

Liverpool Chinese Gospel Church
利物浦華人福音教會

HEALTH & SAFETY POLICY

健康衛生與安全政策

Last reviewed: March 2019

Next review date: March 2022

上一次檢討日期: 2017 年 9 月

下一次檢討日期: 2022 年 3 月

1. GENERAL STATEMENT OF POLICY

政策內容

The health and safety policy of the Liverpool Chinese Gospel Church , so far as it is reasonably practical, is to provide and maintain a healthy and safe environment throughout the church building and grounds for all who use them. This policy covers properties at 11 Great George Square, Liverpool L1 5DY and 140 Earle Road, Liverpool L7 6HH.

利物浦華人福音教會的「健康衛生與安全政策」到目前為止是合理可行的，它的目的在於向所有使用教會大樓和地面的人員提供和維持一個健康安全的環境。此政策適用於以下兩座建築物：11 Great George Square, Liverpool L1 5DY and 140 Earle Road, Liverpool L7 6HH

The allocation of duties for safety matters and the particular arrangements we will make to implement the policy are set out below.

我們為了施行政策所做的針對安全問題和特殊安排的任務分配如下：

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed annually and any appropriate changes made. Employees, voluntary helpers and all interested parties will be consulted on a regular basis in order to seek their views on health and safety matters.

政策將會持續更新，尤其是在對大樓或者活動的安排有任何改變的時候。為確保這一點，我們每一年都會回顧政策本身以及其施行方法，並且做出合適的調整。我們會定期諮詢雇員，志願者和所有有關方面，以尋求他們對健康衛生和安全問題的看法。

2. ORGANISATION AND RESPONSIBILITIES

組織及責任

	Department	Person
Overall and final responsibility for health and safety 對健康衛生與安全的總體和最終責任	Trustees Board (TB) 信託委員會	TB Chairperson 信託委會主席
General responsibility of implementation of LCGC's H&S policy 施行教會「健康衛生與安全政策」的一般責任	Management Team (MT) 管理組	MT Chairperson 管理組主席
H&S Officer who has the responsibility for day-to-day implementation of the arrangements outlined in this policy 負責日常執行政策安排的 H&S 辦公人員	Management Team 管理組	Church Administrator 教會行政員
Responsibility for regular review and updating of H&S policy 對 H&S 政策進行定期回顧和更新的責任	Trustees Board (TB) 信託委員會	TB Chairperson 信託委會主席
Church leaders and leaders of groups or ministries who use the church building should read this policy and note the points pertinent to their group's activities. 使用教會大樓的教會領袖、小組或事工的帶領者應該閱讀這一政策，並且注意與其小組活動相關的事項。		
All employees and voluntary helpers have a responsibility to co-operate in the implementation of this H&S policy and to take reasonable care of themselves and others while on church business or premises. 所有雇員和志願者都有責任協作施行這一 H&S 政策，並且在教會事務中給予自身及他人合理的照顧。		

3. ARRANGEMENTS

安排

- 3.1 Accidents and First Aid
意外事故和急救
- 3.2 Child Protection
兒童保護
- 3.3 Fire Safety and Evacuation Policy
防火與疏散政策
- 3.4 Food Safety and Kitchen Hygiene
食物安全和廚房衛生
- 3.5 Building Inspection and Maintenance
大樓的檢查和保養
- 3.6 Security
保安
- 3.7 Electrical Safety
用電安全
- 3.8 Gas Equipment Safety
燃氣設備安全
- 3.9 Water
水
- 3.10 Hazardous Substance
有害物品
- 3.11 Use of Building by lone workers, small groups, private and public groups
單獨工作人員、一般小組、私人和公眾團體對教會大樓的使用
- 3.12 Risk Assessment
風險評估

3.1 ACCIDENTS AND FIRST AID

意外事故與急救

The **Accident Book** is located on the filing cabinet outside the first floor Nursery (Great George Square property), ground floor kitchen drawer (Earle Road property). All accidents and work-related ill health must be recorded in the Accident Book.

「意外事故記錄簿」置於二樓嬰兒室外面 (Great George Square Property 建築物) 的文檔櫃中或於 一樓廚房櫃子的抽屜裡 (Earle Road 建築物)。所有事故以及與工作相關的身體不適都必須在記錄在「意外事故記錄簿」中。

First Aid Boxes are located in the following areas:

Great George Square Property 建築物:

Ground Floor - Main hall, Kitchen
First Floor - Outside Nursery, Nursery
Second Floor - Hallway between Room 2 and 3 and cupboard in Room 4.

急救箱位于下面幾個區域:

一樓 - 大堂、廚房
二樓 - 嬰兒室外面、嬰兒室
三樓 - 房間 2 和房間 3 之間的走廊，房間 4 裡的儲物櫃

The First Aid Boxes will be checked every 6 months by the Child Protection Officer
急救箱會由兒童保護員每 6 個月檢查一次。

Extra supplies for First Aid Boxes are in the bottom drawer of the filing cabinet
outside the first floor Nursery.

急救箱的額外補給放於二樓嬰兒室外面文件櫃的底層抽屜中。

Earle Road Property 建築物:

Ground Floor 一樓 - Cupboard 櫃子

First Floor 二樓- Kitchen 廚房

The First Aid Boxes will be checked every 6 months by the Earle Road Committee
Chairperson

急救箱會由活水中心委員會主席每 6 個月檢查一次。

First Aiders with valid First Aid certification (Names displayed on Church Notice
Board)

持有有效的急救證書的急救人員 (名字顯示在通知板)

Any obstruction or objects that poses an accident/injury risk (e.g. risk of falling,
slipping, tripping) should be removed, stored or clearly marked (e.g. use of warning
signs) to minimise the risk. Please refer to section 3.12 for risk assessment. It is the
responsibility of all church users to identify and prevent accidents when and where
possible.

任何會引發意外事故/受傷風險（例如摔倒，滑倒，絆倒的風險）的障礙或者物體應該被移除，儲藏，或者清晰地標明（例如使用警告標牌），以減低意外事故發生的風險。請參照 3.12 節來進行風險評估。識別和防止可能發生的意外事故是所有教會使用者的責任。

The reporting of accidents is a legal requirement. LCGC has 2 forms for reporting of accidents and incidents.

對意外事故的呈報是一個法例上的合理要求。教會有兩份表格用來填報任何意外事故和事件。

Relevant forms:

相關的表格:

Accident and Incident Form

Responding to Abuse Form

意外事故和事件報告表

對虐待行為的報告表

Relevant policy:

相關的政策:

Child Protection Practice Guidelines

Fire Safety and Evacuation Policy

兒童保護實踐指南

防火與疏散政策

3.2 CHILD PROTECTION

兒童保護

Parents are expected to supervise their own children at all times except when directly under the supervision of a designated group leader.

父母應該在任何時間照看自己的孩子，除非孩子在指定的小組帶領人的直接照看之下。

When a child is under the supervision of a designated group leader, the Safeguarding policy will need to be adhered to.

當孩子在指定的小組帶領人的照看之下時，兒童維護政策必須被遵行。

It is regularly reviewed by the Trustees and Child Protection Officer. The latest edition is displayed on the notice board in first floor corridor.

這些將被「信託會委員和兒童保護員」定期檢查回顧。最新的版本會在二樓走廊的佈告板上展示出來。

Relevant policy:

相關的政策:

Safeguarding Policy

兒童維護政策

Relevant forms:

相關的表格:

Accident and Incident Form

Responding to Abuse Form

General Consent Form

意外事故和事件報告表

對虐待行為的報告表

同意書

3.3 FIRE SAFETY POLICY AND EVACUATION PROCEDURE

The Church has a Fire Safety and Evacuation Policy which is reviewed on a regular basis.

防火和疏散程序

教會有一個定期審核的防火和疏散政策。

Fire Risk Assessment:

A fire risk assessment will be checked annually.

火災風險評估:

火災風險評估會每年檢討一次。

Fire Exits:

It is the responsibility of all staff and voluntary helpers to ensure that exits from building are not obstructed.

安全出口:

確保大樓出口不被堵塞是所有工作人員和志願工作者的責任。

When the building is in use, all fire exit doors must be easily opened from the inside, and when kept ajar for ease of access, closed as soon as possible afterwards.

當大樓在使用中時，所有安全出口必須能夠很容易從內部打開，並且為了進入方便而保持的微開狀態要盡快恢復到關閉狀態。

Relevant policy:

相關的政策:

Fire Policy

Safeguarding Policy

防火和疏散政策

兒童維護政策

3.4 KITCHEN SAFETY & FOOD HYGIENE

A risk assessment specifically related to the kitchen will be conducted annually by the H&S officer.

食物安全和廚房衛生

針對廚房的風險評估將會由 H&S 工作人員每年進行一次。

All employees and voluntary helpers must observe the following:

所有僱員和志願者必須遵守下面的規定：

- General standards of hygiene should be observed.
需要遵守一般的衛生標準。
- Work surfaces should be cleaned before and after the preparation of food.
工作桌表面要在準備食物之前和之後進行清潔。
- All crockery and cutlery should be washed thoroughly after use.
所有餐具和廚具在使用後要徹底清潔。
- Take extra care when handling boiling/hot water.
處理開水/熱水時要特別小心。
- Any spills should be cleaned up immediately to avoid slips and falls.
任何潑灑出的東西要立即清理以防滑跌。
- Visually check electrical equipment before use.
使用電器之前先進行肉眼檢查。

All preparation of food must be supervised by person(s) who hold a valid Food Safety and Hygiene Certificate.

所有食物的準備要由至少一名持有有效「食物安全和衛生證書」的人員進行監督。

3.5 BUILDING INSPECTION AND MAINTENANCE

大樓的檢查和保養

The building will be regularly inspected, any defects noted and procedures put in hand for repairs by the H&S officer.

大樓將由 H&S 工作人員定期檢查，指出缺陷，並且準備好維修程序。

Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

當有必要時可以採取臨時措施來確保沒有事故或者傷害的風險，直到永久維修的完成。

The building will be checked for the provision of adequate safety and secondary glazing.

大樓將被檢查是否提供足夠的安全性和加固第二重額外玻璃。

Contractors

承包商

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

任何非教會雇員或志願者而進入教會建築物以開展維修工作為目的的人都會被視為承包商。

All contractors, including the self-employed must:

所有承包商，包括自僱者，必須：

- a. have appropriate public and employers' liability insurance in place and to have their own health and safety policy (where appropriate).

持有合適的公共和僱主責任保險，並執行其自己的健康和 safety 政策（如適用者）。

- b. comply with all the requirements of the Church's Health and Safety Policy and Guidelines and to cooperate with the church officials in providing a safe work environment.

需依從教會的「健康衛生和安全政策」和指南的所有要求，並且與教會的工作人員合作提供一個安全的工作環境。

Work at High Levels

高空作業

Work at a high level is occasionally carried out at LCGC in the following areas:

高空作業偶爾會在教會的以下事務中發生：

- a) changing light bulbs
更換電燈泡
- b) putting up and taking down decorations for festivals e.g. Christmas.
放置和取下節日慶典（例如聖誕節）用的裝飾。
- c) occasional work outside e.g. cleaning gutters.
偶爾的室外工作，例如清理排水渠設備。

When ladders are used for these jobs, or any others, the following standards and procedures must be observed:

當工作中需要使用梯子時，必須遵守下面的標準和程序：

- a) All ladders must meet the approved British or European standards.
所有的梯子必須符合英國或者歐洲標準。
- b) Before use all ladders should be checked visually for any sign of damage.
使用前必須目測檢查梯子是否有損壞的跡象。
- c) Ladders must always be positioned securely.
梯子必須保持安放於安穩位置。
- d) Ladders should only be used by competent people who are completely confident about their use.
梯子應該祇由有能力並且自信可以使用梯子的人來使用。
- e) Two people must always be present when ladders are being used.
使用梯子的時候必須至少兩個人在場。
- f) Ladders will be checked for defects every six months by the H&S Officer.
梯子會由 H&S 工作人員每六個月檢查一次。

Slips, Trips and Falls (Condition of floors, steps and paths)

滑倒，絆倒和摔倒（地板，樓梯和通道的狀況）

Regular inspections will be made of all floors and stairs in the church and adjoining rooms, and forecourt area by the H&S officer. Any defects will be reported and repairs carried out.

對教會建築內所有地板，樓梯，連接的房間和前院區域的例行的檢查將會由 H&S 工作人員執行。任何缺陷將會被報告並被修繕。

3.6 SECURITY

保安

- All three doors of Great George Square property (one facing Great George Square, two facing car park) should be locked and the alarm set when the building is vacated. All three doors of Earle Road property (two facing Earle Road, one at the side entrance with shutter) should be locked and the alarm set when the building is vacated
位於 Great George Square 建築物的所有三扇門（一個面對 Great George Square，兩個面對停車處）應該被鎖上，並且應該在大樓無人看管時開啟警報系統。位於 Earle Road 建築物的所有三扇門（兩扇面對 Earle Road, 另一扇位於旁門連卷閘）應該被鎖上，並且應該在大樓無人看管時開啟警報系統。
- The Chairperson of the Management Team should be notified as soon as possible in the event of any problems encountered with the alarm system.
在警報系統遇到任何問題的情況下應該盡快通知管理組的主席。

- Keys should not have labels which associate them with LCGC, e.g. do not label ‘Liverpool Chinese Gospel Church’ or LCGC.
不應該在教會鑰匙上附上任何與教會相關的標貼，例如不要標記“利物浦華人福音教會”或者“LCGC”。
- Key-holders should not lend their keys to anyone other than approved key users.
鑰匙的持有者不應該把鑰匙借給沒有被授權使用鑰匙的人。
- A list of all key-holders is kept by the Church Administrator.
「教會行政幹事」存有一份所有鑰匙持有人的名單。
- The intruder alarm will be serviced regularly.
警報系統維持定期保養。

3.7 ELECTRICAL SAFETY

用電安全

- a. PAT tests are carried out on ALL portable electrical equipment every 3 years. A competent (as per 2005 legislation) electrician will be needed to carry out any repairs.
所有的便攜式電器設備每三年會進行一次 PAT 測試。需要一個合格電器技師（2005 年的相關規定）進行任何的修理。
- b. The lightning conductor, electrical wiring and fixed electrical system will be inspected and tested by a competent specialist firm annually.
避雷針，電氣線路和固定式電器系統將由一個專業且稱職的公司每年進行檢查和測試。
- c. Emergency lighting system shall be tested and maintained annually including battery replacement following manufacturer’s recommendations.
緊急供電系統的測試和維修，包括電池更換，將按照生產商的建議進行。
- d. Once a year the H&S Officer will check plugs, sockets and cables of all electrical equipment to ensure there are no loose connections, worn flexes or trailing cables. Any repairs will need to be reported to MT for action.
H&S 辦公人員將每年一次檢查插頭，插座和所有電氣設備的電線，以確保沒有鬆脫的连接，磨損或纏繞的電線。任何維修將報告給 MT 以便跟進行動。
- e. All employees and voluntary workers must observe the following:
所有僱員和志願者必須遵守以下條例：
 - i. Visually check all electrical equipment before use.
在使用任何電氣設備之前目測是否安全。

- ii. Report all faults immediately to the Health and Safety Officer and label equipment 'Faulty - Do Not Use'.
立即向 H&S 辦公人員報告任何故障，並且在設備上標記“故障-請勿使用”。
- iii. Do not attempt to use or repair faulty equipment.
不要試圖使用或維修任何有故障的設備。
- iv. Electrical equipment should be switched off and disconnected when not in use for long periods.
電器設備在長期不使用時應該處於關閉和切離電源的狀態。
- v. Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.
鬆散電線務需加以固定和適當保護，讓它們不會造成絆倒或機件損毀。

3.8 GAS EQUIPMENT SAFETY

燃氣設備安全

Our gas boilers and other gas equipment is maintained and checked annually by a competent CORGI registered gas installer.

我們的燃氣鍋爐等燃氣設備每年由一個合格的 CORGI 註明氣體安裝員維修檢查。

Any necessary work required for safety is implemented immediately.

為安全所需要的任何工作會立即執行。

Only CORGI qualified engineers may carry out gas work in the Church.

祇有 CORGI 認證的合格工程師才可以在教會內執行有關燃氣的工作。

3.9 WATER

水

The location of the stopcock is currently unknown (Great George Square Property).

自來水開關掣的位置目前還不知道 (Great George Square 建築物)。The stopcock is located within the gas metre cupboard in the ground floor kitchen area (Earle Road Property) 自來水開關掣的位置是在與一樓廚房的氣體儀表櫃裡(Earle Road 建築物)。

3.10 HAZARDOUS SUBSTANCES

有害物品

- a. Where at all possible, the use of hazardous substances should be limited or eliminated. Where this is not possible, hazardous substances should be locked away and only used by persons with the appropriate experience. Personal protective equipment should be used where appropriate.
在可能的情况下，有害物质的使用应该被限制或取消。如果不可能，有害物质应该被锁起来，并只能由具有相关经验的人使用。个人防护装备在相关适当时使用。
- b. Chemicals to be used only as directed.
化学物品只在有指示的时候使用。
- c. Chemicals must not be stored in unmarked containers
化学物品不得存放在未标识的容器中。
- d. Substances marked as hazardous (e.g. irritant, flammable, harmful, toxic) will be kept in closed cupboards out of the reach of small children. Most are cleaning materials and are kept in the cleaner's cupboard on ground floor.
标记为危险（例如刺激性，易燃的，有害，有毒物质）的物品将被保存在放在儿童接触不到的封闭的柜子里。这些物品的大部分是清洁物料并保存在地下的清洁橱柜里。
- f. Instructions regarding the use of all hazardous substances must be followed.
关于使用所有有害物质指令必须被遵循。

3.11 USE OF THE BUILDING BY LONE WORKERS, SMALL GROUPS & PUBLIC GROUPS

單獨工作人員，一般小組，私人和公眾團體對建築物的使用

For lone workers and small groups:

單獨工作人員和一般小組

- At least one person on duty will need to be a key-holder who is trained in the use of the security alarm.
值班的人中需要至少有一個人是鑰匙持有者，並且經過了使用警報系統的培訓。
- Ensure that no-one is left in the building, electrical appliances, gas appliances (gas stove safety logbook must be signed) and all lights are turned off, and then set the alarm.
確保沒有人留在大樓內，電器、燃氣用具（燃氣爐安全日誌必須簽名）以及所有的燈都關掉，然後開啟警報系統。

In addition:

加註：

Lone working

單獨工作

- Anyone in the building on their own should keep the front door locked.
任何獨自處於大樓中的人都應該將前門鎖上。
- It is recommended you have a mobile phone switched on and kept on your person.
建議你的手機保持開機，並且保持手機常在身邊。
- It is advisable to tell someone when you will be in the church, and let them know when you have left the building.
較為明智的做法是告訴別人你何時會在教會大樓，並讓他們知道當你何時離開大樓。

Opening to the public

向公眾開放

- If the building is open to the public, a minimum of 2 people should be on duty (3 allows one person to take a break).
如果教會是向公眾開放，最少應該有兩個人值班（三個人可以讓一人輪休）。
- At least one person should be close to the main doors at all times to welcome visitors and monitor them entering and leaving the building.
至少有一人應靠近大門，隨時歡迎進訪者和觀察他們進出大樓。
- At least one person should have a mobile phone switched on and kept on their person.
至少有一人應在手邊有移動電話並且保持在開機狀態。
- Be vigilant for theft of items from the church and personal possessions.
警惕教會和個人財物被盜。

Relevant policy:

相關政策:

Use of Church Facilities and Equipment policy

教會設施和設備的使用政策

3.12 RISK ASSESSMENT

風險評估

A risk assessment is a careful examination of what, within our church buildings, could cause harm to people, so that we can weigh up whether we have taken enough precautions or should do more to prevent harm.

風險評估是對我們教會建築物中可能對人造成傷害的事物的小心檢查，這樣我們可以衡量是否我們已經採取了足夠的預防措施，還是應該做更多來防止危害。

Risk assessments will be carried out in the following manner:

風險評估將以下面的方式進行:

- a) by walking round the building in order to make a visual inspection of the areas to

be examined and any equipment which is used, keeping in mind the activities which take place in the church.

通過在大樓的周圍走動來對需要檢查的區域和使用中的設備進行目測，同時記住教會中進行的活動。

- b) by consultation with employees, voluntary helpers and any other interested persons.

通過向員工，志願者和任何其他有關人員諮詢。

Risk assessment will be undertaken by:

風險評估將由下面的人員進行：

The H&S Officer, accompanied by such other persons as are considered appropriate.

H&S 辦工人員，並由其他被認為是合適的人員陪同。

Action:

行動：

- a) The findings of the risk assessment will be reported to the Management Team and Board of Trustees.
風險評估的結果將報告給管理組和信託委員會。
- b) Action to remove/control risks will be approved by the Management Team and Board of Trustees.
為了消除/控制風險而採取的行動將由管理組和信託委員會進行批准。
- c) The Management Team and Board of Trustees will be responsible for ensuring that the action required is implemented.
管理組和信託委員會將負責確保所需要的行動被實行。
- d) The Health and Safety Officer will check that the implemented actions have removed/reduced the risks.
健康衛生和安全人員將檢查實施的行動是否已消除/減少風險。
- e) A review date will be set after each risk assessment.
每次風險評估以後將設置下一次的檢討日期。

End-