

This document to be permanently on display in the main hall

**Health & Safety at Work Act 1974**

**This is the Health & Safety Policy of:  
Hainworth Wood Community Centre**

**GENERAL STATEMENT OF POLICY**

Our statement of general policy is:

- ◆ to provide adequate control of the health and safety risks arising from our work activities;
- ◆ to consult with project users on matters affecting their health and safety;
- ◆ to provide and maintain safe plant and equipment;
- ◆ to ensure safe handling and use of substances;
- ◆ to provide information, instruction and supervision for volunteers;
- ◆ to ensure all volunteers are competent to do their tasks, and to give them adequate training;
- ◆ to prevent accidents and cases of work-related ill health;
- ◆ to maintain safe and healthy working conditions; and
- ◆ to review and revise this policy as necessary at regular intervals.

**RESPONSIBILITIES**

1. Overall and final responsibility for health and safety is that of the Management Committee, through their named H&S representative, Richard Wainhouse (health & safety representative).
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the H&S representative.
3. It is the responsibility of each project manager to make risk assessments of their own work and of that undertaken by volunteers.
4. All employees and tenants have a responsibility to ensure health and safety standards are maintained/improved in the workplace.
5. It is the responsibility of **ALL** occupants of the HWCC building

- to cooperate with those responsible for health and safety,
- to not interfere with anything provided to safeguard their health and safety,
- to take reasonable care of their own health and safety, and
- to report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **ACCIDENT/INJURY RECORD BOOK**

Hainworth Wood Community Centre have an Accident Record Book :  
This is kept in the kitchen with the first aid box

All staff/volunteers are required to register **any** accident or injury by completing an Accident Record Form and by advising the designated health and safety officer.

Any accident or dangerous occurrence may be the subject of investigations and reports by the H & S representative. In some cases it may be necessary to enlist the help of an outside authority. Statistical data arising out of the accident/injury analysis may be used for training of staff in future.

The H & S representative and the Management Committee is responsible for acting upon investigation of findings to prevent a recurrence of any serious incident.

### **RISK ASSESSMENTS**

1. Risk Assessment will be undertaken by the H & S representative for HWCC, and by any project manager whose work activities may affect other people.
2. The findings of the risk assessments will be reported to the Management Committee. The Management committee will approve action required to remove/control risks.
4. The H & S Representative will be responsible for ensuring the action required is implemented.
5. The Management Committee will check that the implemented actions have removed/reduced the risks.
6. Assessments will be reviewed every 12 months or when the work activity changes, whichever is the sooner.

Any user of HWCC may consult with a member of the Management Committee and Health & Safety representative at any time regarding any matter connected with health and safety in the workplace. All volunteers will be consulted directly on any matter of health and safety that concerns him/her at staff meetings or by memorandum.

### **SAFE PLANT AND EQUIPMENT**

All occupants of HWCC and employees/volunteers will be responsible for identifying any equipment requiring maintenance. The H & S representative and the Management Committee will be responsible for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented.

Any problems found with equipment should be reported to the Health & Safety Representative

All newly purchased equipment shall conform to health and safety standards, shall be marked with the 'CE' mark, and shall be accompanied by the relevant 'CE' documentation.

### **ELECTRICAL EQUIPMENT**

To meet the requirements of the “**Electricity at Work Regulations 1989**” and the “**Provision and use of Work Equipment Regulations 1992**”, all electrical appliances are inspected regularly under the relevant legislation, i.e. annually by a qualified and accredited electrician.

All employees/volunteers are responsible for visually inspecting each item of electrical equipment before use, for not using any electrical equipment that gives cause for concern, and for immediately reporting any such equipment to the Health & Safety representative

All users are reminded of their duty to report and cease the use of any suspected defective appliances.

Defective, or suspected defective, appliances or equipment will be removed from use until checked and, where appropriate, repaired.

All users must ensure that no extension lead, or the lead to any portable equipment, lies across any part of the building where it could be a hazard to any person in any way.

### **SAFE HANDLING AND USE OF SUBSTANCES**

In accordance with the “**COSHH Regulations 1995**”, the Health & Safety Officer will be responsible for ensuring that the exposure of users and volunteers to hazardous substances is adequately controlled.

Users/volunteers are reminded that, in the normal course of work at HWCC , the only hazardous substance used within the working environment will be cleaning materials such as bleach, and occasionally spray adhesives or toner powders. Such substances should always be kept in properly labelled containers, used in accordance with the manufacturers' instructions and securely stored when not in use. Individual Project Managers are responsible for ensuring that:

- 1) COSHH assessments are carried out annually or when circumstances change whichever is the sooner,
- 2) actions identified are implemented,
- 3) relevant employees/volunteers are informed about the COSHH assessments, and
- 4) new substances can be used safely before they are purchased.

### **FIRE SAFETY POLICY**

The Management Committee recognises that:

1. fire and smoke have the potential to cause severe injuries and fatalities, as well as cause great damage and loss to buildings and property,
2. there are legal requirements to meet under the **Fire Precautions Act 1971 (as amended)** and regulations made by this act,
3. HWCC has a duty of care to staff, service users, volunteers and visitors, and
4. controlling the hazard of fire will increase the effectiveness of the service we offer.

The Management Committee is committed to providing the necessary time and resources to ensure that:

1. HWCC have effective fire precautions, clear signage and adequate fire fighting equipment,
2. fire procedures are in place and are regularly practised (fire alarm test weekly, fire risk assessments annually and fire drills on an irregular basis),
3. suitable detection, alarm and emergency lighting systems are provided as required by the level of risk,
4. all systems and equipment relating to fire are regularly tested, and
5. suitable information, instructions and training are provided to meet the aims of this policy.

#### **FIRE INSTRUCTIONS AND DRILLS**

All persons at work in the building should be instructed and trained to ensure that they understand the fire precautions at the premises and the action to be taken in the event of fire.

The training should include all staff, volunteers, Management Committee members and, any person outside the organisation who is using space in the building. The needs of those with mobility and sensory impairment will be taken into account. We will provide direction and guidance for persons who are unfamiliar with the premises, e.g. contractors, visitors, members of the public, etc. All employees/volunteers and visitors to the building are required to sign in and out, thereby keeping a permanent record of people present at any one time.

Training should be based on written instructions but it is important that they are specific to individual premises. Reliance upon a standard instruction of a type used by many large organisations may not be satisfactory without modification to suit individual needs. The location of the evacuation point will also be carefully explained.

All instruction in fire procedures shall be given in a manner and/or language, which can be clearly understood by the recipient of the training.

#### **TRAINING**

The Health & Safety Law poster is displayed in a prominent in the hall.

Supervision of young workers/trainees will be arranged, undertaken and monitored by individual project managers, who are also responsible for ensuring that any employee working at locations under the control of other employers are given relevant health and safety information.

Induction training will be provided for all employees/volunteers by the Health & Safety representative and by individual project managers who will also provide job specific training. All Project Managers will keep, maintain and monitor training records. Project Managers are advised that, in law, volunteers who receive reimbursement of expenses, are deemed as employees under Health & Safety Law and must therefore be afforded full training. All induction/training shall also highlight HWCC' lone working and personal safety policies.

#### **FIRE CERTIFICATES:**

For premises coming under the Fire Precautions Act 1971 (as amended), the law requires that training in what to do in case of fire must be provided in the period between applying for a fire certificate and one being issued.

For premises with an existing fire certificate, requirements for staff training may be specified in the certificate.

#### **FIRE INSTRUCTION:**

Fire training should be given by a trained person to ensure that everyone at work is instructed, preferably at least twice, and in all cases at least once, in each period of 12 months. It is particularly important that the Health & Safety representative ensures that all newly appointed staff/volunteers are made aware of the means of escape and fire procedures at the commencement of their employment (i.e. as part of their induction).

Instruction and training shall provide for the following:

1. The action to be taken upon discovering a fire = **Sound the alarm at the nearest alarm point, or shout fire, evacuate the building closing ALL doors behind you and proceed to the assembly point specified on fire notices, leaving the building by any door.**
2. The action to be taken upon hearing a fire alarm = **Leave the building by the nearest exit, shutting all doors behind you, and proceed to the specified assembly point.**
3. Raising the alarm, including the location of the alarm call points and alarm indicator panel = **activate the nearest alarm, call the Fire Service from a safe telephone or your mobile.**
4. The correct method of calling the fire service = **by dialling 999 and asking for Fire Service. Do not attempt to use fire-fighting equipment until after you have raised the alarm and then only if it is safe to do so without endangering yourself or others.**
5. The location and use of appropriate fire equipment. All employees should make sure that they know the location of all fire extinguishers. **Do not use unless trained to do so.**
6. Knowledge of the method of operation of special escape door fastenings .
7. Appreciation of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm = **All internal doors are fire doors. Close all doors as you leave the building.**
8. Stopping machines and processes and isolating power supplies where appropriate, and only if safe to do so. **This should only be attempted by persons trained to do so.**

9. The operation of all escape doors ensuring that they function satisfactorily = **all building exit doors are checked twice daily.**
10. Evacuation of the building to an assembly point at a place of safety (where members of the public are present, this will include reassuring them and guiding and assisting them to exits, etc.).
11. A roll call procedure where this is appropriate = **The signing-in book will be used for roll call.**

#### **FIRE DRILLS**

Practice fire drill will be carried out at least once in every year simulating conditions in which one of the escape routes from the building is considered to be unavailable. During these drills, a member of staff who is told of a supposed outbreak will operate the fire alarm, and thereafter the fire routine will be rehearsed as fully as circumstances allow. Staff may be encouraged to use an unfamiliar exit route.

#### **LOG BOOK**

The training and instruction given will be recorded in a logbook. The following information may be included in such a record:

- (a) date of the instruction or exercise
- (b) duration
- (c) name of person giving the instruction
- (d) names of the persons receiving the instruction
- (e) the nature of the instruction, training or drill

#### **FIRE INSTRUCTION NOTICES:**

Printed notices are displayed in conspicuous positions in the buildings stating in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the alarm. These notices also include the location of the evacuation assembly point.

#### **TRAINING:**

The named Health & Safety Representative will recommend training as necessary and appropriate and the Management Committee will then decide who is required undertake training.

#### **CONTRACTORS & VISITORS**

It is the responsibility of each member of staff, and of each tenant, to ensure that his/her visitors are registered **in** and **out** of HWCC by using the Registration Book that is kept in hall.

#### **OFFICE SAFETY**

1. It is the responsibility of each member of staff/volunteer to maintain his/her working location in a tidy condition.
2. Waste paper and other materials are to be disposed of in an appropriate container.
3. Heavy objects such as computer hardware is not to be stored at a height or in a position whereby the manual handling of that object could be a hazard to any person in that location.
4. If a spillage of liquids, or a wet floor, is discovered, it should be made safe as quickly as possible and adequate warning given to any other user at the location of the hazard.
5. Nothing is to be placed either temporarily or permanently in any escape route from the building - stairs, landings, corridors and doorways must be kept clear at all times.
6. In no circumstances should staff divulge his/her own, or other officers', personal addresses or telephone numbers to clients or visitors.
7. When meeting clients in the office, staff should ensure that the layout of the meeting is such that they have safe and uninterrupted access to the door in an emergency.
8. A security alarm is provided in reception to summon assistance in an emergency.

#### **VISUAL DISPLAY UNITS**

All electrical equipment, including computer monitors, are PAT-tested by qualified electricians on a bi-annual basis

Staff must ensure that the workload is sufficiently varied to allow natural breaks from screen work, and that they understand the need for such breaks. HWCC will ensure that equipment is provided to reduce the risk of physical discomfiture caused by the use of computers and screens.

Staff are responsible for drawing the Health & Safety Officers attention to physical discomfiture caused by the use of computers and monitor screens. Following any such complaint, the Health & Safety Officer will carry out a reassessment of the workstation using the regional "workplace assessment form" to ensure compliance with the regulations. Should the discomfiture continue, the Occupational Health Advisor will be asked for further advice.

Authorised users computers will be eligible for free eyesight tests as set out in the regulations.

#### **FIRST AID**

The appointed officers are Trevor Parry & Richard Wainhouse

All first-aiders will share responsibility for:

- (a) ensuring that the first aid box is fully stocked in accordance with the regulations and that no medication of any nature is included.
- (b) ensuring that serious accidents/occurrences are reported directly to the HSE in accordance with the **"Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985"**.

#### **ALCOHOL**

Inappropriate use of alcohol impairs judgement and the ability to concentrate, which not only results in less efficient working, but constitutes a risk to the health and safety of both the staff member concerned and colleagues.

Staff are reminded that it is a disciplinary offence to be unfit for work at the place of work due to the consumption of alcohol.

#### **DRUGS**

- (a) The taking of illegal drugs is an offence and can affect a person's working ability. Any incident of this nature will call into effect the disciplinary procedure.
- (b) If taking prescribed drugs, it may affect your ability to work. Any staff member or volunteer will be advised to inform their line manager or supervisor of any potential problem in this area.
- (c) Medical conditions that may at times cause concern (e.g. allergies) should be notified to all concerned. However, anything of a confidential nature will be respected.

#### **SMOKING**

HWCC has operated a no-smoking policy having due care for the comfort and health of staff, tenants and visitors, for many years. From July 1<sup>st</sup>, 2007, it is illegal to smoke in a public place or in a place outside the building where others may require entry to the building.