlets, switches and joint boxes satisfactory:	(.....)	7.4 Functional switching	
6.25 Suitability of accessories for external influences:	(.....)	a) Presence and condition of appropriate devices:	(.....)
		b) Correct operation (functionality) verified:	(.....)

PART 11 : SCHEDULES AND ADDITIONAL PAGES

Schedule of Inspections	Schedule of Circuit Details and Test Results for the installation	Additional pages, including data sheets for additional sources	Special installations or locations (indicated in item 9. above)	Continuation sheets
Page No(s): (.....)	Page No(s): (.....)	Page No(s): (.....)	Page No(s): (.....)	Page No(s): (.....)
	4 & 5	None	None	None

The pages identified are an essential part of this report (see Regulation 653.2).

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately - CODE 'C1', 'C2', 'C3' or 'F1' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)



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CONTINUATION SHEET: ELECTRICAL INSTALLATION CERTIFICATES & ELECTRICAL INSTALLATION CONDITION REPORTS

SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuits/equipment vulnerable to damage when testing N/A

Table with columns for Circuit number, Description, Wiring codes, Cable types, Protective devices, Circuit impedances, RCD details, Insulation resistance, and Test buttons.

TESTED BY MICHAEL POTTICARY, Name (capital), Signature, Position: QS, Date: 15/07/2021

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION. Supply to DB is from: N/A, Overcurrent protection device for the distribution circuit, Associated RCD (if any), Characteristics at this DB.



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Original (to the person ordering the work)

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CONTINUATION SHEET:

ELECTRICAL INSTALLATION CERTIFICATES & ELECTRICAL INSTALLATION CONDITION REPORTS
Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

Circuit number	Circuits/equipment vulnerable to damage when testing N/A										RCD operating time (ms)	Test buttons																	
	Circuit description		Type of wiring (see Codes)		Reference Method (BS 7671)		Number of points served		Circuit conductor csa				Max. disconnection time (BS 7671) (s)	Protective device		RCD Operating current, I _{pn} (mA)	Maximum permitted Z _s for installed protective device* (Ω)	Circuit impedances (Ω)			Insulation resistance		Fault loop impedance, Z _s (Ω)	Polarity	Max. measured earth (Ω)				
	(A) Sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	(I) other - state:	Live (mm ²)				cpc (mm ²)	Type			Rating	Short-circuit capacity (kVA)	(Line) r ₁	(Neutral) r _n	(cpc) r ₂				All circuits (complete at least one column)	Live / Live (MΩ)	Live / Earth (MΩ)	Test voltage DC (V)
36	CCTV supply	A	100	1	2.5	1.5	0.4	60898	B	16	6	N/A	2.73	N/A	N/A	N/A	0.39	N/A	200	200	250	✓	0.46	N/A	✓	N/A	✓	N/A	
37	SPARE																												
38	Hall up lighters	A	100	4	1.5	1	0.4	60898	B	6	6	N/A	7.28	N/A	N/A	N/A	0.37	N/A	200	200	250	✓	1.14	N/A	✓	N/A	✓	N/A	
39	Car park lighting	A	100	4	2.5	1.5	0.4	60898	B	16	6	N/A	2.73	N/A	N/A	N/A	0.32	N/A	200	200	250	✓	0.45	N/A	✓	N/A	✓	N/A	
40	Front sodium lights	A	100	2	1.5	1	0.4	60898	B	6	6	N/A	7.28	N/A	N/A	N/A	0.17	N/A	200	200	250	✓	0.86	N/A	✓	N/A	✓	N/A	
41	SPARE																												
42	KITCHEN CONSUMER UNIT																												
43	Dishwasher right	A	100	1	6	2.5	0.4	60898	B	32	6	N/A	1.37	N/A	N/A	N/A	0.34	N/A	200	200	250	✓	0.44	N/A	✓	N/A	✓	N/A	
44	Cooker hood	A	100	1	2.5	1.5	0.4	60898	B	16	6	N/A	2.73	N/A	N/A	N/A	0.20	N/A	200	200	250	✓	0.30	N/A	✓	N/A	✓	N/A	
45	Island single socket	A	100	4	2.5	1.5	0.4	60898	B	16	6	N/A	2.73	N/A	N/A	N/A	0.20	N/A	200	200	250	✓	0.30	N/A	✓	N/A	✓	N/A	
46	Twin socket servery	A	100	1	2.5	1.5	0.4	60898	B	16	6	N/A	2.73	N/A	N/A	N/A	0.24	N/A	200	200	250	✓	0.44	N/A	✓	N/A	✓	N/A	
47	Dishwasher left	A	100	1	6	2.5	0.4	60898	B	32	6	N/A	1.37	N/A	N/A	N/A	0.14	N/A	200	200	250	✓	0.34	N/A	✓	N/A	✓	N/A	
48	Kitchen ring	A	100	9	2.5	1.5	0.4	60898	B	32	6	N/A	1.37	N/A	N/A	N/A	0.14	N/A	200	200	250	✓	0.34	N/A	✓	N/A	✓	N/A	
49	Twin socket by door	A	100	1	2.5	1.5	0.4	60898	B	32	6	N/A	1.37	N/A	N/A	N/A	0.14	N/A	200	200	250	✓	0.34	N/A	✓	N/A	✓	N/A	
50	Dishwasher	A	100	1	2.5	1.5	0.4	60898	B	16	6	N/A	2.73	N/A	N/A	N/A	0.15	N/A	200	200	250	✓	0.25	N/A	✓	N/A	✓	N/A	
51	Water heater	A	100	1	2.5	1.5	0.4	60898	B	16	6	N/A	2.73	N/A	N/A	N/A	0.15	N/A	200	200	250	✓	0.25	N/A	✓	N/A	✓	N/A	
52	SPARE																												
53	SPARE																												

DISTRIBUTION BOARD (DB) DETAILS (to be completed in every case) DB designation: DB1 Location of DB: Main hall
TESTED BY Name (capital): MICHAEL POTTICARY Position: QS Signature: [Signature] Date: 15/07/2021

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION
 Supply to DB is from: (N/A) Nominal voltage: (N/A) V No. of phases: (N/A)
 Overcurrent protection device for the distribution circuit Type: (BS EN N/A) Rating: (N/A) A
 Associated RCD (if any) Type: (BS EN N/A) No. of poles: (N/A) I_{Δn}: (N/A) mA Operating time (N/A) ms
 Characteristics at this DB Confirmation of supply polarity: (N/A) Phase sequence confirmed (where appropriate): (N/A) Z_s: (N/A) Ω I_{pr}: (N/A) kA
 Multi-function: (N/A) Continuity: (N/A)
 Insulation resistance: (N/A) Earth fault loop impedance: (N/A)
 EQI electrode resistance: (N/A) RCD: (N/A)

This form is based on the model forms shown in Appendix 6 of BS 7671. Enter a (✓) or value in the respective fields, as appropriate. * Where figure is not taken from BS 7671, state source: (N/A)
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 Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX



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CONTINUATION SHEET:

ELECTRICAL INSTALLATION CERTIFICATES & ELECTRICAL INSTALLATION CONDITION REPORTS

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

XXX / IPN : SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS

Circuits/equipment vulnerable to damage when testing: N/A

Circuit number	Circuit description	Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Circuit conductor csa		Max disconnection time (BS 7671) (s)	Protective device			RCD Operating current, I _{pn} (mA)	Maximum permitted Z _s for installed protective device* (Ω)	Circuit impedances (Ω)			Insulation resistance		RCD operating time (ms)	Test buttons		
					Live (mm ²)	cpc (mm ²)		Type	Rating (A)	Short-circuit capacity (kA)			Ring final circuits only (measured end to end)	All circuits (complete at least one column)	Live / Live (MΩ)	Live / Earth (MΩ)	Test voltage DC (V)		RCD	AFDD	
54	SPARE																				
55	Hall ring main	A	100 5		2.5	1.5	0.4	60898 B	32	6	N/A	1.37	0.27	0.27	0.48	N/A	200	250	N/A	N/A	N/A
56	Cupboard radial	A	100 6		2.5	1.5	0.4	60898 B	16	6	N/A	2.73	N/A	N/A	N/A	0.05	200	250	N/A	N/A	N/A
57	SPARE																				
58	Extractor fan	A	100 1		1.5	1	0.4	60898 B	6	6	N/A	7.28	N/A	N/A	N/A	0.29	200	250	N/A	N/A	N/A
59	SPARE																				
60	Kitchen lighting	A	100 5		1.5	1	0.4	60898 B	6	6	N/A	7.28	N/A	N/A	N/A	0.31	200	250	N/A	N/A	N/A
61	Hall lighting	A	100 6		1.5	1	0.4	60898 B	6	6	N/A	7.28	N/A	N/A	N/A	0.35	200	250	N/A	N/A	N/A
62	Stairs lighting	A	100 12		1.5	1	0.4	60898 B	6	6	N/A	7.28	N/A	N/A	N/A	0.41	200	250	N/A	N/A	N/A
63	SPARE																				
64	SPARE																				
65	SPARE																				
66	SPARE																				
67	SPARE																				
68	UPSTAIRS FLAT																				
69	Cooker	A	100 1		6	2.5	0.4	60898 B	32	6	N/A	1.37	N/A	N/A	N/A	0.08	200	250	N/A	N/A	N/A
70	Ring main 1	A	100 6		2.5	1.5	0.4	60898 B	32	6	N/A	1.37	0.58	0.72	0.14	N/A	200	250	N/A	N/A	N/A
71	Ring main 2	A	100 8		2.5	1.5	0.4	60898 B	32	6	N/A	1.37	0.41	0.49	0.21	N/A	200	250	N/A	N/A	N/A

DISTRIBUTION BOARD (DB) DETAILS DB designation: DB1 Location of DB: Main hall
TESTED BY Name (capital): MICHAEL POTTICARY Signature: *[Signature]* Position: QS Date: 15/07/2021

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (N/A) Nominal voltage: (N/A) V No. of phases: (N/A)
 Overcurrent protection device for the distribution circuit Type: (BS EN N/A) Rating: (N/A) A
 Associated RCD (if any) Type: (BS EN N/A) No. of poles: (N/A) I_{Δn} (N/A) mA Operating time (N/A) ms
 Characteristics at this DB Confirmation of supply polarity: (N/A) Phase sequence confirmed (where appropriate): (N/A) Z_s (N/A) Ω I_{pf} (N/A) kA

TEST INSTRUMENTS (enter serial number against each instrument used)
 Multi-function: (N/A) Continuity: (N/A)
 Insulation resistance: (N/A) Earth fault loop impedance: (N/A)
 Earth electrode resistance: (N/A) RCD: (N/A)



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CONTINUATION SHEET: ELECTRICAL INSTALLATION CERTIFICATES & ELECTRICAL INSTALLATION CONDITION REPORTS

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

Circuit number	Circuit description	Thermoplastic cables in sheathed cables (A)		Thermoplastic cables in metallic conduit (B)		Thermoplastic cables in non-metallic conduit (C)		Thermoplastic cables in non-metallic trunking (D)		Thermoplastic / SWA cables (E)		Thermosetting / SWA cables (G)		Mineral-insulated cables (H)		Other - state: (I)								
		Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Live (mm ²)	cpc (mm ²)	Max. disconnection time (BS 7671) (s)	Type	Rating (A)	Short-circuit capacity (kA)	RCD Operating current, I _{pn} (mA)	Maximum permitted Z _s for installed protective device (Ω)	Ring final circuits only (measured end to end)	All circuits (complete at least one column)	Live / Live (MΩ)	Live / Earth (MΩ)	Test voltage DC (V)	Polarity	Max. measured earth fault loop impedance, Z _s (Ω)	RCD operating time (ms)	RCD AFDD (✓)			
		(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	(BS EN / N/A)	
72	Kitchen ring	A	100	10	2.5	1.5	0.4	60898	B	32	6	N/A	1.37	0.33	0.33	0.69	0.19	N/A	200	250	250	0.53	✓	N/A
73	Immersion heater	A	100	1	2.5	1.5	0.4	60898	B	16	6	N/A	2.73	0.33	0.33	0.69	0.42	N/A	200	250	250	0.06	✓	N/A
74	Lighting	A	100	37	1	1	0.4	60898	B	6	6	N/A	7.28	N/A	N/A	N/A	0.14	N/A	200	250	250	0.63	✓	N/A
75	Intercom	A	100	1	1	1	0.4	60898	B	6	6	N/A	7.28	N/A	N/A	N/A	0.20	N/A	200	250	250	0.71	✓	N/A
76	A/C supply	A	100	1	1	1	0.4	60898	B	16	6	N/A	2.73	N/A	N/A	N/A	0.28	N/A	200	250	250	0.68	✓	N/A

DISTRIBUTION BOARD (DB) DETAILS (to be completed in every case) DB designation: DB1 Location of DB: Main hall

TESTED BY Name (capital): MICHAEL POTTICARY Signature: [Signature] Position: QS Date: 15/07/2021

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: () Nominal voltage: (N/A) V No. of phases: (N/A)

Overcurrent protection device for the distribution circuit Type: (BS EN / N/A) Rating: (N/A) A

Associated RCD (if any) Type: (BS EN / N/A) No. of poles: (N/A) I_{Δn} (N/A) mA Operating time (N/A) ms

Characteristics at this DB Confirmation of supply polarity: (N/A) Phase sequence confirmed (where appropriate): (N/A) Z_s (N/A) Ω I_{pf} (N/A) kA

TEST INSTRUMENTS (enter serial number against each instrument used)

Multi-function: (N/A) Continuity: (N/A)

Insulation resistance: (N/A) Earth fault loop impedance: (N/A)

Earth electrode resistance: (N/A) RCD: (N/A)

Original (to the person ordering the work)

To confirm the validity of the gas operative please contact the gas registration body.

LANDLORD/HOME OWNER GAS SAFETY RECORD

This form allows the recording of the results of the required checks as defined by Gas Safety (Installation and Use) Regulation. The information recorded on this form does not confirm that the installation was installed by a Registered Installer or that the installation complies with any relevant Building Regulations. Chimney systems were inspected visually and checked for satisfactory evacuation of products of combustion, a detailed internal inspection of the chimney system has not been carried out.

Registered Business Details		REG NO	4356
Gas operative	[Redacted]		
Operative licence No.	[Redacted]		
Company	[Redacted]		
Address	[Redacted]		
Postcode:	Telephone:	[Redacted]	

Job Address		Landlord (or where appropriate their agent)	
Name (Mr/Mrs/Miss/Ms)	[Redacted]		
Address	[Redacted]		
Postcode	Tel No.	[Redacted]	
Number of appliance tested		3	

APPLIANCE DETAILS				INSPECTION DETAILS									
Location	Type	Make	Model	Landlord's Appliance	Flue Type	Appliance Inspected	Operating Pressure	Initial comb. reading	Final comb. reading	Safety Device Correct Operation	Ventilation Satisfactory	Appliance Serviced	APPLIANCE SAFE TO USE
1	Garage	Gas fired Boiler	Worcester Bosch	Yes	RS	Yes	30 kW	0.0000	0.0002	Yes	Yes	Yes	Yes
2	Lounge	Gas Cooker & Burners	Unknown	Yes	RS	Yes	6.95 kW	N/A	N/A	Yes	Yes	Yes	Yes
3	Kitchen	Gas Cooker & Burners	Unknown	Yes	FL	Yes	20 mBar	N/A	N/A	Yes	Yes	No	Yes
4													
5													

DETAILS OF ANY FAULTS		REMEDIAL ACTION TAKEN		LABEL & WARNING NOTICE ISSUED	
1	none				No
2					No
3					No
4					No
5					

CP12 Notes Synagogue House Boiler address 284 Cranbrook Road Ilford IG1 4UR

Gas supply Disconnect	No	Gas meter	Yes	Gas Carcass	Yes
Gas installation pipework satisfactory visual inspection	Yes	Emergency Control Valve (ECV) accessible	Yes/No	Yes	Yes
Satisfactory gas tightness test	Yes/No/NA	Protective equipotential bonding satisfactory	Yes/No	Yes	Yes
Smoke Alarm H/W:	0	CO/Detector H/W:	0	CO/Detector Batt:	1
Print Name:	Date appliance(s)/chimney/(s) checked: 14-01-2022				
Received by: Signed	The Safety Record issued by: Signed <i>RLM</i>				

NEXT SAFETY CHECK DUE WITHIN 12 MONTHS

Fire and Emergency Evacuation Plan

INTRODUCTION:

Fire is a serious hazard that given certain conditions can strike at any time and place. However, basic precautions can be taken to minimise the risk of fire, the potential of personal injury and damage to property.

The object of this guidance document is to ensure that everyone is aware of the fire precaution arrangements at **NAME OF YOUR** Synagogue and to give a general awareness of some basic methods of preservation of life in an emergency.

The Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005m impose a duty on everybody at work: -

- a) To take reasonable care for the health and safety of themselves and other people who may be affected by their acts and omissions.
- b) To cooperate with the United Synagogue by ensuring that any action taken by the organisation to protect the Health and Safety of employees and non employees is complied with.
- c) Not to intentionally or recklessly interfere or misuse anything, or ignore the procedures provided in the interest of Health and Safety.

If you discover a fire or one is reported to you:

1. Raise the alarm by shouting "Fire" then activate the nearest fire alarm call point. These are generally located in or adjacent to stairways, and final exit doors to fresh air.
2. Without delay, evacuate the immediate area by the nearest available fire exit and if it is safe close all doors and windows behind you.
3. Leave the building by the nearest exit and go immediately to the designated assembly point – **not yet designated**.
4. Await further instructions.
5. Do not re-enter the building until advised by a Fire Officer or senior member of the community, that it is safe to do so.

The fire brigade is automatically called when the fire alarm is activated. Additionally the senior person present will call the emergency services when it is safe to do so.

To call the fire brigade:

- Call 999 and ask for the fire brigade.
- When a controller answers calmly state - "Fire at **YOUR** Synagogue, **ADDRESS AND POSTCODE**".
- Do not disconnect the call until the controller confirms the details.

If you hear the Fire Alarm sounder:

1. Ensure that all personnel in your area leave the premises using the nearest available fire exit.
2. Ensure vulnerable people or those with mobility or other difficulties are accompanied and assisted from the premises when all others have left. This is so that they do not obstruct other people leaving the building. Refuge points may be provided on each level, where vulnerable people can wait for specialist help if required.
3. Calmly make your exit from the building and proceed to the assembly point where a role call or head count may be carried out. If you notice people are missing, bring this to the attention of the nearest fire marshal.
4. Parents should not endanger themselves or others by going against the flow of traffic. All children will be marshalled out of the building and reunited with their parents at the assembly point by service / activity leaders.
5. If you have been trained in the use of fire fighting equipment and you feel it is safe to do so and it is within your capabilities to attempt to extinguish the fire use the nearest suitable fire extinguisher. However no one is expected to attempt to tackle a fire. Fire fighting is best left to trained fire fighters; **your personal safety is paramount.**
6. Follow all instructions given by fire marshals.
7. Carry out the procedure below.

At the assembly point:

1. Wait at the assembly point.
2. Have a look around to see if you think anyone is missing.
3. Report anyone missing to a fire marshal.
4. Await further instructions from fire marshals or the senior fire officer present before re-entering the building.
5. If instructed to disperse, please do so quickly, in small groups and in a variety of directions.

General safety instructions:

- Obey any instructions or directions given by fire marshals, a fire officer or member of the emergency services.
- Do not stop or go to another area to collect personal belongings.
- Proceed directly to the designated assembly point.
- Be aware of the dangers from vehicular movements when crossing roads or public footpaths.
- Do not obstruct any public thoroughfare or stand in the roadway.
- Stay together at the assembly point do not wonder off until instructed.
- Do not re-enter the building until instructed that it is safe to do so.

The SAMPLE Plan: - Basement Occupation

Prior to any event all marshals must be fully briefed and informed of their responsibilities. Before to the start of the event check all emergency exits are operable, all escape routes are clear and the shutter covering the exit to **NAME OF STREET** is up.

At times of high occupancy and other special or unusual events, it is recommended that marshals are given specific responsibilities in assisting people in the event of an emergency.

Community functions - Marshals may be drawn from volunteer members of the community or by using CST volunteers or other professionally competent security organisations.

Private / Third party functions, events – Marshals must be drawn from site staff, third party staff or other professionally competent security organisations.


Key:

	Full Occupation		Shul Occupation
	Basement Occupation		Flats Occupation

All unplanned fire alarm activations must be treated as genuine. Duty holders must immediately interrogate the nearest fire alarm panel to confirm the activation and zone location and take appropriate action. See below.

At **Your** Synagogue the following actions are recommended in the event of a confirmed activation of the fire alarm:

- A designated **Incident Controller (IC)** must take up position in a safe location opposite the entrance to. The **ICs** job is to gather information and brief the attending Fire and Emergency Services on the situation. When permitted 2-way radio communication should be established with **FMTLs**. See below for IC and FMTL details.
- **Security** (professional or volunteer) must ensure the exterior is free from threat and it is safe to exit. In an emergency it is Security's role to continue to protect escapees when outside of the building.
- **FM Team 1:** In total **Four Fire Marshals** are designated to immediately open the **Final Exit doors**
 - One FM (TL) at **NAME OF DOOR OR STREET** – and checking air lock doors have released;
 - One FM at **NAME OF DOOR OR STREET**;
 - One FM at **NAME OF DOOR OR STREET**, main entrance and
 - One at **NAME OF DOOR OR STREET**, south exit.



These FMs control external pedestrian flow, direct people through the exit doors, down external steps and swiftly away from the building. They must keep people moving away from the exits doors, and give directions to the **designated assembly point**. They should remain on station until the building is clear, FMs to report “All Clear” to the Team Leader before joining the others at the Assembly Point and await further instructions. See below for FMTL and FM details.

- FM Team 2: In total **Four Fire Marshals** are designated for the **Ground Floor** – Main Synagogue, Bet Hamidrash Office and Brides Room / WC.
 - One FM to motivate people from the Synagogue, swiftly towards and through **Exit A** and prevent return. This FM is to take up position on the landing to assist those coming down the stairs from the ladies gallery and up the stairs from the basement, motivating all people through the doors to **NAME OF STREET** and fresh air;
 - One FM to motivate people from the Synagogue swiftly towards and through **Exit B** and along the exit route towards **NAME OF STREET** and prevent return;
 - One FM to motivate escape from the office and B' Hamidrash, taking up a position on the landing / passage near the office to direct those escaping from the Synagogue, down from the ladies gallery and up from the basement and motivate all to the **NAME OF DOOR** exit and to fresh air;
 - One FM (TL) to motivate remaining people from the Synagogue swiftly towards **Exit C** and turn left or right to exits as appropriate. This FM to check the Bride's room and Rabbi's office, and take up a position on the main stair, lobby landing to give directions to people who may be on the main stairs.

Fire Marshals to report “All Clear” to Team Leader who exits and report “All Clear” to IC. See below for FM and TL details.

The team should see if they are required elsewhere, possibly to assist people those with disabilities, before making their way out to join others at the assembly point. See below for FM and TL details.

- FM Team 3: **Three Fire Marshals** are designated for the **Ladies Gallery** – Main Synagogue.
 - One FM to motivate people from the **NAME OF STREET** side of the gallery to **Exit A** and down stairs. This EM to check the Accessible WC.
 - One FM to motivate approximately half or the people from the **NAME OF STREET** side of the synagogue to the **Exit B**. Give directions to turn right, go down the steps, through the door and turn left down the stairs. This FM to check the WC to the left of the exit door.

- One FM (FM) to motivate the remaining half or the people from the **NAME OF STREET** side of the gallery and the people from the rear section of the gallery to **Exit C** and down the main stairs. This FM to check the WC on the landing below.

All Fire Marshals are to keep people moving.

Team Leader to exit and report "All clear" to the IC.

- **FM Team 4: Four Fire Marshals** are designated for the **Basement Floor**, Function suite.
 - One FM to motivate people swiftly towards and through the South Exit and along the corridor. When clear this FM to ensure escape from kitchen and if safe to do so, check gas cut off has activated.
 - One FM to take a position at the far junction of the south corridor to direct people to the South stairs up. This FM to ensure escape from corridor classrooms and staff WCs.
 - One FM to take a position in the **Hall** and motivate people swiftly towards either the southern exit door and up stairs to **NAME OF STREET** exit **or** through northern exit door, up the main stairs turning left at the top to exit at **NAME OF STREET** and fresh air. This FM to check the single WC at rear of the stairs adjacent to the boiler room.
 - One FM (TL) to immediately to motivate people up the main stairs sweep the WCs and Accessible WC to ensure evacuation is under way, then sweep the entire area – function hall; side rooms; check kitchen and goods lift; and confirm atrium. Team Leader to exit and report "All Clear" to IC.

When clear this team to continue up the stairs. The team should see if they are required elsewhere, possibly to assist non-ambulatory people, before making their way out to join others at the assembly point. See below for FM and TL details.

- Residential Flats - Emergency Escape
It must be assumed that any unexpected activation of the fire alarm requires all occupants to evacuate. Ensure all the occupants have taken appropriate action and exit immediately leaving all possessions behind.

Flat 1 – Rabbi's accommodation. Leave by the front door of the flat. Keep everyone together if possible, go down the stairs and out via the **NAME OF STREET** exit. Alternatively exit the flat from the rear door and via the Synagogue main stairs and via **NAME OF STREET** to fresh air. Go straight to the **designated assembly point** and check everyone is

present. Tell fire officer “All Clear” or if you know anyone is still inside. Wait until instructed before going back inside.

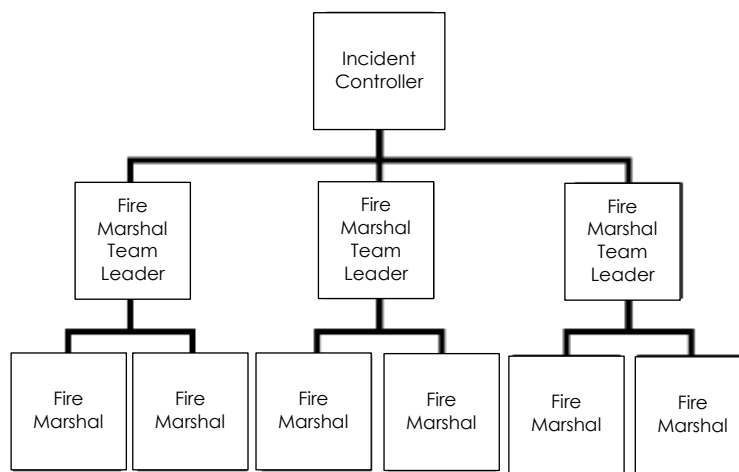
Flat 2 – Caretaker accommodation. Leave by the front door of the flat. Keep everyone together if possible, go down the stairs and out via the **NAME OF STREET**. Go straight to the **designated assembly point** and check everyone is present. Tell fire officer “All Clear” or if you know anyone is still inside. Wait until instructed before going back inside.

- People with **mobility difficulties** must be encouraged to remain until last so that they can be helped out of the building without causing an obstruction or delay to others. **Designated refuge points must be signed**
- Children’s service / activity leaders / helpers to lead children out, keep together all the way out and into the assembly point until they can be reunited with their parents. Parents must be discouraged from traveling against the flow of traffic, putting themselves and others in danger.
- All Fire Marshal Team Leaders to report to “All clear in **** Floor / Area” to the Incident Controller.
- On exiting the building two FMs should remain by each of the opened final exit doors to prevent people going back inside and for security reasons.
- IC to report “All clear” to Fire Officers.

Our Assembly point is: - NAME OF LOCATION.

If necessary people may be instructed to move to a place of further safety or to disperse.

Emergency Evacuation Management Team (example)



Incident Controller (IC):

The Incident Controller could be a duty manager or a person with a good overall understanding of the workings and risks associated with the building. They must have good communications skills, and be able to distance themselves from the group.

In the event of an emergency the IC must: -

- Confirm that the emergency services have been notified.
- Put on your hi-vis vest.
- Leave the building immediately and take up a position by vehicle entrance to the site.
- Stand apart from the group and be identifiable.
- Gather information to form an objective assessment of the situation.
- Receive and disseminate information from Fire Marshal Team Leaders.
- Identify themselves to the emergency services.
- Make yourself known to the senior fire officer.
- Report any missing persons to the senior fire officer **immediately**.
- Continue to liaise with the Emergency Services and the Fire Marshal Team Leaders throughout the course of the incident.

Fire Marshal Team Leaders:

The Fire Marshal Team Leaders should also have a good overall understanding of the workings and the risks associated with the building. They must have good communications skills, The Fire Marshal Team Leaders must be willing and able to step-up and assume the role of IC.

In the event of an emergency the Fire Marshal Team Leaders must: -

- Put on your hi-vis vest and conduct you designated duties.
- Ensure that all the Fire Marshals have reported “all clear” and pass that information to the IC.
- In the event of an individual being unaccounted for, report it to the IC and obtain as much information as possible e.g. last seen with...; last seen at...;
- Act as a continual conduit of information from the Fire Marshals (FMs) to the (IC).
- Continue to liaise with the IC and the FMs throughout the course of the situation.

Fire Marshal (FM):

The Fire Marshal should be level headed and must have a clear understanding of the workings of their designated area and the people located within it. They should be aware of anyone who has mobility issues or other difficulties and whether they need a Personal Emergency Evacuation Plan (PEEP). On a day-to-day basis they should ensure that all escape routes remain unobstructed, that fire extinguishers are in their correct positions, that fire containment doors should remain closed and promote a culture of safe

access and egress. An FM may need to step-up into the position of Fire Marshal Team Leader.

In the event of an emergency the FM must: -

- Act immediately without hesitation.
 - Shout "FIRE everybody out!" and sound the alarm.
 - Put on your hi-vis vest, if safe and readily available.
 - Ensure everybody leaves without delay by the nearest exit.
 - Without putting yourself at risk, ensure anyone who has a PEEP is being appropriately assisted.
 - Do **NOT** allow people to re-enter into the building for anything.
 - If it is safe to do so, conduct a sweep of their area. Check the WCs, storage areas and areas not normally occupied.
 - Leave the building and marshal people to the assembly point.
 - Where available check off names against the persons in the building list
 - Report "building all clear" to a Fire Marshal Team Leaders.
- OR
- In the event of an individual being unaccounted for, report this to a Fire Marshal Team Leader. Try to establish where they were last seen. **Do not go back or allow others to go back to find them.**
 - Keep people together at the assembly point until further instructions.
 - It may be necessary to move people on to a secondary place of safety or instruct them to disperse.

Invacuation:

In the event of an external emergency situation it may be necessary to invoke or confine people within the building.

Situations 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. An unwelcome or forced entry in to the building by suspicious or threatening individuals.

In these instances instructions may be given for people to remain in their seats and keep calm but to move away from the windows, if possible all internal doors should be closed and locked.

General Requirements and Recommendations:

- At the time of writing no members of staff are mobility impaired and none require a PEEP. This must be re-assessed if circumstances change.
- It is a requirement for fire alarm systems to be tested on a weekly basis from a different call point each time. The results of this test should be logged.
- It is a requirement that emergency lighting systems are tested on a monthly basis the results of which should be logged.
- It is a requirement that a fire evacuation is rehearsed at least once per annum, the results of which should be logged.
- Where there is a school or young children present on site, evacuations should be practiced at least once a term.
- It is recommended that the possibility of an invacuation be rehearsed at least once a year.



Access & Inclusion Review

The United Synagogue is committed to inclusion to ensure that everyone is included in all aspects of community life. As we aim to ensure that our communities thrive it is vital that we continue to make our spaces welcoming and inclusive and therefore engaging to all. By removing barriers, where possible, and making spaces more accessible we create a culture of inclusivity, allowing everyone the chance to participate, in all aspects of community life – prayer, education, social and pastoral.

This Inclusion Review will enable us to take steps to improve disability inclusion and will also serve to educate the wider community, to learn about those with individual differences, thereby promoting respect, understanding and inclusion.

Through this checklist you will see some suggestions, discover easy inclusion steps, consider long term planning, or just have a platform to start a conversation about disability inclusion within your community. This review will help your community make positive changes to environments and attitudes ensuring that they become more socially responsible and inclusive of all community members.

Why do we need Access and Inclusion Reviews?

- To determine whether we are being as inclusive, welcoming and accessible in our communities as possible.
- Access & Inclusion reviews establish how a particular environment performs in terms of access and ease of use and will enable visitors with accessibility needs to plan their visits.
- This document will help your community to display its access and to share the information with providers and visitors.
- This checklist may highlight areas that need improvement and whilst there is no imperative to make any immediate changes, some improvements may be easy or cost effective.

Please be in touch with Miriam Marson for any questions relating to this document.
inclusion@theus.org.uk



Access & Inclusion Review (Physical features)

Name of Community/Building

Number to contact with any enquiries

Access/Mobility	Yes/No	Description
Wheelchair access		
Temporary wheelchair on site		
Lift/How many people		
Stairs		
Where needed is there a ramp		
Handrails		
Entrance/Set Down		
Pathways surface, gradients suitable for wheelchair user		
Disabled Parking		
Access from car to entrance		
Access to seating area for women		
Access to seating for men		
PEEP (A personal emergency evacuation plan) for those with disabled access		
Disabled refuge points (clearly labelled)		
Members/ staff on site with up-to-date disabled friendly knowledge		
Clear signage for areas etc		
Doors lightweight/heavy		
Accessible Toilets		



Access/Mobility	Yes/No	Description
Well Lit		
Breastfeeding area		
Access at Kiddish		
OTHER - Please Add		

Deaf/Hard of Hearing		
Induction Loop		
Lighting/Lip reading		
OTHER - Please Add		

Blind/Visually Impaired		
Braille		
Large print		
Assistance Dogs allowed		
Well Lit		
OTHER - Please Add		

Learning Difficulties		
Accessible toilets		
Easy Read Material		
Large Print Material		
Siddur Lakol – Inclusive Siddur		
Lighting/Lip Reading		
Safe Space available		
Suitable space at kiddish		
Clear signage where needed		



Learning Difficulties		
OTHER - Please Add		

Mental Health		
Is the entrance clearly signed?		
Are the times of service clearly published?		
Quiet room/Safe Space available with clear signage		
OTHER - Please Add		

How to find us		
Address		
Parking		
Public Transport		
CST		

Ask the Community		
Have people in the community been asked about their access requirements?		

Online		
Any measures taken for online events i.e. live captions/sign language		

Inclusion Officer		
Does the community have an inclusion officer*		



Safeguarding		
Who in the community is responsible for safeguarding*		

*Please be in touch with mmarson@theus.org.uk for any information on having an Inclusion Officer in your community or safeguarding training



Ladder Maintenance Log

All ladders, stepladders, access towers must be visually checked before each use and checked in accordance with this schedule at least every three months.

Ladder inspection must check all parts of the ladder listed in this table	
Ladder Stiles (Uprights)	Check for cracks, corrosion, dents and any signs of excessive wear or damage. Are stiles loose? Are there any missing or loose screws or rivets?
Ladder Rungs (steps) Stepladder Treads (steps)	Check for cracks, corrosion, dents and any signs of excessive wear or damage. Are any rungs or treads missing, loose or bent? Are rungs and treads clean and free from dirt, grease or other contamination?
Ladder Feet – Rubber feet	Are the feet firmly attached with a good tread / grip?
IF INSPECTION IDENTIFIES ANY DEFECTS ISOLATE AND DO NOT USE	

Maintenance Record				
Ladder Description (e.g. serial number)	Inspection Date	Is ladder damaged? Tick Yes / No.		Comments: Damage description. Action taken. Sign & Print Name.
		Yes	No	

Synagogue: _____

Responsible Person: _____

If you have any queries about this, please contact either the H&S Safety Manager – Andrew Brayam: abrayam@theus.org.uk, 020 8343 6229, or the H&S Administrator 020 8343 6204.

Working at Height Pack

Safe Working System



Access Towers

1. Risk Assessment
2. Mandatory Sign
3. Safe Working Practice Document
 - i. Procedures
 - ii. Permit to Work
 - iii. Do's & Don't
4. Check Sheet
5. Tower Inspection System Checklist

Ladder and Steps

1. Risk Assessment
2. Ladder Inspection
3. Ladder Inspection Checklist
4. Ladder Register
5. Ladder Inspection Summary
6. Do's & Don't

Pack Receipt:

Sign:

Print:

Date:



United Synagogue - General H&S Risk Assessment

Location / Activities Assessment

Date: 04-December-2016		Assessed by: Andrew Brayam		Location / Description: Working at Height Access Towers				Assessment No: 1060 Last Review: Next Review: Dec-17 or earlier if significant changes			
Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised		
									S	L	R

<p>Working at Height: This applies to activities at height where there is a risk of fall which is liable to cause personal injury. Many tasks undertaken by Synagogue employees, volunteers and contractors involve some form of working from height; including (but not limited to) window cleaning; servicing light fittings; general cleaning; maintenance; painting & decorating; Sukkah assembly etc.</p> <p>The use of poor techniques or unsuitable, unsafe equipment when working at height is a common cause of major accidents resulting in head injuries, fractures; outcomes as severe as fatalities can occur.</p> <p>Accidents often result when individuals -</p> <ul style="list-style-type: none"> • overestimate their abilities, operating outside of their level of competence or training; • do not recognise the need or fail to ask for assistance; • operate with faulty or inappropriate equipment; • misuse equipment provided; 	<ul style="list-style-type: none"> • conduct associated manual handling or activities such as overreaching and twisting. <p>In general most working at height related injuries can be avoided by planning the task properly, adopting correct techniques and using suitable, well maintained equipment.</p> <p>The hazards shown below are common to tasks at many Synagogue locations. Specific issues like Sukkah decorating or one-off maintenance work must be appropriately assessed at local level, as required.</p> <p>For certain tasks it may be more appropriate to safely conduct activities with the use of an access tower.</p> <p>Ref: The Work at Height Regulations 2005 (amended 2007).</p>
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Key:	S = Severity	L = Likelihood	R = Residual Risk Rating
	5 – Fatality	5 – Certain	1 – 4 Low Priority. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	5-10 Medium Priority. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	11–25 High Priority. Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	
	1 – Minor Injury (treatment on-site)	1 - Unlikely	



United Synagogue - General H&S Risk Assessment

Location / Activities Assessment

Date: 04-December-2016	Assessed by: Andrew Brayam	Location / Description: Working at Height Access Towers	Assessment No: 1060								
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001	Unauthorised use of access tower.	Caretakers; Cleaners; Contractors Members; Other Site Staff; Trainees; Temporary Labour; Visitors; Volunteers; Youth:	All access tower and working at height equipment must be securely stored and ideally, chained and padlocked. Individuals wishing to use it must first apply to the Administrator to gain access.	5	2	10	M	A safe system of work is to be adopted and further controls put in place. All component parts must be inspected for damage before and after use. Any damage identified must be reported to the administrator to take appropriate action.	4	1	4 L
002	Insufficient / inappropriate training to assemble, inspect, use and dismantle the tower could cause harm to individuals and damage to property.	All as above.	An appropriate programme of training is to be implemented with PASMA accreditation. This training is to be given to existing employees likely to conduct this operation.	5	2	10	M	Further suitable and sufficient training must be conducted on engagement of new staff (either permanent or temporary) before use of tower.	4	1	4 L

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003	Failure to assess and plan a task in advance has the potential to cause harm to individuals or damage to property.	All as above.	Planning and assessing of the task is essential in the prevention of accidents and should identify any unforeseen hazards in need of control.	5	2	10	M	This discipline is to be included in the safe system of work as mentioned above.	4	1	4 L
004	Modification of equipment or the task. i.e. <ul style="list-style-type: none"> • adding extra height; • removing safety features; • unplanned changes to the job; 	All as above.	Changes to the equipment or modification of the task must be reassessed in order to identify any unforeseen hazards in need of control. Alterations increase the risk and work must halt.	5	4	20	H	This discipline is to be included in the safe system of work as mentioned above.	4	1	4 L
005	Requirement / necessity to undertake the task.	All as above.	The assessment of the task must include consideration for the need to undertake the task at height and if at all	5	2	10	M	Consideration could be given to engaging a competent third party contractor.	3	1	3 L

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			possible, whether it could be avoided or minimised.								
006	Unsafe methods of assembling or dismantling. Failure to inspect / check / certify the safety of assembly.	All as above.	Systems must be put in place to ensure that only competent people conduct these tasks and that they are checked and validated before use.	5	3	15	H	Training. Consideration could be given to engaging a competent third party contractor.	4	1	4 L
007	Suitability of equipment.	All as above.	Always ensure the equipment to be used is suitable, appropriate and fit for purpose. Do not improvise.	5	3	15	H	Assessment to be made of all on-site equipment. Any items found to be faulty or below standard, should be effectively taken out of use, if possible repaired, or disposed of.	4	1	4 L

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008	Failure to take action on discovery of defects – to assembly; faulty parts; missing safety features.	All as above.	Do not operate in unsafe conditions or improvise. Notify task manager.	5	3	15	H	The safe system of work will include a course of action to take in the event of defects.	4	1	4 L
009	Uneven or soft ground. Likely to cause wobble or collapse of the tower.	All as above.	Always assess the environment prior to assembly or relocation. Do not operate in unsafe conditions or improvise. Notify task manager / supervisor.	5	3	15	J	Always ensure tower is stable and use stabilisers to secure in place.	4	1	4 L
010	Possibility of tower being struck by vehicle; other equipment; trolley; people:	All as above.	Always assess the environment prior to assembly or relocation.	5	2	10	M	Always ensure tower is stable and use stabilisers to secure in place.	4	1	4 L

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	Potential for tower to topple.		Where this is likely, advise people with signage and make the area safe with cones, barriers or tape.					Ensure work area is marked out / taped-off.			
011	Adverse weather conditions. Lightning strike. Wet. Slippery surfaces.	All as above.	Always assess the weather and environmental conditions prior to any activity of this nature. Be prepared to cease the operation if conditions become too hazardous.	5	3	15	H	Ensure correct PPE is available and used. If PPE is not available, the task should not continue. Cease work if poor conditions prevail.	4	1	4 L
012	Overloading the tower with too much weight. Potential to cause collapse or topple over.	All as above.	Take note of the safe weight loading stated by manufacturers and ensure it is not exceeded. Do not carry heavy objects whilst ascending the tower.	5	3	15	H	Implement as part of safe system of work.	4	1	4 L

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013	Poor lighting.	All as above.	Always ensure that lighting is efficient to conduct the task safely.	4	2	8	M	If inadequate, consider the use of suitable temporary lighting.	4	1	4 L
014	Falling objects. Items falling off the tower could cause injury to people or damage to property below.	All as above.	Always ensure that kick-boards are used and that hand rails are in place prior to commencement of the task. Do not hang tools or other items on safety rails. Ensure all equipment is secure before undoing fixings.	4	2	8	M	Ensure individuals not involved in the task are prohibited from work areas. Individuals entering or working in the area below the tower must wear a hard hat.	4	1	4 L

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	5 – Fatality	5 – Certain	1 – 4 Low Priority. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	5-10 Medium Priority. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	11–25 High Priority. Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	
	1 – Minor Injury (treatment on-site)	1 - Unlikely	



United Synagogue - General H&S Risk Assessment

Location / Activities Assessment

Date: 04-December-2016	Assessed by: Andrew Brayam	Location / Description: Working at Height Access Towers	Assessment No: 1060 Last Review: Next Review: Dec-17 or earlier if significant changes								
Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised		
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015	Failure to provide or use appropriate protective equipment or safe systems for individuals or for collective team work.	All as above.	As part of the task assessment and job plan, consideration must be given to suitable forms of PPE which must be supplied by the organisation.	4	2	8	M	Where suitable PPE is not made available, individuals must not be allowed to continue.	4	1	4 L
016	Overreaching – extending any part of one’s body beyond the perimeter of the tower. Particularly if carrying or holding an object. Overstretching – lifting an item higher than one could comfortably manage. Both issues could cause operator to fall and / or tower to topple over.	All as above.	Training. See above.	5	2	10	M	Review the safe system of work prior to the activity.	4	1	4 L

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017	Obstacles: Whether overhead; or on the ground; items in close proximity of the tower could cause restrictions in operations and a potential for the tower to fall over.	All as above.	A thorough assessment of the environment prior to commencement of activity. Steps must be taken to avoid potential obstacles.	5	3	15	H	Constantly monitor the area for changes.	1	3	3 L
018	Misuse / inappropriate use of the equipment. i.e. <ul style="list-style-type: none"> • Relocating tower whilst still aboard e.g. pulling the tower along; • Using the tower to lean a ladder on or to hang other items from; • Extending the height of the platform; • Climbing up the outside; • Larking about. 	All as above.	<ul style="list-style-type: none"> • Always descend from the tower when relocating. • The access tower is designed for a specific purpose and usage. Activities such as this, renders the tower unfit for purpose. • Appropriate supervision at all times. 	5	3	15	H	Review the safe system of work prior to the activity.	4	1	4 L

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019	External / internal electrical hazards. Live cables hanging from the ceiling which might touch the tower, have the potential to cause fatal electric shocks.	All as above.	Careful assessment of the area prior to commencement of work should be undertaken. Ensure any live cables which may come into contact with the tower have been effectively isolated.	5	3	15	H	Constantly monitor the area for changes.	4	1	4 L
020	Height. Working within personal capabilities and constraints of the equipment.	All as above.	Careful assessment / planning prior to the task must ensure individuals are competent and suitably trained. Never misuse equipment or compromise safety.	5	3	15	H	Always ensure sufficient resources / trained individuals and competent supervision have been committed to the task.	4	1	4 L
021	Stability & Safety of Tower	All as above.	Ensure all necessary outriggers are in place and all parts of the tower are properly locked. Ensure that	5	2	10	H	Review the safe system of work prior to the activity.	4	1	4 L

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			all cross braces and guard rails are in place.								

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To be used
by trained
and
authorised
personnel
only

**Report to Office for
Permit to Work**

Safe Working Practice:



Working at Height – Access Towers

Access towers and all of their component parts must be securely stored and ideally chained and padlocked when not in use. The administrator must control the padlock key.

Individuals wishing to use the access tower must apply to the administrator and demonstrate:

- The need to conduct the task;
- Their competence – training certificate or Working at Height ticket;
- That the task has been planned in advance;
- There are enough competent people and resources to conduct the task safely:

Individuals must complete and sign a “permit to work” including the safety check list, before starting the activity.

The administrator must countersign and retain the “permit to work” holding it on file as a record.

The tower assembly must be supervised, inspected and signed off by a trained, competent person prior to work starting.

Task supervisors and tower users, whether permanent or temporary employees must be appropriately trained and competent for the activity.

On completion of work the tower must be dismantled and returned to a secure storage location. All parts must be checked and the equipment must be chained and padlocked. The padlock key must be returned to the administrator and the work permit signed / dated / timed as complete.

Any damage caused to the tower component parts must be reported to the administrator and marked on the work permit. The administrator must take steps to effectively prevent further use of the equipment. Damaged equipment, must be inspected by a competent person and if possible repaired or damaged parts replaced before it can be used again. If repair is not possible the equipment must be disposed of in an appropriate manner.

Accidents and injuries to people, near misses or dangerous occurrences or damage to property must be reported in the Accident Book held on site.

Ref:

US Working at Height Access Towers – Risk Assessment

Manufacturers guidance for the specific equipment available on-site.

Safe Working Practice:



Working at Height – Access Towers

Permit to Work

Site Details

Address.....

Task location.....

Operator Details

Name..... Tel.....

Supervisor Name.....Tel.....

Task Description.....

See US Working at Height Access Towers – Risk Assessment and add any additional task specific hazards here, including how they are to be controlled or managed.

Hazards: (in addition to risk assessment)	Additional Controls:
a)	
b)	
c)	
d)	
e)	
f)	

Tower Checklist (tick to confirm you have undertaken the following)

- a. Reviewed the Risk Assessment:
- b. Read manufacturer instructions;
- c. Inspected parts prior to assembly:
- d. Inspected assembly prior to use:
- e. Checked the ground is level/even:
- f. Wheels locked / legs adjusted:
- g. Braces and platforms are level:
- h. Platforms located and locked on:
- i. Stabilisers are fitted as required:
- j. Toe-boards are located:
- k. Protection from falling objects:
- l. Handrails in place:
- m. Warnings and signs to others:
- n. Enough people are on the task:
- o. Protective equipment (PPE) required:
- p. Given sufficient information to operatives:

Other controls required (Yes / No)

Notes: _____



Safe Working Practice:

Working at Height – Access Towers

Permit to Work

Acceptance

As the supervisor for the above mentioned task / operatives, I confirm that:

I have reviewed the work at height risk assessment and assessed the specific task, and the task location, as above and I am aware of the hazards on site and controls in place.

I confirm that all relevant safety precautions listed above will be in place and will be reviewed during the activity.

I confirm that only employees / operatives with adequate safety information, instruction and training will be engaged in this activity.

I will confirm to the Site Manager / Administrator when the tasks are complete and all of the operatives and equipment are clear of the area.

Activity Manager / Supervisor

Signature.....Name..... Date.....

Authorisation

The activity Manager / Supervisor mentioned above is authorised to carry out the specified tasks:

Site Responsible Person

Signed.....Name.....

Site Manager / Administrator

Permit to work valid from..... To.....

Completion

Activity completed: Date..... Time.....

Signed.....

Activity Manager / Supervisor:

Signed.....

Site Manager / Administrator

Safe Working Practice:



Working at Height – Access Towers

Always.....

- ✓ Plan the task
Allow plenty of time, prepare the area and check the task, equipment and environment.
- ✓ Check equipment
Ensure tower is appropriate for the task and all rungs and foot grips are intact.
- ✓ Dismount from the tower for ALL relocation
When relocating or repositioning however insignificant get down from the tower.
- ✓ Check legs / wheels / brakes / platforms and braces
Ensure surface is even, feet / wheels solid on the ground. Check wheels not damaged and brakes working. Check platforms are level and locked in place. Check all braces are fitted and locked in place.
- ✓ Secure area below
Protect, sign or cordon off the area beneath your work space to avoid damage to people or property.
- ✓ Ask for help
Let others know what you are doing to avoid Lone Working hazards.
- ✓ Check the weather
So that you don't work in wet, slippery or windy conditions.
- ✓ Use appropriate PPE (Personal Protective Equipment)
Such as gloves, boots, safety specs, etc.

Never.....

- ✗ Work beyond your capabilities
Overestimating your ability could result in injury to yourself or others.
- ✗ Relocate tower with a person-up
Repositioning the tower with a person on the tower, could cause it to topple resulting in a fall and injury.
- ✗ Over stretch – Overreach
Stretching up or down, higher or lower than you can manage and / or leaning or reaching out could cause you to overbalance and fall.
- ✗ Climb up the outside of the tower
Is likely to cause the tower to overbalance, topple and fall – possibly onto you or others.
- ✗ Modify the tower
i.e. Extend the height; add parts extra to climb higher; remove hand rails or toe-boards.
- ✗ Carry-up heavy items
This could cause imbalance, falls or manual handling injuries, such as muscle or back strain.
- ✗ Use faulty equipment
i.e. wobbly, damaged, broken, unsuitable, suspect parts.
- ✗ Use damaged PPE (Personal Protective Equipment)
Faulty or damaged gear will not protect you.

Tower Inspection System Checklist



Working at Height Regulations 12(7)

These regulations require that a Mobile Access Tower be inspected and approved by a competent person within 24 hours a report is to be provided to the person on whose behalf the inspection is carried out.

It is also required that a tag system is to be attached to the tower recording that an inspection has taken place and that there is an inspection checklist in existence.

The Timing of Inspections

This Checklist refers to one of the following timings (tick as applicable)

1. When the tower has been built and taken into use for the first time	<input type="checkbox"/>
2. After any substantial addition, dismantling or other alteration	<input type="checkbox"/>
3. After any event likely to have affected its strength or stability	<input type="checkbox"/>
4. At regular intervals NOT exceeding 7 days	<input type="checkbox"/>

Inspector Details

Name		PASMA No.	
Date of inspection		Time	

Person for Whom this Inspection was Carried Out

Name		Organisation	
------	--	--------------	--

Tower Description

Double/Single Width	Height	Mobile	<input type="checkbox"/>
		Static	<input type="checkbox"/>
Tower Manufacturer	Type	Aluminium	<input type="checkbox"/>
		GRP	<input type="checkbox"/>
Location of tower at time of inspection			

The Following Items to be Checked

1. Do you have a copy of the manufacturer's instruction manual (MIM) to enable you to check the Tower?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have access to a risk assessment for the tower?	<input type="checkbox"/>	<input type="checkbox"/>
3. Check the environment has no detrimental effect on the safe use of the tower.	<input type="checkbox"/>	<input type="checkbox"/>

4. Are the castors or base plates fully in contact with the ground and bearing their share of the weight of the tower and that all four brakes are applied.	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the adjustable legs only being used to level the tower and not for gaining height?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is a tower level in place?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the tower built on firm and stable ground?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are stabilisers fitted and are they the correct size and height for the tower?	<input type="checkbox"/>	<input type="checkbox"/>
9. Check that the feet are fully in contact with the ground and wing nuts are tight.	<input type="checkbox"/>	<input type="checkbox"/>
10. Check that the feet of the stabilisers are positioned to form a square.	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the bracing pattern being used in accordance to the manufacturer's instructions?	<input type="checkbox"/>	<input type="checkbox"/>
12. Check that all the hooks and brackets are fully engaged.	<input type="checkbox"/>	<input type="checkbox"/>
13. Check that the handrails and mid guardrails are fitted in the correct positions.	<input type="checkbox"/>	<input type="checkbox"/>
14. Check that the interlocking device, locking frames together are engaged.	<input type="checkbox"/>	<input type="checkbox"/>
15. Check that all platforms are in position on the tower.	<input type="checkbox"/>	<input type="checkbox"/>
16. Check that the trap doors open to the out board side of the tower.	<input type="checkbox"/>	<input type="checkbox"/>
17. Check that, if the tower is single width that all platforms have trap doors.	<input type="checkbox"/>	<input type="checkbox"/>
18. If wind locks are fitted on to the platform, check that they are engaged.	<input type="checkbox"/>	<input type="checkbox"/>
19. Are tow boards fitted to the working platform or any platform where gear is stowed?	<input type="checkbox"/>	<input type="checkbox"/>
20. If the tower has been tied-in, check that the method is adequate and at the correct intervals in accordance with the MIM.	<input type="checkbox"/>	<input type="checkbox"/>

Inspection Completed – Inspection sign Off			
I have inspected the tower which is identified by the reference number: The tower has a tower tag attached / updated which bears the same reference			
Signature of inspector:			
Print Name:		Date:	
Signature of person on whose behalf this inspection was conducted, as receipt			
Print Name:		Date:	



United Synagogue - General H&S Risk Assessment

Location / Activities Assessment

Date: 04-Aug-2009		Assessed by: Andrew Brayam		Location / Description: GENERIC – Working at Height				Assessment No: 1019 Review Date: 04-Aug-16 or earlier if significant changes			
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Working at Height: This applies to activities at height where there is a risk of fall which is liable to cause personal injury. Many tasks undertaken by Synagogue employees, volunteers and contractors involve some form of working from height; including (but not limited to) window cleaning; general cleaning and maintenance; servicing light fittings – such as chandeliers; Sukka assembly; decorating etc.

The use of poor techniques or unsuitable, unsafe equipment when working at height is a common cause of injury.

Major accidents resulting in head injuries, fractures and even as severe as fatalities can occur.

Injuries often occur when individuals overestimate their abilities or are

reluctant to ask for help or from moving heavy or awkward loads, operating in a restricted space, carrying loads up and down a ladder and awkward movements such as overreaching and twisting.

In general most working at height related injuries can be avoided by planning the task properly, adopting correct techniques and using suitable equipment.

The hazards shown below are common tasks at many Synagogue locations. Specific issues like Sukka decorating or one-off maintenance work must be assessed at local level as required.

Ref: **The Work at Height Regulations 2005 (amended 2007).**

001	Common activities: - • Window Cleaning; • General Cleaning; • General Maintenance	Caretaker s; Cleaners; Contracto	Always plan the task:- • Ensure no work is done at height unless there is no safe alternative;	5	4	20	H	The simple steps described to the left will help to prevent accidents and injuries caused by working at height:	4	2	8
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	<ul style="list-style-type: none"> • Servicing light fittings • Servicing chandeliers – either from above or below; <p>Common hazards:-</p> <ul style="list-style-type: none"> • Using unsuitable, unsafe equipment – e.g. wobbly ladder; rungs missing; not tall enough; unstable working platform; • Not securing, supporting or “footing” the ladder; • Not placing the ladder at a suitable angle; • Over stretching whilst on a ladder or working platform; • Carrying heavy items up a ladder; 	rs Members; Other Site Staff; Trainees; Temporary Labour; Visitors; Volunteers; Youth:	<ul style="list-style-type: none"> • Ensure that work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable; • Have an emergency or contingency plan in place; • Take account of any task specific risk assessment: <p><i>Always take weather conditions into consideration:-</i></p> <ul style="list-style-type: none"> • Be prepared to cancel or postpone the task if weather conditions 					IUK.gov statistics show that in 2013 / 2014 RIDDOR reported falls from height accounted for 19 fatalities and 2895 major injuries.			
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	<ul style="list-style-type: none"> Not wearing suitable clothing / footwear; Twisting or bending whilst on a ladder or working platform; Unstable footing; <p>If correct techniques are not adopted all of these activity / tasks / hazards have the potential to cause or lead to: -</p> <ul style="list-style-type: none"> Falls from height resulting in major injuries or a fatality; Injuries from falling objects to people below; Damage to property; <p>Common failings which could</p>		<p>present a risk to health and safety:</p> <p><i>Training:-</i></p> <ul style="list-style-type: none"> Ensure that all those involved in the task are competent or are supervised by a competent person. This also involves planning stages; selection and supply of equipment; Where the precautions taken do not entirely eliminate the risk of a fall occurring, ensure that, as far as is reasonably practicable, those involved in the task are 								
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	lead to an accident or incident:- <ul style="list-style-type: none"> Failure to plan the task; Failure to take weather conditions into account; Failure to inform and train individuals; Failure to take local conditions into account; Failure to use suitable and safe equipment; Failure to ensure use of suitable safety features i.e. kick boards, safety railing. 		trained in how to avoid falling and how to avoid or minimise an injury in the event of a fall: <i>Place of Work:-</i> <ul style="list-style-type: none"> Ensure the area where the work is being undertaken is, as far as is reasonably practicable, safe and has features to prevent a fall. Ensure that controls are in place to prevent individuals who are not involved in the task from being placed at risk. 								
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			<p><i>Suitability of equipment:-</i> When selecting equipment for working at height, ensure;</p> <ul style="list-style-type: none"> • The most suitable equipment is used; • That broader protective measures such as guard rails are used (collective) in preference to a safety harness (personal); • That account is taken of working conditions (see above) and risk to the safety of all of the people at the place where work is to be carried out; • Ensure that all safety 								
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			<p>features are in good working order and comply with current safety standards:</p> <p>Check the area below the work place is clear and not obstructed and space is not confined;</p> <p>Ask for help if needed. If a team work is required agree signals / instructions in advance;</p> <p>Ensure that clothing is suitable. Loose garments can become snagged. Sensible shoes will provide</p>						S	L	R

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	1 – Minor Injury (treatment on-site)	1 - Unlikely	



United Synagogue - General H&S Risk Assessment

Location / Activities Assessment

Date: 04-Aug-2009		Assessed by: Andrew Brayam			Location / Description: GENERIC – Working at Height				Assessment No: 1019 Review Date: 04-Aug-16 or earlier if significant changes		
Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised		
									S	L	R

			<p>a better grip and may prevent slipping;</p> <p>Avoid bending, twisting, stretching or carrying whilst working at height:</p> <p>Where prolonged activity is taking place take breaks and drink fluids:</p>								
--	--	--	---	--	--	--	--	--	--	--	--

Key:	S = Severity	L = Likelihood	R = Residual Risk Rating
	5 – Fatality	5 – Certain	1 – 4 Low Priority. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	5-10 Medium Priority. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	11–25 High Priority. Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

Ladder Inspection Checklist



Ladder Details

Ladder Asset No/Ref:	<input type="text"/>	Any outstanding comments or actions from last inspection?
Current Location:	<input type="text"/>	
Date:	<input type="text"/>	
Inspector:	<input type="text"/>	
Signed:	<input type="text"/>	Inspection Type: 3 Monthly 6 Monthly 12 Monthly Ladder Type: <input type="text"/>

Stiles <i>Are the stiles:</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	Rungs or Treads <i>Are the rungs/ treads:</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
Straight when sighted and not bowed or twisted	<input type="checkbox"/> <input type="checkbox"/>	All there	<input type="checkbox"/> <input type="checkbox"/>
Free from impact damage	<input type="checkbox"/> <input type="checkbox"/>	Straight & tight (cannot be moved by hand)	<input type="checkbox"/> <input type="checkbox"/>
Free from splinters, holes, tears, splits	<input type="checkbox"/> <input type="checkbox"/>	Free from over wear with no cracks or dents	<input type="checkbox"/> <input type="checkbox"/>
Free from corrosion, rot, mould, fungus	<input type="checkbox"/> <input type="checkbox"/>	Free from corrosion, rot, mould, fungus	<input type="checkbox"/> <input type="checkbox"/>
Free from paint, chemical or other contamination	<input type="checkbox"/> <input type="checkbox"/>	Free from paint, chemical or other contamination	<input type="checkbox"/> <input type="checkbox"/>

Feet and End Caps <i>Are the feet & end caps:</i>	<input type="checkbox"/> Y <input type="checkbox"/> N	Brackets, Hooks & Catches <i>For Leaning Ladders only, are they:</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
All there	<input type="checkbox"/> <input type="checkbox"/>	All there and securely fixed	<input type="checkbox"/> <input type="checkbox"/>
Secure with no loose or missing fixings	<input type="checkbox"/> <input type="checkbox"/>	Working smoothly with no missing or damaged wear pads	<input type="checkbox"/> <input type="checkbox"/>
Free from over wear with tread in good condition	<input type="checkbox"/> <input type="checkbox"/>	Free from corrosion, rot, mould, fungus	<input type="checkbox"/> <input type="checkbox"/>
Free from splits, cracks or other damage	<input type="checkbox"/> <input type="checkbox"/>	Free from paint, chemical or other contamination	<input type="checkbox"/> <input type="checkbox"/>
Free from paint, chemical or other contamination	<input type="checkbox"/> <input type="checkbox"/>	Are the supporting stiles straight (not twisted out)	<input type="checkbox"/> <input type="checkbox"/>

Ladder Fittings	<input type="checkbox"/> Y <input type="checkbox"/> N	Ropes & Pulleys	<input type="checkbox"/> Y <input type="checkbox"/> N
Ladder Hinges - free throughout movement - free from damage	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	- working smoothly with no missing parts - free from damage	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tie Rods & Struts - are all there - securely fixed - free from damage	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Locking Bars <i>(Stepladders only)</i> - locks correctly, or anti-splay cords are intact & secured	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Rivets & Welding - all intact and secure	<input type="checkbox"/> <input type="checkbox"/>	Hand/ Guard Rails - intact & securely fixed Access Gates - Intact & securely fixed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Inspection Summary	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
Are the ladders of suitable classification?	<input type="checkbox"/> <input type="checkbox"/>	Is the Ladder Inspection Tag & Holder present And in good condition?	<input type="checkbox"/> <input type="checkbox"/>
Is the ladder unmodified and in its original condition?	<input type="checkbox"/> <input type="checkbox"/>	Are the Safe Use & Warning labels present and legible?	<input type="checkbox"/> <input type="checkbox"/>
Has the ladder passed the inspection and is fit for use? If 'No' the Ladder Log Inspection tag should be reversed to display the 'Do Not Use This Equipment' warning and the ladders removed from service to a secure quarantine location for further investigation.		<input type="checkbox"/> <input type="checkbox"/>	

Comments and Action Required:

Ladder Inspection Guide



The Ladder Inspection Checklist is designed to be completed by someone who has been on a Ladder Inspection Training Course, or is suitably qualified and experienced to complete a detailed visual ladder inspection. These notes supplement the checklist - expanding on important points, and give additional reference information.

Rungs or Treads

Check the following:

1. With one end of the ladder resting on the ground raise the other end and with each hand grasping a stile end try to displace the stiles by pushing on one and pulling the other. Any movement or give will indicate insecurely fixed rungs or treads.
2. In the case of ladders with rungs grasp and attempt to rotate each in turn. Any that do or move are not securely fixed.
3. Tap the rungs or treads lightly with a pen or small hammer handle. A cracked, decayed, loose or short grained rung or tread will not ring true compared to the other rungs or treads.

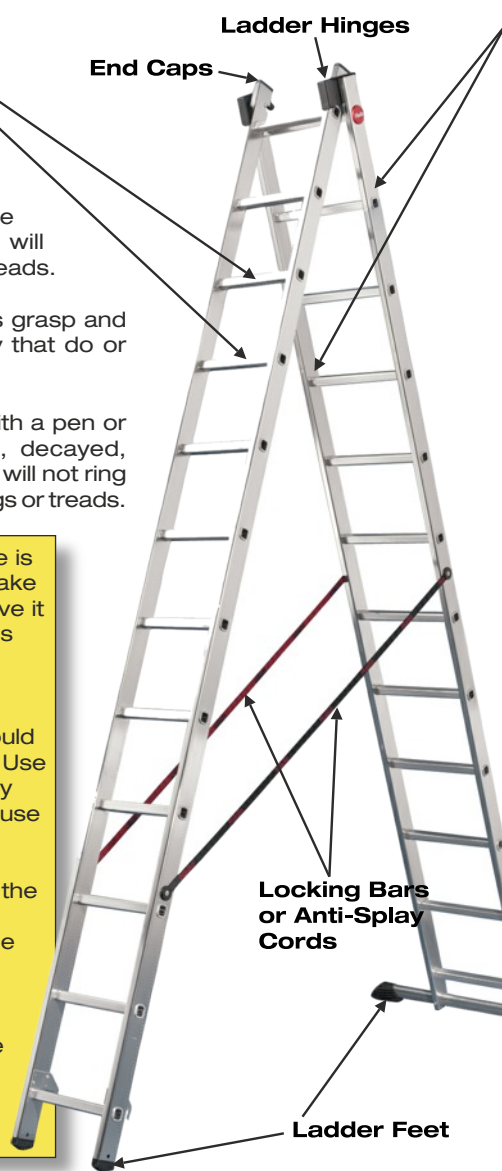


In the event that any damage is discovered it is important to take the ladder out of service and remove it to a secure quarantine location thus physically preventing unauthorised use.

The Ladder Log Inspection tag should be reversed to display the 'Do Not Use This Equipment' message as clearly visible warning to operators not to use this ladder.

If there is any doubt as to whether the damage discovered renders the ladder unsafe to use the golden rule is to contact the manufacturer for further advice and information.

More detailed guidance and advice regarding detailed ladder inspections are available online at www.ladderlog.com.



Stiles

Check the following:

1. It is important that the entire ladder stile can be thoroughly and completely checked, it is the main reason that Ladder Log Tag Holders are see through. Paint, labels, opaque tag holders and dirt can easily cover up a major defect.
2. At the top and bottom of the ladder try to pull the stiles apart and then to push them together using a reasonable amount of force. Any movement will indicate defective rung joints.
3. For aluminium ladders check both stiles thoroughly for dents that may adversely affect the safe use of the ladder.
4. For timber and fibre glass ladders check that the stiles are not warped, cracked or splintered. In addition please see the panel detailing further checks for fibre glass ladders.
5. Remember to check the ends of the stiles for wear and damage.
6. Any corrosive chemical contamination must be removed and areas of contamination thoroughly checked for ingress into the stiles or rungs.

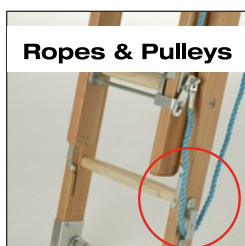
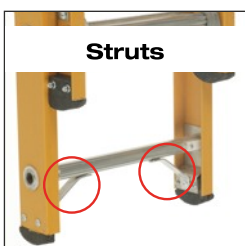
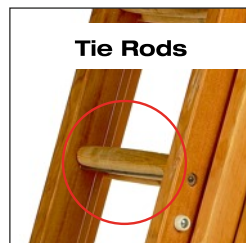
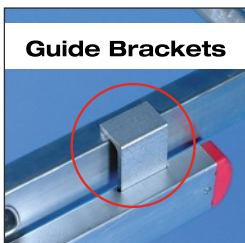


Any dirt, oil or grease must be cleaned from the ladder particularly from the rungs.

Areas subject to rot, mould or fungus should be carefully examined to ensure the structural integrity of the ladder has not been affected.

Get more useful tips and downloadable resources online at www.ladderlog.com.

Guide to Ladder Part Names



Ladder Standards

Industrial Duty

Class 1 - BS2037 Aluminium ;BS1129 Timber

Max Safe Working Load: 175 Kg (27.5 st). For daily use where onerous conditions of use, carriage & storage occur.

Trade Duty

BS EN131

Max safe Working Load: 150 Kg (23.5 stones). For frequent use (1-2 times a week) and reasonably good conditions of use, carriage & storage occur.

Domestic Duty

Class 3 - BS2037 Aluminium

Max Safe Working Load: 125 Kg (19.5 stones). For infrequent domestic use only. *****Class 3 ladders must not be used for Trade or Industrial use***.**

A Quick Ladder Inspection Checklist

It might seem obvious but there is a basic level of skill and knowledge that an HSE or Local Authority Inspector would expect people in your workplace to have if they used a ladder in their day to day work. Meet this standard and not only can you rest assured that you have fulfilled your obligation to the safety of colleagues but in doing so you might even save a life – no mean achievement.

This is what ladder users should know and this is what the ladder safety information should cover.

Is a ladder right for the job?

- Is the job low risk?
- Is the work of a short duration?
- Is a stability device or stand required?



Is your ladder up to the job?

- Is it long enough to reach the work easily?
- Can it be placed securely on the surface?
- Can you maintain three points of contact (leaning ladder)?
- Can the ladder be set up at the right angle?
- Is the surface it is leaning on secure (leaning ladder)?
- Is it of the right classification (trade – industrial)?

Is your ladder in good condition?

- Check styles, rungs or steps.
- Check the feet – are they missing, loose, damaged, worn?
- Are rivets in place and secure?
- Check locking bars are not bent or buckled (step ladders).

Do you know how to set up your ladder?

- Do you know the correct angle?
- Do you know how to use any stability devices?
- Can you secure or tie the ladder at the top or bottom?



Using the ladder safely

- Make sure there are three points of contact available.
- Do not over-reach.
- If you need to carry tools and equipment, make sure you do this safely.
- Know the maximum safe loads on the ladder.
- Always position the ladder face on to the work.
- Make sure any locking bars are in the proper position.
- Wear the right footwear and make sure the soles are clean.
- Footing the ladder – do you know how best to do it and that it is the last option?
- Working near people and near doors – do you know what needs to be done to keep safe?

Common ladder falls

- Over-reaching
- Ladder in poor condition
- Ladder not suitable for the work

Looking after your ladder

- You need to be able to identify each ladder you have for checking and inspection purposes. If you only have one ladder this is easy, if you have 20 it might be more difficult.
- You need to store your ladder safely.
- You need to transport the ladder safely.
- Keep the rungs clean so that they don't become slippery.

Working at Height - Do's and Don'ts

Always.....

- ✓ **Plan the task**
Allow plenty of time, prepare the area and check the task, equipment and environment.
- ✓ **Check equipment**
Ensure ladder is appropriate for the task and all rungs and foot grips are intact.
- ✓ **Secure base/top/feet**
Ensure surface is even, top is securely placed and feet solid on the ground. Tie-off or foot the ladder as appropriate.
- ✓ **Secure area below**
Protect or cordon off the area beneath your work space to avoid damage to people or property.
- ✓ **Ask for help**
Let others know what you are doing to avoid Lone Working hazards.
- ✓ **Check the weather**
So that you don't work in wet, slippery or windy conditions.
- ✓ **Use appropriate PPE**
(Personal Protective Equipment)
Such as gloves, boots, safety specs, etc.

Never.....

- ✗ **Work beyond your capabilities**
Overestimating your ability could result in injury.
- ✗ **Over stretch**
Stretching up or down, higher or lower than you can manage, could cause you to overbalance and fall.
- ✗ **Over reach**
Leaning or reaching out away from the ladder, could cause you and the ladder to overbalance and fall.
- ✗ **Climb too high**
Do not climb to the top rung of the ladder. Leave at least two rungs to hold on to.
- ✗ **Carry-up heavy items**
This could cause imbalance and manual handling injuries, such as muscle or back strain.
- ✗ **Use faulty equipment**
ie wobbly, damaged, broken, unsuitable, ladders or steps.
- ✗ **Use damaged PPE**
(Personal Protective Equipment)
Faulty or damaged gear will not protect you.



Arson

Guidance on Prevention

The Threat

Arson is an ever present possibility for us to consider.

Soft touch, empty religious buildings, particularly synagogues, have always been an attractive, “easy target” for opportunist arsonists, seeking to make a statement of some kind.

Given the current situation the risk of arson is a real and serious threat.

Methods adopted may be as crude as an accelerant (such as petrol) soaked rag pushed through a letter box or a more sophisticated hidden incendiary device, activated by a timing delay.

Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. A greater risk to human life exists where a synagogue also includes living accommodation.

Reduce and Control the Threat

Minimise opportunities for the arsonist by:

- Disposing of any unnecessary combustible materials e.g. Sukkah panels or waste materials e.g. general rubbish;
- Storing combustible materials in an area where the arsonist has difficulty in accessing them, e.g. secure in areas away from site boundaries;
- Ensuring bins are kept away from buildings; are not overflowing; and, where possible, lids and wheels locked;
- Reducing the quantities of combustible materials kept on site e.g. paint or thinners to the minimum;
- Reducing to the minimum the number of access points to your site, whilst maintaining safe and clear escape routes;
- Keeping outside areas free of litter and overgrown vegetation;
- Improving car parking control or re-locating car parking if necessary;
- Ensuring letter boxes have an internal fire resistant mail-box, and ensure floor-mats and other combustible are not nearby. Where practical, consideration should be given to sealing-up letter boxes which allow internal access and replace them with an externally mounted mail-box;



Additionally:

- Install and maintain intruder alarm systems;
- Install and maintain automatic fire detection and alarm systems;
- Test fire alarms weekly and record in a manual log;
- Test emergency lighting monthly and record in a manual log;
- Practice emergency evacuation;
- Conduct routine periodic auditing of all arson prevention and control procedures;
- Create awareness amongst all site users of the above precautions and the risk of arson;
- Increase your vigilance during periods of Middle East unrest or high media coverage of Israel;
- Introduce 'Contractors Permit to Work' systems to control contractors' activities.

Further Recommended Action Points

Identify how a potential arsonist or other unauthorised person could gain access to your synagogue premises and reduce that risk by:

- Illuminating entrances, boundary fences and external storage areas;
- Connect existing alarm systems to central security monitoring station;
- Introducing CCTV digital recording facilities and test regularly;
- Erecting notices warning intruders of CCTV recording facilities and any other security measures you have in force;
- Employing additional security persons and brief them concerning the threat of arson;
- Fitting vulnerable windows with locks and wire reinforced (security) glazing or bomb film;
- Auditing and improving security boundary fences;
- Ensure all of your key-holder contact numbers have been updated and registered with the emergency services; alarm companions; the CST and the United Synagogue Property Department;
- Ensure your fire evacuation plan is up to date and includes provisions for these circumstances as well as regular evacuation and invacuation.

If you have any queries, please contact either the H&S Safety Manager – Andrew Brayam: abrayam@theus.org.uk, 020 8343 6229, or the H&S Administrator 020 8343 6204.

This should be used in conjunction with:

- Contractors Permit to Work and Contractors Policy)
- Fire & Emergency Evacuation Plan and Fire & Emergency Evacuation Poster
- Generic Test Log Sheet



Fire & Emergency Poster

If you discover a fire:

- Raise the alarm by shouting 'Fire!'
- Operate the nearest fire alarm call point (the red box next to doors, stairways and exits);

In the event of a Fire or Emergency Evacuation:

- Calmly leave the building by the nearest exit, leaving behind your personal belongings;
- Check areas as you leave, warning people of the emergency;
- Ensure that people with mobility difficulties are assisted out of the building, in accordance with their *Personal Emergency Evacuation Plan (PEEP)*, after everyone else;
- Gather at the Assembly Point and wait for instructions from the Responsible Person or Fire Officer;
- Look around to see if anyone is missing; if so, inform the Responsible Person or a Fire Marshal;

Synagogue: _____

Responsible Person: _____

Assembly Point: _____

If you have any queries, please contact either the H&S Safety Manager – Andrew Brayam: abrayam@theus.org.uk, 020 8343 6229, or the H&S Administrator 020 8343 6204.

United Synagogue – Generic Test Log Sheet



Synagogue: _____

- Weekly Fire Alarm (WFA)
- Monthly Emergency Lighting (MEL)
- Annual Emergency Lighting (AEL)
- Annual Fire & Emergency Evacuation Drill (AFE) *

* Add relevant acronym to the 'Test' column

Test *	Date	Call Point / Unit <small>(As relevant)</small>	Pass? <small>(Add comments)</small>	Name of Tester	Signature



Generic Test Log Sheet

Guidance Notes

If you have any queries, please contact either the H&S Safety Manager – Andrew Brayam: abrayam@theus.org.uk, 020 8343 6229, or the H&S Administrator 020 8343 6204.

This form should be used to log weekly fire alarm testing, emergency lighting testing, and a fire & emergency evacuation drill. The fire & emergency evacuation drill should be conducted at least once a year and at a time of significant occupancy.

These are all statutory requirements.

Testing and Maintenance

There are three main reasons for routine testing and maintenance:

- To identify any faults signalled and take the appropriate action to rectify them;
- To ensure there have been no major failures of the system, either as a whole or in part; and/or,
- To familiarise occupants of the building with the sound of the alarm.

Weekly Fire Alarm Testing

It is recommended in that:

- The operation of a manual call point during normal working hours;
- This test to be carried out at approximately the same time each week;
- A different call point should be tested each week;

Emergency Lighting Testing

The emergency lighting should be tested on a monthly basis. At least once a year, the emergency lighting should be switched on and left to completely discharge. This is in order that to ensure that each unit is working, and that the backup battery can last a long enough amount of time.

Annual Fire & Emergency Evacuation Drill

There are a number of important reasons for conducting a fire & emergency evacuation drill at least once a year:

- Identify weaknesses in the evacuation plan;
- Familiarise new occupants of the building with evacuation procedures;
- Test Personal Emergency Evacuation Procedures (PEEPs) of vulnerable individuals;
- Identify positive and negative reactions to the evacuation of Fire Wardens.

Once the tests have been conducted, they should be recorded in the following log sheet. They should be then stored within the Fire File for inspection.

Please note, an inspecting Fire Prevention Officer is able to make an unannounced visit to inspect your fire precaution, maintenance and testing regime.



Fire File Index

- 1. Test logs, comprised of:**
 - a. Weekly Fire Alarm Testing**
 - b. Monthly Emergency Lighting Testing**
 - c. Annual Emergency Lighting Testing**
 - d. (at least) Annual Fire & Emergency Evacuation Drill**

- 2. Evacuation Plan**

- 3. Fire Risk Assessment**

- 4. Building / Floor Plans**

- 5. Fire Alarm Maintenance & Servicing Records**

- 6. Annual Fire Extinguisher Maintenance and Servicing Records**

The Fire File should be kept up to date with the above information. This should be undertaken by the Responsible Person; this is usually the Administrator / Site Manager or Caretaker.

The Annual Fire Extinguisher Maintenance & Servicing is arranged by the H&S Dept.

Fire Alarm Weekly Testing, Maintenance & Servicing is usually arranged locally by the Responsible Person.

If you have any queries, please contact either the H&S Safety Manager – Andrew Brayam: abrayam@theus.org.uk, 020 8343 6229, or the H&S Administrator 020 8343 6204.

This should be used in conjunction with:

- Generic Test Log Sheet
- Generic Fire Evacuation Plan
- Arson Prevention Guidance
- Site User - Group Evacuation Procedure



User-Group – Generic Evacuation Plan

If you have any queries about this, please contact either the H&S Safety Manager – Andrew Brayam: abrayam@theus.org.uk, 020 8343 6229, or the H&S Administrator, 020 8343 6204.

This should be used in conjunction with:

- Hall Hire Agreement
- Generic Fire Evacuation Procedure

User Group: _____

Group Responsible Person: _____

As the Group Responsible Person, I will ensure that everyone who attends the above named group on any particular day, will be entered on to the register, and ensure that they sign out when they leave.

In the event of a fire evacuation, I will ensure that the user group will leave immediately via the nearest fire exit. I have appointed Fire Wardens who will check all spaces that are in use to ensure that the building has been completely evacuated.

In the event of a fire evacuation, I will take the aforementioned register to the designated emergency Assembly Point in order to ascertain everyone's presence. I will then check with the Site Responsible Person – usually the Administrator / Site Manager or Caretaker – to confirm that everyone in the group is accounted for. I will ensure that no-one will re-enter the building until they have been notified that it is safe to do so by the Site Responsible Person.

If there are missing person, I will immediately inform the Site Responsible Person and/or Fire Brigade as soon as possible.

In the event of an invacuation, I will lead the user group to the most central part of the building, away from the windows, and await further instructions.

I will tailor the evacuation procedure to our group's individual requirements, taking into account fire escapes, Personal Emergency Evacuation Plans (PEEPs) and vulnerable individuals, working in partnership with the Site Management and Responsible Person.

Signature:

Date:



Emergency Invacuation Procedure

In the event of an emergency caused by an external threat, the site Security Officer may need to instigate an **invacuation**, that is, restrict people to a safe enclosed space in the building. Each site should have 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.
- Depending on the situation, the Security Officer or other responsible person may verbally instruct people by making emergency announcements.
- Security and / or Fire Marshals will be notified via radio communication (when possible).
- Security and / or Fire Marshals will help to move people along and ensure that the areas are clear.
- Security and / or Fire Marshals and staff must ensure that all phones and electronic devices are turned off.
- Everyone must remain in the safe areas until an all clear is communicated by the Emergency Services.

This procedure should be rehearsed from time to time.

Seek advice locally from CST representatives or the Police.



Caretakers Check Sheet

Complete weekly: -

I confirm that I have checked the items listed below to the best of my ability and rectified any issues within my capability. I have reported any faults, defects, failures or concerns to my line manager.

Signed

Name.....

Date.....

Focus:	Yes (tick)	No (tick)	Notes / Comments: If "No" state what action taken or required.
Fire Precautions:			
• The Weekly Fire Alarm test has been completed: Test a different call point each week and log test results.			
• Check all Fire Escape doors are in good condition &: ○ Unlocked when the building is used ○ Opened / operated easily ○ Unobstructed both inside and outside			
• All exits and escape routes are unobstructed			
• Fire extinguishers / blankets are in correct positions, are not used as door props and not discharged.			
• All combustible materials are stored suitably: ○ Flammables are stored in locked cupboards ○ No gas cylinders are stored inside the building ○ No "hot work" is taking place			
• Assembly Points are signed and made known to all.			
Control of Substances Harmful to Health (COSHH):			
• All COSHH materials are suitably stored: ○ Cleaning materials / fluids are stored securely ○ Substances are kept in original labeled containers ○ In case of spill or contact MSDS is available to all			
First Aid & Accident Reporting:			
• Sufficient First Aid boxes are available and fully stocked.			
• The Accident Book is readily available to all.			
• No accidents have occurred this week.			
External Lighting:			
• All external lighting is working, in good order and illuminates all external pathways.			
Emergency and Internal Lighting:			
• Emergency lighting has been tested within the last calendar month.			
• All internal lighting is suitable and in good working order.			
Equipment:			
• Is all workplace equipment suitable for purpose, maintained and in good working order e.g. ladders; access towers; hand power tools; copiers etc.			
Housekeeping, Hygiene & Waste Management:			
• Housekeeping is of a high standard.			
• Hot water/soap/towels are supplied to WCs / Kitchens.			
• Waste is stored away from the building in covered bins.			
Water Management:			
• WCs flushed and taps run for 60 seconds once weekly			
Consultation:			
I am able to discuss H&S concerns with my line manager.			
Caretaker or their Deputy to complete and hold on file for 3 years: To be made available during H&S inspections:			



United Synagogue - Event Notification Form

This is for US Synagogue / Community / Tribe -organised events. For external users, please complete a Hall Hire Agreement. This form should be completed electronically (where possible) and sent to the US H&S Dept 28 days before the event – Email: handsevents@theus.org.uk

Instructions: (a) Save this form on a PC: (b) SaveAs "a unique name" or click Save button at bottom of form: (c) Complete the form: (d) Click Print [optional]; (e) Click Submit [or send to email above]: For help or support in completing this form, please see the Guidance Notes below.

<u>Organising Body:</u>	
<u>Title of Event:</u>	
<u>Event Date:</u>	<u>Event Start/End Time:</u>
<u>¹ Event Details:</u>	
<u>Venue Details:</u>	<u>Post Code:</u>
	<u>Tel:</u>
	<u>Email:</u>
<u>² Venue Hire Agreement:</u>	
<u>³ Public Liability Certificate:</u>	
<u>⁴ Risk Assessment:</u>	<u>Security Arrangements:</u>
<u>⁵ 1st Responsible Person</u>	<u>⁵ 2nd Responsible Person</u>
Name:	Name:
Contact No.:	Contact No.:
Email:	Email:
<u>⁶ Advertised:</u>	
Number of Attendees:	
<u>⁷ Transport to and from Venue:</u>	
<u>⁸ Transport Safety Information:</u>	
<u>⁹1st Responsible Person Signature & Date</u>	<u>⁹2nd Responsible Person Signature & Date</u>

Office Use: Received and Processed by:
Sent to Insurance Company:

United Synagogue - Event Notification Form

Guidance Notes



This form is used to notify our insurers and determine the level of Health & Safety support which may be required.

If there are going to be any vulnerable people (children, youth, disabled) participating in your event, any external providers, such as entertainers, sports coaches, drivers, etc. should have a DBS (Disclosure and Barring Service) check.

In the unfortunate of an accident or incident, the Administrator of the organising synagogue should be notified as a matter of urgency, so that an Accident Report can be completed.

¹ **Event Details:** This section should include as much detail as possible about the event – date, occasion; such as a *Shabbaton*, age group of attendees (where under 18), what activities are taking place, timings involved, food provision. Hazardous activities include, but are not limited to: Ice-skating, rock-climbing, go-karting, and paint-balling. If you are unsure about any activity, please speak to Andrew Brayam or the H&S Administrator. The following require separate guidelines; please contact the H&S Department: Bouncy Castles; Bonfires and Fireworks; and, Barbeques.

² **Venue Hire Agreement:** This may be required if hiring a venue from an external organisation, such a residential centre, hired for a *Shabbaton*.

³ **Public Liability Insurance:** When using an external venue, or third party contractor, particularly when planned activities or equipment are in use, e.g. ice-skating or a theme park, sight of a Public Liability Insurance Certificate is required.

⁴ **Risk Assessment:** A suitable, sufficient assessment of the event risks should be undertaken. If any 'high-risk' activities are involved, the activity organiser/contractor should provide a Risk Assessment. This should be read, understood and adhered to. Security arrangements must be factored-in.

⁵ **1st and 2nd Responsible Persons:** The insurance company requires two people who are 'responsible' for the running of the event.

⁶ **Advertised:** Where has this event been advertised? Externally? Internally?

⁷ **Transport to and from Venue:** If individuals are responsible for making their own way to the venue / activity, they are not automatically covered by the US insurance policy. If an external hire company is being used for a coach or minibus, for example, please give details of the company.

⁸ **Transport Safety Information:** If an external hire company is being used for a coach or minibus, for example, some safety information is required: Public Liability Insurance Certificate and Driver Licence. If there are going to be any vulnerable people (children, youth, disabled) participating in your event, the driver should have a DBS (Disclosure and Barring Service) check.

⁹ **Responsible Persons Signatures:** These can be completed electronically, if available.

If you require any help filling this form in, or have any queries regarding activities that you are organising, please contact Andrew Brayam (020 8343 6229; handsevents@theus.org.uk) or the H&S Administrator (020 8343 6204).



United Synagogue Sefer Torah Movement Form

If you require assistance to complete this form please contact Andrew Brayam 020 8343 6229 or the Property Dept. 020 8343 6202 / 04

Synagogue / Site:			
Number of Sifrei Torah being moved:			
Sefer Torah Reference / Name:		Sefer Torah (1) Ref:	
		Sefer Torah (2) Ref:	
		Sefer Torah (3) Ref:	
Current Location:		Destination Address:	
Date out:		Date returned:	
Details of any accompanying Silverware:			
Reason for Sefer Torah movement:			
<u>1st Responsible Person</u>		<u>2nd Responsible Person</u>	
Name:		Name:	
Contact No.:		Contact No.:	
Email:		Email:	
<i>Please note the Sefer Torah/Sifrei Torah must always travel with 2 responsible people, and must be stored in occupied and where possible alarmed premises if overnight.</i>			
Signed:		Date:	

[Name of Synagogue]
AGREEMENT FOR HIRE OF
[Name of/Type Hall/Room]

THIS AGREEMENT is made on
Between the Synagogue and the Hirer named in the Particulars herein
NOW IT IS AGREED as follows:

- 1. Particulars:
 - A. (Name) Synagogue
Authorised Representative
Address:
Telephone Number:email.....
 - B. Hirer
 - (a) Name (If Individual)
 - (b) Organisation (if Applicable)
Address
Name of Organisation's Authorised Representative:
Address
Telephone Number: Day / Eve.....email.....
 - C. Date and Times of Hire:
Date
Times of Hire:
The Event shall end by:
Clearing up Times:
 - D. Fees and Deposits
Hiring Fee: £
Deposit: £
Balance: £
Security Deposit: £
 - E. Premises to be hired:
 - F. Event and Purpose of Hiring:
 - H. Caterer :
Name:
Address:
Telephone Number:
Email:

2. In this Agreement:
- 2.1 The following expressions shall have the following meanings
- (a) “the Administrator” means the Administrator for the time being of the Synagogue
 - (b) “Agreement” means this Agreement
 - (c) “the Building” means the building and grounds of which the Premises form part
 - (d) “the Caterer” means that identified (if any) in the Particulars
 - (e) “the Deposit” means the non-returnable deposit paid on the signing of this Agreement and identified in the Particulars
 - (f) “the Event” means the event for which purpose the Premises are hired (and all activities forming part of such) on the date and at the times all of which are identified in the Particulars (including for the purpose of the obligations hereunder the Clearing up Times so identified)
 - (g) “the Hirer means the person identified in the Particulars
 - (h) “the Hiring Fee” means that identified in the Particulars
 - (i) “the Honorary Officers” means the Honorary Officers of the Synagogue
 - (j) “the Particulars” means the Particulars appearing in Clause 1 hereof
 - (k) “the Premises” means the Premises identified in the Particulars
 - (l) “the Security Deposit” means that identified in the Particulars and referred to in the Standard Conditions
 - (m) “the Special Conditions” means the Special Conditions of Hire annexed hereto (if any) forming part of this Agreement
 - n) “the Standard Conditions” means the Standard Conditions of Hire forming part of this Agreement
 - (o) “the Synagogue” means the Synagogue identified in the Particulars
 - (p) “the United Synagogue” means the United Synagogue registered charity number 242552 as well as United Synagogue Trusts Limited (company number 00516140) of 305 Ballards Lane, London N12 8GB
- 2.2. Any reference to a statute (and whether to a particular statute or generally) shall be deemed to include reference to any further statute for the time being in force replacing or supplementing such statute all directives regulations and mandatory requirements of the European Community in so far as they may be applicable under English Law and any regulations directions or consents made thereunder and all provisions and conditions therein
- 2.3 Unless the context otherwise requires words importing the masculine gender only shall be deemed to include the feminine gender words importing the singular only shall be deemed to include the plural number and words importing persons include firms companies and corporations and vice versa
- 2.4 Where the Hirer consists of two or more persons all agreements and obligations by and with the Hirers shall be by and with such persons jointly and severally
- 2.5 Reference to any breach of the provisions hereof shall extend to and include non-performance or non-observance of the same
- 2.6 Every obligation on the part of the Hirer not to do specified acts or things shall include an obligation not

- to permit or suffer the same to be done
- 2.7 Where any decision or approval under the terms of this Agreement is to be that of the Synagogue it shall mean that of the Honorary Officers
 - 2.8 References to any licence or permission of and held by the Synagogue shall include any such of the United Synagogue
 - 2.9 All information documents and notices to be given to the Synagogue or applications made to the Synagogue under the terms of this Agreement shall be given to made and addressed in writing to the Administrator
 - 2.10 The Particulars Standard Conditions hereto the Special Conditions (if any annexed hereto) documents referred to herein and annexed hereto constitute an integral part of this Agreement and are deemed to be incorporated in this Agreement
 - 2.11 Clause headings are included for convenience and shall not affect the interpretation of this Agreement
 - 3.1 In consideration of the Deposit paid by the Hirer to the Synagogue the Synagogue agrees to permit the Hirer to use the Premises for the Event subject to the terms of this Agreement
 - 3.2 The Hirer agrees to pay the balance of the Hiring Fee to the Synagogue no later than one month prior to the Event or where there is less than one month between the date of this Agreement and the Event then on the signing hereof
 - 3.3 The Hirer shall pay the Security Deposit to the Synagogue on the signing hereof
 4. If any term or provision in this Agreement shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this Agreement but the validity and enforceability of the remainder of this Agreement shall not be affected
 - 5.1 All obligations on the part of the Hirer and the conditions and terms hereof shall also be for the benefit of the United Synagogue
 - 5.2 All indemnities on the part of the Hirer and all exclusions of liability shall extend to the United Synagogue its officers servants and employees as well as the Honorary Officers and the servants and employees of the Synagogue
 - 5.3 Except as otherwise expressly provided in this Agreement a person who is not a party to this Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of the terms and conditions of this Agreement

6. THE construction performance and validity of this Agreement shall in all respects be governed by the laws of England

As Witness the hands of the parties hereto:

Signed by the person named in the Particulars on behalf of the Synagogue

Sign:Print Name:..... Date:.....

Declaration by Hirer

By signing this Agreement I declare that the information given in this Agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the Agreement (signature)

Sign:Print Name:..... Date:.....

Signed by the Hirer or where an Organisation by an Authorised representative on behalf of the Hirer

Name of Organisation:

Sign:Print Name:..... Date:

THE STANDARD CONDITIONS

Personal Attendance

- 1.1 The Hirer shall be present (and where an organisation the authorised representative of such) during the Event and to perform the provisions contained in the Standard Conditions of Hire together with the Special Conditions (if any) and accepts responsibility for being in charge of and on the Premises at all times and for ensuring that all conditions hereof are met
- 1.2 The Hirer will be responsible for supervision of the Premises and the contents their care safety from damage and the behaviour of all persons using the Premises whatever their capacity including proper supervision of car parking arrangements so as to avoid obstruction of the highway

Use of Premises

- 2.1 In no circumstances will the playing of music be permitted at any function, meeting or other gathering taking place on the Sabbath Jewish festivals or major Jewish fast days
- 2.2 The Premises shall only be used for such purposes as the Synagogue shall approve and the Synagogue reserves the right to cancel any event without notice if in their opinion it is undesirable. In such circumstances any deposit paid or balance of the Hiring Fee will be returned to the Hirer but the Hirer shall not be entitled to any compensation for any loss consequential loss damage or inconvenience they may suffer as a result of this cancellation
- 2.3 The Hirer shall not use the Premises for any purpose other than for the Event and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof
- 2.4 The Synagogue may refuse to be brought into the Premises any article or appliance which they may consider dangerous or offensive
- 2.5 Highly flammable substances shall not be brought into or used in any portion of the Premises
- 2.6 No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the written consent of the Synagogue
- 2.7 In accordance with the current legislation smoking is not to be permitted in the Premises

Programme and Publicity

- 3.1 The Hirer must apply to the Synagogue for approval (if so required) a copy of the programme of any entertainment to be given at the Event or any other publicity material which is or has been circulated in the public domain not less than seven days before the Event. If these are not approved by the Synagogue the Synagogue reserves the right to cancel the Event without incurring any liability
- 3.2 The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Premises

Vacating Premises

- 4.1 The Event must cease by the time specified in the Particulars and where appropriate, in accordance with the terms of the local authority Licence.
- 4.2 Caterers contractors and others employed to supply refreshments decorations etc. will be required to remove and clear away all their articles and property, including all refuse by the end of the Clearing

up Times. After clearing up times if breached the synagogue reserves the right to remove the refuse and the Hirer will be responsible for the cost.

- 4.3 Any unclaimed items of property which remain on the Premises for more than thirty days can be disposed by the Synagogue (including by sale) as agent of the Hirer (and the Hirer shall indemnify the Synagogue against any liability incurred by it to any third party whose property may have been sold) of in a manner which the Synagogue shall benefit without any recourse to the Synagogue and shall be entitled to reimbursement of all costs and expenses incurred in connection with any disposal and shall be entitled to retain the proceeds of sale where no notice of claim in respect of such shall have been received within sixty days of the Event
- 4.4 The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced
- 4.5 The Hirer shall ensure that the minimum of noise is made on arrival and departure and shall inform their guests to be considerate to the synagogues neighbours and at no time to block access to or from their premises
- 4.6 The Synagogue will not be responsible for cloakroom facilities/duties. The Synagogue will not be held responsible for any loss or damage to any items left on the premises or held by any representatives of the Synagogue. We hold the right to confiscate any electrical or battery operated equipment including mobile telephones and cameras brought on to the Synagogue premises.

Entry

- 5.1 The Hirer is responsible for ensuring that the public (as distinct from personal friends, where the Hirer is an organisation, members of that organisation and their personal friends) are not admitted to the Premises, and this shall be made clear in all announcements regarding the Event.
- 5.2 No person shall be allowed to enter any part of the Building other than the Premises and those parts which provide access thereto and have been designated as such by the Synagogue to the Hirer

Intoxicating liquors

6. The Hirer shall not nor shall anyone on his behalf or by his permission nor shall any person whatsoever sell excisable liquors from the Premises . Intoxicating liquors may be consumed only at weddings, Bar/Batmitzvahs, engagement parties and the like, and in no other circumstances and in any event in the foregoing permitted circumstances the Hirer shall be responsible for obtaining such licenses and giving relevant notices as may be needed for the supply of intoxicating liquors and comply with the same and shall produce a copy of such to the Synagogue no later than one week before the Event

Gaming Betting and Lotteries

7. The Hirer shall ensure that nothing is done on or in relation to the Premises in contravention of the law relating to gaming betting and lotteries and in any event the Hirer will be responsible for ensuring that no gambling or games of chance of any description are played. Only games for which a prize, other than in money is given shall be permitted subject to the foregoing

Copyright and Performances

- 8.1 The Hirer must comply with all conditions and stipulations of any licence that may be granted under the

provisions of the Licencing Act 2003 public entertainments licence/stage play licence or any licence for any form of regulated entertainment for the Premises (so far as the same may be relevant to the Event) (if any) and (a copy of any such may be inspected on application to the Synagogue) and in the absence of such then where such shall be required for the Event the Hirer will be responsible for obtaining all requisite licenses and complying with the same and shall produce a copy of such to the Synagogue not later than one week before the Event

- 8.2 In the use of the Premises the Hirer is not to infringe any copyright or allow any copyright to be infringed
- 8.3 The Hirer is not to grant broadcasting or filming rights without the consent of the Synagogue provided cameras may be brought to and used inside the Premises for private (but not commercial) purposes provided no nuisance or annoyance is occasioned
- 8.4 Where the Synagogue is licensed to cover the performance of musical and dramatic works the Hirer shall comply with the conditions of the license (a copy of which may be inspected on application to the Synagogue) and in particular shall permit the licensor by to have the free right of entry in and upon the Premises during all times of public performance
- 8.5 Where a Hirer proposes to use any copyright work then the Hirer shall first obtain the consent of the owner of the copyright respecting its performance and provide evidence of such consent to the Synagogue not less than seven days before the Event (including the production of any licence permitting such performance) and pay all composers authors publishers and other fees or royalties which may be payable in respect of the same provided that in the event that the licence is not be produced as required by this clause the Synagogue reserve the right to cancel the event without notice
- 8.6 No film or video may be exhibited which is, in the opinion of the Synagogue, likely to be injurious to morality, or to encourage, incite to crime or lead to disorder, or to be in any way offensive to the public feeling, or which contains any offensive representation of persons or which is likely to bring the Synagogue into disrepute. The Hirer shall inform the Synagogue no later than seven days prior to the Event of the name and short description of any film to be exhibited and in the event of an objection being conveyed to the Hirer such film shall not be exhibited

Dances

9. The Hirer must take steps to ensure that the following regulations are observed when the Premises or any part thereof are available to be used for a dance:
- (a) No person shall be allowed on the dance floor unless wearing appropriate shoes
 - (b) Persons must not loiter on the entrance steps to the building or outside the hired area
 - (c) Persons must not in any circumstances dance in the corridors
 - (d) Responsible persons must be appointed to act as stewards during dances to see that the foregoing regulations are strictly observed

Public Safety Compliance and Fire Precautions

- 10.1 The Hirer is responsible for ensuring that the maximum number of people for the Premises is not exceeded. Numbers exceeding the predetermined limits may result in either the people over the amount not being allowed into the Premises or the Event being terminated. If this occurs the Synagogue and the United Synagogue will not be liable for any loss, consequential loss or inconvenience howsoever caused
- 10.2 The Hirer shall prior to the Event locate the fire equipment in the Premises and shall take all steps to

ensure that the Hirer can operate the same in the case of emergency shall locate the escape routes in the Premises and shall check that all fire exits are unlocked and panic bolts in good working order that all escape routes are and for the duration of the Event are kept free of obstruction and can be safely used and that any fire doors are not wedged open

- 10.3 There shall, in addition to the Hirer be the minimum number as may be specified from time to time by the Synagogue and otherwise not being less than the number required by law competent attendants on duty on the Premises to assist people entering and leaving, none of who shall be less than 18 years of age. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the fire brigade and evacuation procedure
- 10.4 All means of exit from the Premises must be kept free from obstruction and immediately available for instant free public exit all means of working of fire fighting and extinguishing apparatus and appliances must be kept free from obstruction
- 10.5 The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Synagogue
- 10.6 The Hirer shall at all times comply with and observe the requirements of the Synagogue and security staff in respect of all security aspects affecting the premises and instructions given by them. The Hirer shall pay for the cost of provision incurred by the Synagogue for security and this amount shall be paid on the day of the event.

Statutory requirements and regulations

- 11.1 The Hirer shall comply with all provisions conditions and regulations made in respect of the Premises and of any function by any local statutory or other competent authority and (notwithstanding the foregoing and without limiting the effect of such) including the requirements of the Disability Discrimination Act 1995 superceeded by the Equalities Act 2010.
- 11.2 The Hirer shall observe and comply with the provisions and requirements of every enactment so far as they relate to or affect the Premises
- 11.3 Notwithstanding any of the foregoing and for the avoidance of doubt the Hirer shall comply with the the terms of any licence or permission held in respect of the Premises and in the absence of such obtain all requisite licences and give all requisite notices in respect of any activities to be carried out in or as part of the event including (but without limitation) any such in respect of the sale of intoxicating liquors or any form of entertainment and further shall comply with all such and produce copies of the same to the Synagogue no later than one week before the Event and also in compliance with any and every enactment.

Catering Health and Hygiene

- 12.1 Only caterers on the approved list of the London Beth Din Kashrut Division may be engaged to cater refreshments to be served at any function held on the Premises
- 12.2 Under no circumstances will any food (and for the avoidance of doubt no Kosher “home made” food) of any description be allowed onto the Premises other than permitted under Standard Condition 12.1 above
- 12.3 The Hirer shall if preparing serving or selling food observe all relevant food health and hygiene legislation and regulations

- 12.4 At all times the event is to be subject and bound by the Halachic Authority of the Chief Rabbi
Electrical Appliance Safety
- 13.1 No lighting heating power or other electrical fittings or appliances in the Premises are to be altered moved or in any interfered with
- 13.2 No additional lighting heating power or other electrical fittings or appliances are to be installed or used without prior consent of the Synagogue
- 13.3 Any stage lighting equipment must not be operated by any persons other than properly qualified electricians and all such equipment shall be previously approved by the Synagogue
- 13.4 The Hirer shall ensure that any electrical appliances brought by him or his agents to the Premises and used there shall be safe and in good working order, used in a safe manner by competent persons and subject to PAT tests
- 13.5 Only the servants of the Synagogue shall operate electric switchgear or other apparatus or persons duly authorised by them

Alterations

- 14.1 No bolts nails tacks screws or other objects shall be driven into any part of the Premises.
- 14.2 No wax or powder or liquids are to be placed on the floor.
- 14.3 Any piano or other sensitive apparatus must not be moved by the Hirer but only by the servants of the Synagogue

Accidents and Dangerous Occurrences

- 15.1 The Hirer must report all accidents whether they involve injury or not to the public to the Synagogue within 24 hours in writing. Any failure of equipment either that belonging to the hall or brought in by the Hirer must also be reported in writing and as soon as possible.
- 15.2 First aid cover and security is the responsibility of the Hirer and Hirer shall provide adequate security measures for the Premises and any function held.

Animals

16. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Premises, and no animals whatsoever are to enter any kitchen at any time

Cancellation

17. If the Hirer wishes to cancel the booking before the date of the Event then this is subject to the Cancellation Policy of the Synagogue details of which appear in the Schedule to these Conditions

Unfit for Use

- 18 The Synagogue makes no warranty that the Premises is legally or physically fit for any purpose nor undertakes that the Premises are or will become or remain fit for the purpose to which the Hirer puts or intends to put them or that the Premises are or will remain in good repair and undertakes no liability for the state and condition of the Premises at the start of or during the Event nor that the same comply with any requirements of the Disability Discrimination Act 1995 as superceeded by the Equalities Act 2010.

Damage

19. The Hirer shall pay for and indemnify the Synagogue for the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises or any

goods chattels apparatus or appliances of the Synagogue or of any person or persons which may occur during the Event as a result of the hiring of the Premises

Security Deposit

20. The Security Deposit is security towards the performance of the Hirer's obligations and liabilities hereunder including without prejudice to the generality of the foregoing as a fund for payment of any outstanding account or the cost of breakages or cleaning and the Hirer agrees that the said sum may be applied in the payment of any sums payable by the Hirer hereunder

Complaints

21. Any complaint regarding any of the arrangements connected with a hiring must be made in writing to the Administrator within 24 hours (not including Sabbaths or Festivals) of the cause of such complaint arising

Cancellation of Hire in breach of the terms of the Agreement

22. If the Hirer shall breach any of the provisions of this Agreement the Synagogue may (but without prejudice to any of its rights in respect of any such breach) cancel the hire of the Premises by the Hirer without incurring any liability to the Hirer for the return of any fee or otherwise

Exclusion and Limitation of Liability

23.1 The Synagogue will not be liable for any loss due to any breakdown of machinery failure or supply of electricity leakage of water government restriction inevitable accident which may cause the Premises to be temporarily closed or the hire to be interrupted or cancelled

23.2 In the event of the Premises or any part or any access thereto being rendered unfit for use by any cause including without limitation breakdown of machinery failure or supply of electricity leakage of water strikes lock out government or local authority restriction inevitable accident which may cause the Premises to be temporarily closed or the hire to be interrupted or cancelled then the Synagogue shall not be liable to the Hirer for any resulting loss or damage whatsoever and shall return the Hiring Fee and any Security Deposit

23.3 The Synagogue will not be liable for the death of or injury to any person attending the Building or any damage or loss suffered by the same nor damage or loss to their property or for any losses claims demands actions proceedings damages costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by this Agreement caused by any reason including (but without prejudice to the foregoing) any act or default of any employee or servant of the Synagogue the state and condition of the Building (including any defect therein)

23.4 The Synagogue will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind bought into or left at the Premises either by the Hirer for his own purposes or by any other person or left or deposited with any officer or employee of the Synagogue

23.5 The Hirer will indemnify and keep indemnified the Synagogue against all such liabilities losses claims demands actions proceedings damages costs and expenses as mentioned in this Condition 23

Indemnity

24. The Hirer will indemnify and keep indemnified the Synagogue from and against all penalties losses costs claims demands and expenses arising howsoever from any breach or non-performance or non-observance

of the obligations and agreements on the part of the Hirer contained in this Agreement

Insurances

- 25.1 The Hirer to keep on foot all proper and usual insurances effected with a reputable insurance company or with underwriters at Lloyds for all liability of the Synagogue the United Synagogue and their officers servants and employees and the Hirer for loss or damage to the Hirer's goods and those of its servants invitees or licensees or other visitors to the Building and for injury loss or damage of the Hirer its servants invitees or licensees or other visitors attending the Building.
- 25.2 Where the Hirer being a private individual has a household insurance policy they shall ensure the policy covers them against the aforesaid risks however should the policy not provide such cover then the Hirer is strongly recommended to effect a separate policy of insurance specifically for this purpose.
- 25.3 Where the hall is hired for or on behalf of a group or organisation then they must effect a policy against the aforesaid risks in such sum as shall provide full cover for any such liability and produce to the Synagogue not less than seven days prior to the Event the policy of insurance and a receipt for the current amount of premium payable in respect thereof.

The Schedule

Cancellation Policy:

1. The Deposit shall not be refunded
2. The balance or the proportion specified below of the Hiring Fee (after the Deposit) shall be refunded or where payment had not then be made (as the case may be) shall not be payable in the following circumstances where written notice of cancellation is given by the Hirer to the Synagogue:
 - (a) Where written notice of cancellation is given not less than six months prior to the Event the balance of the Hiring Fee shall be refunded or shall not be payable (as the case may be)
 - (b) Where written notice of cancellation is given not less than three months prior to the Event the one half of the balance of the Hiring Fee shall be refunded or shall not be payable (as the case may be) and upon such notice of cancellation the balance of the Hiring Fee shall be paid by the Hirer

Policy & Procedure:
Use of Kitchens at United Synagogues



Policy:

The United Synagogue recognises its obligations to comply with the requirements of:

- Food Safety & Hygiene (England) Regulations 2013;
- The General Food Regulations 2004;
- Health & Safety at Work Act 1974 and its associated Regulations;
- Health Act 2006

The UK is currently in transition from EU Regulations 852 & 853 / 2004 relating to the hygiene of foodstuffs, requiring food “business establishments” to register their operation with their local authority and to date, these regulations remain unchanged. There are very few exemptions in the need to register.

The United Synagogue further recognises its obligations to demonstrate, where applicable and as far as is reasonably practicable, that it must show that food prepared for consumption as part of its activities, is safe to eat.

Good management of all food handling, preparation, cooking and its serving and distribution is crucial. Every synagogue / community council must appoint a person to be responsible for its kitchen and food hygiene operations. The appointed person must be able to undertake relevant training to display competence and confidence in management and compliance.

The kitchen must have physical separations between equipment, materials and the people involved in raw food handling and those handling cooked food. The kitchen must be provided with colour coded equipment (boards, knives, cloths etc) which must be kept in their own area. Red kitchen equipment for raw meat.

- Blue kitchen equipment for raw fish.
- Yellow kitchen equipment for cooked meats.
- Green kitchen equipment for salads and fruits.
- Brown kitchen equipment for vegetables.

This equipment must be stored separately.

Colour coded temperature probes or infra red thermometers to test temperatures of meat, fish and prepared foods must also be made available to check for correct temperatures and kept and used within their own areas:

There must be safe flow around work areas to prevent trips, slips and falls and to mitigate splashing of food detritus including vegetable waste. Kitchen staff and volunteers must wear closed toe preferably non-slip footwear.

There must be a good general knowledge and an understanding of potential allergens which may be contained within prepared or made items. An allergen chart should be displayed in the kitchen for reference. Suppliers must provide a list of ingredients within their products.

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Policy & Procedure: **Use of Kitchens at United Synagogues**



Ready to eat food must display potential allergens on labeling. The “Purple Label” system is recommended.

A food management system must be in place and it is understood that the completion of the Food Standards Agency - Safer Food Better Business pack at all sites and for some specific operations e.g. ready to eat food distribution, fulfils the organisation’s obligation to undertake a written Hazard Analysis and Critical Control Point (HACCP).

The Safer Food Better Business (SFBB) pack is available free at

<https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb>

this needs to be completed for each site. Email abrayam@theus.org.uk for help.

Procedure:

Duty Holders – have responsibility to ensure:

- Hygiene standards within the kitchen are kept to the highest standard.
- Kitchens are left in a clean and fit state both before and after use.
- Food and other products are received and used within date.
- That food held in the fridge and freezer are date marked and disposed of when out of date. No left-overs are to be kept in the fridge after an event.
- Fridge and freezer temperatures are kept within working tolerances and checks are recorded.
- Any accidents, incidents or faulty equipment must be recorded in the Management Diary section at the back of the SFBB pack. Personal injuries or accidents must be reported to the Synagogue Administrator and entered in the site Accident Book.

Duty Holders must ensure that all individuals handling food have been trained to at least Level 2 Food Safety in Catering. Ideally one person, supervising should have a qualification Level 3. The following disciplines are adhered to:

Suppliers – In addition to ensuring Kashrut licence:

- ✓ Only use suppliers with good FSA ratings – see the Food Standards Agency website [Search for ratings | Food Standards Agency](#) and search for a business by name or by postcode.
- ✓ Receipt – check products are within date
- ✓ Receipt – check products are at correct temperature and have been delivered direct from source.
- ✓ No food is to be left outside.
- ✓ A record must be kept of businesses who donate food of any nature.

Cross-Contamination:

- ✓ In addition to the laws of Kashrut follow the guidelines set out in the SFBB pack.
Some examples of cross-contamination -

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Policy & Procedure: Use of Kitchens at United Synagogues



- ✘ The spread of bacteria around your kitchen, from food to surfaces and from surfaces to food.
- ✘ Touching raw meats then handling vegetables or other ready-to-eat foods without washing hands between tasks.
- ✘ Using a food soiled apron or towel to wipe your hands between handling different foods.
- ✘ Failing to change gloves between handling different foods.
- ✘ Duty holders, managers and individuals must ensure they do not return to work within 48 hours of recovering from a stomach bug. If you have a stomach bug, you could be infectious to others – people working in a kitchen could pass on the infection by handling food.

Note: You're most infectious from when the symptoms start until 2 days after they've passed. Stay off work until the symptoms have stopped for 2 days.

Cleaning:

- ✓ Ensure all food handlers wash their hands.
- ✓ Ensure all food handlers wear a disposable gloves and disposable aprons to protect food and clothing and where appropriate cover their hair.
- ✓ Ensure the kitchen cleaning regime shown in the SFBB pack is maintained.
- ✓ Ensure all spills are mopped up immediately.
- ✓ Ensure kitchen is thoroughly cleaned both before and after use. All surfaces to be cleaned with disinfectant contact spray conforming to BSEN 1276 or BSEN 13697.

Chilling – follow the guidelines within the SFBB pack and:

Fridges -

- ✓ Ensure fridge temperatures are set to around 5 °C and **not** register warmer than 8 °C
- ✓ Do not rely on the fridge display and check daily before and after each session. Use an in-fridge thermometer or infra-red surface thermometer.
- ✓ Record the temperature on a chart that's kept on the fridge door. Keep these for your records.
- ✓ Throw away out of date items or leftovers.

Freezers -

- ✓ Ensure freezer temperatures are kept at -18°C and nor colder than -24 °C.
- ✓ Do not rely on the freezer display and check before use with a thermometer or infra-red surface thermometer.
- ✓ Record the temperature on a chart that's kept on the freezer door. Keep these for your records.
- ✓ Always mark the date of freezing.
- ✓ Throw away out of date items.
- ✓ Never freeze items which have been opened or left out.

Cooking - follow the guidelines within the SFBB pack and:

- ✓ Ensure all food is cooked through (or reheated) to at least 75 °C - use a probe to check.
- ✓ When serving or hot-holding food temperatures should not be less than 63 °C.

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Policy & Procedure: Use of Kitchens at United Synagogues

- ✓ There are permissible methods of taking temperatures on Shabbat and Yom Tov.
- ✓ Use your SFBB pack for visual ways to ensure food is cooked correctly.
- ✓ Keep a fly screen in place across doors.

Cooling –

- ✓ Cooling cooked food that is not going to be eaten straight away must be done as quickly as possible before refrigeration.
- ✓ Chilling slowly encourages growth of bacteria.
- ✓ Ideally food should be cooled to 8°C in about 90 minutes before refrigeration.
- ✓ Follow the guidelines within the SFBB pack for tips to do this.
- ✓ Always cover prepared food if laid out on surfaces prior to refrigeration.
- ✓ Keep doors and windows closed when cooling to avoid risk of insects or pests entering the kitchen.
- ✓ If available, keep a fly screen in place across doors.

Distribution:

- ✓ Ready to eat food must be packed and prepared for delivery in thermal / freezer bags.
- ✓ Frozen blocks must be packed in the base and top of the thermal / freezer bag.
- ✓ The thermal / freezer bags must be designated for one delivery point only and loaded into the delivering vehicle.
- ✓ All drivers must be instructed to deliver to their final delivery points without diversion or delay.
- ✓ Where appropriate all recipients of ready to eat food must be given instructions on storage and reheating / preparation.

Management & Diary:

- ✓ Things to keep a note of –
 - temperature checks;
 - maintenance records;
 - test certificate etc
 - breakdowns and failings;
 - training records:
- ✓ Ensure all issues are reported to the Synagogue Administrator or Duty Holder.

Equipment –

- ✓ Ensure **all** equipment is in good working order, fit for purpose and safe to use.
- ✓ Report all faults and failings to the Synagogue Administrator and / or Duty Holder.
- ✓ Effectively remove any faulty equipment to prevent continued usage.
- ✓ If the item cannot be repaired effectively then dispose of it in an appropriate way.
- ✓ Where possible knives and other sharp kitchen equipment should be locked away when not in use.

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Policy & Procedure:
Use of Kitchens at United Synagogues



In general terms Synagogue kitchens are used primarily as indicated below:

Kitchen User:	Type of Event:	Activity:
<p>Employees Local management Volunteers.</p> <p>Duty Holder e.g. Administrator / Caretaker</p>	<p>Tea breaks Meetings</p>	<p>Provision of food prepared for own consumption e.g. tea; coffee; biscuits; cake etc.</p>
<p>Members & volunteers e.g.</p> <ul style="list-style-type: none"> • Ladies guild • Kiddush rota • Synagogue / community groups and committees etc. <p>Duty Holder e.g. Committee Chair Duty Supervisor Nominated Person / Caretaker</p>	<p>Kiddush (Shabbat & Yom Tov) Receptions Meetings Lectures Presentations</p>	<p>Provision of food for consumption by members of the Synagogue, their visitors and guests, involving:</p> <ul style="list-style-type: none"> • Receiving, storing, laying-out and serving, bought-in, <u>cold</u>, pre-prepared, packaged food. • Receiving, storing, laying-out and serving purchased pre-prepared, pre-cooked food for re-heating food e.g. Cholent and Kugel. This activity falls under the CCFP definition where “complex food safety controls are required” and where “a degree of organisation would be involved”.
<p>Welfare -Employees & volunteers e.g.</p> <ul style="list-style-type: none"> • US central and local Welfare • Synagogue / community groups and committees etc. <p>Duty Holder e.g. Group manager Local manager Duty Supervisor Nominated Person</p>	<p>Preparing and Cooking ready made food for distribution by volunteers.</p>	<p>Provision of ready made food (RMF) to welfare cases. Cooking at various Synagogue kitchens. Cooling and preparing RMF ready for consumption. Transporting to central distribution locations. Refrigerating. Bagging with other products and allocating deliveries to consumers. Loading volunteer vehicles. Volunteers to be instructed to go directly to delivery points.</p>
<p>Hall hirers or user groups – self-catering functions / events and may involve</p>	<p>Celebrations Receptions Meetings</p>	<p>Provision and preparation of food by the organisers for consumption by participants</p>

Policy & Procedure:
Use of Kitchens at United Synagogues



Kitchen User:	Type of Event:	Activity:
temporary food handlers / servers: <ul style="list-style-type: none"> • Private hire • Synagogue group • Outside group / organisation Duty Holder e.g. Event Organiser Committee Chair Nominated Person / Caretaker	Lectures Presentations Social activities	of the event or the user group and their visitors and guests.
Hall hirers or user groups - involving contracted caterer and staff for functions / events; <ul style="list-style-type: none"> • Private hire • Synagogue group • Outside group / organisation Duty Holder e.g. Event Organiser / Caterer Committee Chair Nominated Person / Caretaker	Celebrations Receptions Meetings Lectures Presentations Social activities	Provision and preparation of food arranged by the organisers through a third party caterer for consumption by participants of the event or the user group and their visitors and guests.

Confirmation:

I confirm receipt of the above and that I have read and will comply with the Policy & Procedures to the best of my ability:

Signed:	Print Name:	Date:
Organisation:	Event:	

For the Synagogue:

Signed:	Print Name:	Date:
Synagogue:		

Duty Holders

Property

Fact Sheet



Site:

Date:

Name:

Signed:

Frequency	Description:	Testing / Assessment			Notes
		Duty Holder	Next Test Due Date	Done Y / N	
01: Weekly	Weekly Fire Alarm Test	Local			Record in a log. Keep in Fire File
02: Monthly	Emergency Lighting	Local			Record in a log. Keep in Fire File
03: 6 Month Quartey for Mikvah:	Weekly Run Taps & Flush. 6 Monthly Water Hygiene Testing	Local Centre			Keep log sheet (Local) Centre to schedule.
04: Annual	Fire Extinguishers / Signage	Local & Centre			Local: Check all are in correct positions.
05: Annual	Portable Appliance Testing (PAT)	Centre			Centre to schedule.
06: Annual	Gas Safety Check. Boiler / Cooker maintenance.	Centre			Centre to schedule.
07: Annual	Lightning Conductor	Centre			Centre to schedule. Local to action.
08: Annual Review	General Risk Assessment	Centre & Local			Centre to schedule. Local to action.
09: Annual Review	Fire Risk Assessment	Centre & Local			Centre to schedule. Local to action.
10: Annual Review	VDU (DSE) Workstation Assessments	Centre & Local			Centre to schedule. Local to action.
11: Annual Review	Disability Access Assessment	Local			Local Action
12: Annual – Ins Co*.	Lifts and Other Engineering	Centre & Ins Co			Centre to schedule. Local to action.
13: Annual – Ins Co.	Boiler & Pressure Equipment Tests	Centre & Ins Co			Centre to schedule. Local to action.
14: Five Yearly	Fixed Electrical Wiring Checks	Centre & Local			Centre to schedule. Local to action.
15: Annual Review	Asbestos Condition Annual Review	Centre & Local			Centre to schedule. Local to action.

*Ins Co. = Insurance Company

Apart from Synagogue Services and other <u>regular</u> bookings the number of functions scheduled to take place over the next 6 weeks are: -				
No. of people:	more than 100	more than 250	more than 500	more than 1000
No. of functions:				

Signed..... Administrator / Deputy:

Date:

Form to be completed weekly by the Administrator or their Deputy and held on file for 3 years:
File to be made available during H&S inspections.

V.4 Jun 2022

United Synagogue - General H&S Risk Assessment

Location / Activities Assessment

Date: 14 January 2021		Assessed by: Andrew Brayam		Location / Description: GENERIC – Manual Handling				Assessment No: 1005			
								Review Date: January 2023 or earlier if significant changes			
Ref:	What has the potential to cause harm (hazard)?	Who or what may be affected?	Record any preventative and protective measures already in place and / or recommend actions.	S	L	R	Priority	What further action could be taken to remove or reduce risk? Responsible Person to sign-off.	Revised Risk		
									S	L	R

Manual Handling: Many tasks undertaken by United Synagogue employees and volunteers involve some form of physical manual handling including lifting, pulling, pushing and carrying a range of objects.

The use of poor techniques to move an object is the most common cause of injury. Injuries to the back, shoulders, neck, hands, arms and feet frequently result from moving heavy or awkward loads, operating in a restricted space, carrying loads up and down stairs and awkward movements such as reaching, stooping and twisting.

Injuries often occur when individuals overestimate their abilities or are reluctant to ask for help.

In general most manual handling injuries can be avoided by planning the task properly in advance and adopting correct techniques.

The hazards shown below are common tasks at many United Synagogue locations. Specific issues like Sukka decorating, marquee erection or one-off maintenance work must be assessed at local level as required.

001	Common activities: - <ul style="list-style-type: none"> • Receiving and despatching deliveries; • Stacking or un-stacking tables & chairs; • Lifting stacked tables & chairs up or down from above head height; • Unstable or over-stacking; • Carrying out activities with an obstructed view; • Carrying down or up stairs. • Dragging or pulling stacks of tables & chairs; • Repetitive movements, including bending & stretching; 	Caretakers; Cleaners; Contractors Members; Other Site Staff; Trainees; Temporary Labour; Visitors; Volunteers; Youth;	Always assess the load to be moved; Check weight and the individuals capabilities; Wherever possible use mechanical means to move items e.g. a suitable / appropriate trolley; Check passage is clear and not obstructed and space is not confined; Keep a straight back, bend from	4	3	12	H	The simple steps described to the left will help to prevent injuries caused by manual handling, See also Safe Working Practices – Manual Handling.	3	2	6
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Key:	S = Severity	L = Likelihood	R = Residual Risk Rating
	5 – Fatality	5 – Certain	1 – 4 Low Priority. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	5-10 Medium Priority. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	11–25 High Priority. Urgent action required. Further resources may be needed.
	2 – Minor Injury (treatment off site)	2 – May happen	
	1 – Minor Injury (treatment on-site)	1 - Unlikely	

United Synagogue - General H&S Risk Assessment

Location / Activities Assessment

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									S	L	R

	<ul style="list-style-type: none"> Over lifting & Over stretching; Not wearing suitable clothing / footwear; Twisting or bending whilst moving an item; Unstable footing; <p>If correct leafing techniques are not adopted all of the activity / tasks / hazards above have the potential to cause or lead to: -</p> <p><i>Physical Injuries</i></p> <ul style="list-style-type: none"> Musculoskeletal disorders (MSD); Upper limb disorders (ULD); Repetitive strain injuries (RSI); Strains and sprains; Slips trips and falls; Injuries from falling objects; Trapped hands or feet: <p><i>Damage to property</i></p> <ul style="list-style-type: none"> Dropping items of product or equipment; Collapse of stacked cartons, product or equipment: 		<p>the knees not the waist. Get a good grip and use your legs to lift.</p> <p>Never bend, twist or stretch whilst lifting or carrying:</p> <p>Ask for help if needed. If a team lift is required agree signals / instructions in advance;</p> <p>Ensure that clothing is suitable. Loose garments can become snagged. Sensible shoes will provide a better grip and may prevent a foot injury:</p> <p>Wear gloves to improve grip and protect hands:</p> <p>Where prolonged physical activity is taking place take recovery breaks and drink fluids:</p>								
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General H&S Risk Assessment

Location / Activities Assessment

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									S	L	R
001											
002											
003											
004											
005											

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			<i>Page 1</i>

Monthly Water Temperature Testing Log – Hot / Cold



Keep COLD below 20 °C

Keep HOT between 50 °C and 60 °C

<u>Position:</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Average Temp °C												



Eyesight Test Form

For Spectacles for DSE (Display Screen Equipment)
Users or Operators

Reimbursement of eyesight tests is available for employees who are users of DSE, (as defined above). Employees requiring such tests should speak to their HR Partner and the H&S Department.

The cost of the eyesight test will be reimbursed at standard rates. The cost of basic lenses and frames will be reimbursed to those employees found to need corrective lenses specifically for DSE use. Reimbursement will be issued via the expenses procedure, and only on production of receipts and the completed opticians form.

For Employee to Complete:

Employee Name:

Department:

Employee Signature:

Date:

For Optician to Complete:

I confirm that I have examined the above patient's eyes and recommend the following:

- | | |
|--|-----|
| 1) Spectacles have not been prescribed. | [] |
| 2) Spectacles are prescribed, solely for DSE use. | [] |
| 3) Spectacles are prescribed, but not for DSE use. | [] |
| 4) Current spectacles suitable for DSE use. | [] |

Optician Signature & Stamp:

Date:

For United Synagogue to Complete: (tick all that apply)

I authorise the above named employee to receive the sum of £_____ to cover the cost of an eye sight Test. []

I authorise the above named employee to receive the sum of £_____ to contribute to the cost of prescribed spectacles, solely for DSE use. []

Line Manager Signature:

Date:

Posture (DSE)

If you have any queries about this, please contact either the H&S Safety Manager – Andrew Brayam: abrayam@theus.org.uk, 020 8343 6229, or the H&S Administrator, 020 8343 6204.

This should be used in conjunction with:

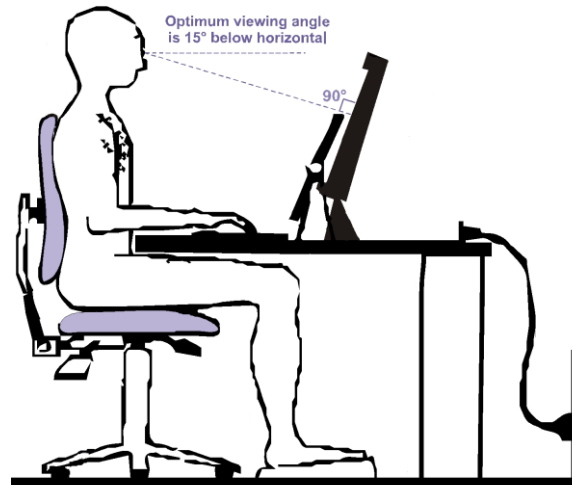
- Eyesight Test Form;
- Seating; and,
- Workstation Checklist.

Posture

Lengthen spine into natural position, keep head held over shoulders, in line with back and hips.

Chair

Adjust seat height so hips are slightly higher than knees. Hips and knees should be at approximately 90°.



Desk Height

Forearms should be parallel to the floor. Feet should be flat on the floor, without too much pressure on back of legs. If desk too low, raise. If desk too high, use foot rest.

Screen

Should be at arm's length, finger tips should be able to touch screen whilst maintain neutral posture. Eyes should be level with the top of the screen, whilst screen tilted upwards slightly (approximately 15°). Screen should be positioned at 90° to light courses to avoid glare and reflections.

Mouse and Keyboard

Should be positioned in line with user and screen. Should be level with one another. User should be able to use both pieces of equipment freely whilst maintaining neutral position. Be careful not to rest arms or wrists whilst using equipment, to avoid stress on pressure on joints.

Telephone

Ideally should be placed on opposite side to stronger hand (e.g. left-hand side for right-handed people; right-hand side for left-handed people). Avoid cradling handset between ear and shoulder.

Space

Ensure that sufficient and clear spaces to work. All equipment and papers should be accessible whilst maintaining neutral position.

Movement

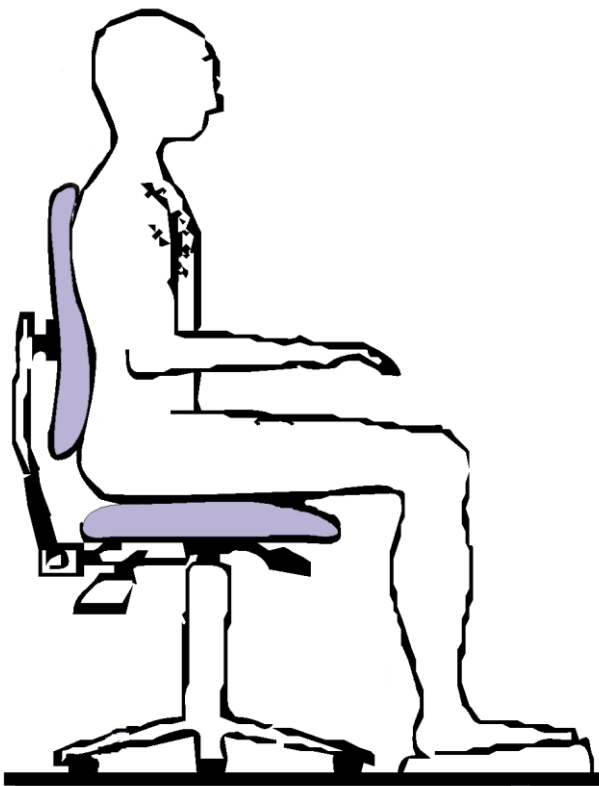
Change position frequently, stretch and move. Take regular breaks from DSE; no more than fifty minutes working at screen in one session.

Seating

If you have any queries about this, please contact either the H&S Safety Manager – Andrew Brayam: abrayam@theus.org.uk, 020 8343 6229, or the H&S Administrator, 020 8343 6204.

This should be used in conjunction with:

- Eyesight Test Form;
- Posture (DSE); and,
- Workstation Checklist.



Spinal Column

Extended spine, weight evenly distributed, shoulder back, head held over shoulder shoulders, in line with back and hips.

Breathing

Unrestricted, using diaphragm and upper part of chest.

Lower Abdomen

Not compressed.

Movement

Freedom of movement.

Muscles

Less strain on back.



Workstation Checklist

Display Screen Equipment (DSE)

If you have any queries about this, please contact either the H&S Safety Manager – Andrew Brayam: abravam@theus.org.uk, 020 8343 6229, or the H&S Administrator, 020 8343 6204.

This should be used in conjunction with:

- Eyesight Test Form;
- Posture (DSE); and,
- Seating.

User Name:

Workstation Location:

Date of Assessment:

ASSESSMENT

Risk Factor	Y/N	Things to consider	Action required
1. Furniture			
1.1 Is the chair suitable? Is the chair stable? Does the chair have a working: <ul style="list-style-type: none">▪ Seat back height and tilt adjustment?▪ Seat height adjustment?▪ Swivel mechanism?▪ Castors or glides?		<i>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</i>	No action required.
1.2 Are forearms horizontal and eyes at roughly the same height as the top of the VDU?		<i>Adjust the chair height to get the user's arms in the right position, and then adjust the VDU height, if necessary.</i>	No action required.
1.3 Are the feet flat on the floor, without too much pressure from the seat on the back of the legs?		<i>If not, a foot-rest may be needed.</i>	No action required.
1.4 Is the small of the back supported by the chairs backrest?		<i>The user should have a straight back, supported by the chair, with relaxed shoulders.</i>	No action required.

Risk Factor	Y/N	Things to consider	Action required
1.5 Is the chair adjusted correctly?		<p><i>The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working.</i></p> <p><i>The arms of the chair can stop users getting close enough to use the equipment comfortably. Move any obstructions from under the desk.</i></p>	No action required.
1.6 Is the work space large enough for all the necessary equipment, papers, etc?		<p><i>Create more room by moving printers, reference materials, etc. elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible arrangement.</i></p>	No action required.
1.7 Are surfaces free from glare and reflections?		<p><i>Consider mats or blotters to reduce reflections and glare.</i></p>	No action required.
1.8 Can the user comfortably reach all the equipment and papers they need to use (without over-reaching, twisting or stretching)?		<p><i>Rearrange equipment, papers, etc. to bring frequently used things within easy reach.</i></p> <p><i>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</i></p>	No action required.
1.9 Is there support for the device user's wrist and forearm?		<p><i>Support can be gained from, for example, the desk surface or arm of chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.</i></p>	No action required.

Risk Factor	Y/N	Things to consider	Action required
2. Equipment			
2.1 Are the characters clear and readable?		<i>Make sure that the screen is clean and that cleaning materials are available. Check that the text and background colours work well together.</i>	No action required.
2.2 Is the text size comfortable to read?		<i>Software settings may need adjusting to change text size.</i>	No action required.
2.3 Is the image stable i.e. free of flicker?		<i>Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems persist, have the set up checked by the equipment supplier.</i>	No action required.
2.4 Is the screen specification suitable for the intended use?		<i>For example, intensive graphic work or work requiring fine attention to details may require large display screens.</i>	No action required.
2.5 Is the brightness and/or contrast adjustable?		<i>Separate adjustment controls are not essential provided the user can read the screen easily at all times.</i>	No action required.
2.6 Does the screen tilt?		<i>Tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if:</i> <ul style="list-style-type: none"> ▪ <i>Tilt is absent or unsatisfactory, or;</i> ▪ <i>Work is intensive, and/or;</i> ▪ <i>The user has problems getting the screen into a comfortable position.</i> 	No action required.

Risk Factor	Y/N	Things to consider	Action required
2.7 Is the screen free from glare and reflections?		<p><i>A mirror placed in front of the screen will check where reflections are coming from. You might need to move the screen or desk and/or shield the screen from the source of reflections</i></p> <p><i>Screens that use dark characters on a light background are less prone to glare and reflections.</i></p>	No action required.
2.8 Is the keyboard separate from the screen?		<p><i>This is a requirement, unless the task makes it impracticable, e.g. where there is a need to use portable equipment. However for use at a workstation consider the use of a docking station and external keyboard (and mouse).</i></p>	No action required.
2.9 Is it possible for the user to find a comfortable keying position?		<p><i>Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Some keyboard users may find a wrist-rest useful.</i></p>	No action required.
2.10 Does the user have a good keying technique?		<p><i>Training can be used to prevent:</i></p> <ul style="list-style-type: none"> ▪ <i>Hands bent up at wrist</i> ▪ <i>Hitting hard too hard</i> ▪ <i>Overstretching the fingers</i> 	No action required.
2.11 Are the characters on the keys easily readable?		<p><i>Keyboards should be kept clean, if despite this the characters are not readable then replace the keyboard. Use a keyboard with a matt finish to reduce glare and/or reflection.</i></p>	No action required.

Risk Factor	Y/N	Things to consider	Action required
2.12 Is the device suitable for the task it is used for?		<p><i>Is the user having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks and available in a variety of shapes and sizes.</i></p> <p><i>For some people devices such a touch screens or pens may be better for some tasks.</i></p>	No action required.
2.13 Is the device positioned close to the user?		<p><i>Most devices are best placed as close as possible, e.g. right beside the keyboard.</i></p> <p><i>Training may be needed to:</i></p> <ul style="list-style-type: none"> ▪ <i>Prevent arm overreaching;</i> ▪ <i>Tell users not to leave their hand on the device when it is not being used;</i> ▪ <i>Encourage a relaxed arm and straight wrist.</i> 	No action required.
2.14 Does the device work smoothly at a speed that suits the user?		<p><i>See if cleaning is required (e.g. of mouse ball and rollers). Check the surface is suitable. A mouse may be needed.</i></p>	No action required.
2.15 Can the user easily adjust software settings for speed and accuracy of the pointer?		<p><i>Users may need training in how to adjust device settings.</i></p>	No action required.
2.16 Can you use the telephone comfortably?		<p><i>Avoid cradling the telephone between the neck and the shoulder. If using the phone for long periods use a headset.</i></p>	No action required.

Risk Factor	Y/N	Things to consider	Action required
3. Software			
3 Is the software suitable for the task?		<p><i>Software should help the user carry out the task, minimise stress and be user-friendly.</i></p> <p><i>Check users have had appropriate training in using the software.</i></p> <p><i>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</i></p>	No action required.
4. Environment			
4.1 Is there enough room to change position and vary movement?		<p><i>Space is needed to move, stretch and fidget.</i></p> <p><i>Consider reorganising the office layout and check for obstructions. Cables should be tidy and not present a trip or snag hazard.</i></p>	No action required.
4.2 Is the lighting suitable, i.e. not too bright or too dim to work comfortably?		<p><i>Users should be able to control light levels. For example, by adjusting window blinds or light switches.</i></p> <p><i>Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or others surfaces).</i></p>	No action required.
4.3 Does the air feel comfortable?		<p><i>VDUs and other equipment may dry the air.</i></p> <p><i>Circulate the air if possible.</i></p> <p><i>Plants may help.</i></p> <p><i>Consider a humidifier if discomfort is severe.</i></p>	No action required.

Risk Factor	Y/N	Things to consider	Action required
4.4 Are levels of heat comfortable?		<i>Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?</i>	No action required.
4.5 Are levels of noise comfortable?		<i>Consider moving sources of noise, e.g. printers, away from the user. If not, consider sound proofing.</i>	No action required.
5. Other			
5.1 How much time is spent using the display screen equipment?	hrs	<i>Long spells of work without a change in activity will increase the risk. Adverse symptoms may develop even if the work environment and other conditions are good.</i>	No action required.
5.2 Do you have any aches, pains or discomfort while using the display screen equipment?		<i>Any muscular pain or discomfort should be reported to either a GP or Occupational Health provider.</i>	No action required.
5.3 Have you been informed of your entitlement to request an eye examination?		<i>A free eye examination. If necessary spectacles should be provided.</i>	No action required.
5.4 Ask if the checklist has covered all the problems they may have working with their VDU.		<i>Remember the checklist only covers the workstation and work environment. Make sure that risks from other aspects of the work are identified and controlled e.g. by giving users health and safety training and providing for breaks or changes of activity.</i>	No action required.
5.5 Asked if they have experienced any discomfort or other symptoms which they attribute to working with their VDU.		<i>Refer to Occupational Health.</i>	No action required.

Notes

Large empty rectangular box for notes.

User signature:

Date:



Roof Void Space Access Procedure

Sample Only

Access to the roof void space above the Hall and Synagogue for maintenance of lighting and chandeliers is a potentially hazardous activity and the following safety controls must be ensured.

1. General:

- 1.1. Always report to the office to gain authorisation prior to entering either space.
- 1.2. Advise the administrator of the nature of the work to be conducted.
- 1.3. Read and confirm your understanding of this procedure by signing and dating.
- 1.4. Always ensure you have a mobile phone available and if not request the use of one of the site's two-way radios.
- 1.5. Remain in communication with the office at agreed intervals throughout the activity.
- 1.6. Agree the time duration for the works and if the task over-runs ensure that you communicate this to the office.

2. Hall

- 2.1. Access to the roof void space above the Hall is required to conduct maintenance works to the recessed ceiling lighting.
- 2.2. Access to the roof space above the Hall is gained by the fixed vertical ladders located at either side of the stage.
 - To the right of the stage via the locked storage room at the rear of the kitchen.
 - To the left of the stage via the locked storage area adjacent to the accessible WC.
- 2.3. Light switches are located on either side at the ladder head.
- 2.4. Once in the roof void a space you must not cross from side to side.
- 2.5. A handrail has been provided to the walkway and a crash deck has recently been installed to prevent a fall from the walkway whilst working on the recessed lighting.
- 2.6. Please note that whilst the crash deck is capable of supporting the weight of an individual, it has not been designed for use as a walkway or standing area. Its sole purpose is to prevent a fall from the walkway whilst conducting maintenance to the recessed lighting. Signage has been appropriately placed giving this information.
- 2.7. Please report to the administrator or caretakers if you notice that any of the working or access lighting requires changing.
- 2.8. On completion of works please switch off the lights.
- 2.9. Please also report any defects to the safety system provided.
- 2.10. The chandelier lighting in the Hall should be maintained from the floor below with the use of a mini-access tower.

3. Synagogue

- 3.1. Access to the roof void space above the Synagogue is required to conduct maintenance works to the recessed ceiling lighting and for the purpose of winding down the chandeliers so that they can be worked on from below.
- 3.2. Access to the void space above the Synagogue is gained from a hatch above the choir gallery. The hatch cover on the A41 side is false and cannot be opened.
- 3.3. An extending hooked pole and two fall-arrest harnesses (stored in satchels) have been provided and are located on the gallery.
- 3.4. The pole must be hooked through the eyelet in the hatch above. Pulling the latch will release the hatch.
- 3.5. After opening the hatch the extending pole can be used to pull down the ladder.
- 3.6. The access ladder is counter-balanced and cannot drop down under its own weight. The pole can be adjusted for ease of use.
- 3.7. Pull the ladder down until both feet are securely placed on the floor.
- 3.8. Prior to ascending the ladder it is compulsory for a fall arrest harness to be worn.
- 3.9. The ladder is provided with a safety cable and karabiner which must be affixed to the fall arrest harness prior to ascending the ladder.
- 3.10. Once at the top of the ladder and standing on the landing platform the line may be unhooked and lowered for the use of another person.

- 3.11. The landing has been provided with a handrail.
- 3.12. Unhook the safety harness before you proceed and ensure that the karabiner remains available for your descent.
- 3.13. It is now possible to cross from one side to the other via the walkway provided.
- 3.14. A handrail has been provided to the walkway and a crash deck has recently been installed to prevent a fall from the walkway, whilst working in the void space and on the recessed lighting.
- 3.15. Please note that whilst the crash deck is capable of supporting the weight of an individual, it has not been designed for use as a walkway or standing area. Its sole purpose is to prevent a fall from the walkway whilst leaning down to conduct maintenance to the recessed lighting. Signage has been appropriately placed giving this information.
- 3.16. Access to the chandelier winding equipment can be obtained via the walkways which have now been provided with handrails. Care must be taken when using the winding gear to keep three points of contact i.e. both feet on the walkway and one hand on the rail.
- 3.17. Please also report any defects to the safety system provided and advise the administrator or caretakers if you notice that any of the working or access lights need to be changed, or if there are any defects in the walkway, the handrail, the crash deck or the winding gear, and similarly report any malfunctions with the ladder or the safety cable.
- 3.18. On completion of work and final descent of the ladder, ensure that you harness- up and attach to the safety line. Turn off the lights on the way down.
- 3.19. The last person down must leave the karabiner secured around the bottom rail for the next person to use safely.
- 3.20. Using the pole, raise the ladder gently until it clicks into place at the top and close the hatch way carefully behind you.
- 3.21. Stow the pole and safety harnesses in their designated places so that they are available for the next user.

On completion of any of the above activities report to the administrator that your task has concluded and that you are safely out of the area.

Please complete:-

Nature of Works:		Expected Duration:	
Contractor:	In House:	Agree to communicate every 15 / 30 / 60 mins	
Administrator Sign:	Print Name:	Date:	
		Start Time:	End Time:
Sign:	Print Name:	Date:	
		Start Time:	End Time: