

## **HEALTH AND SAFETY POLICY FOR THE VIABLES COMMUNITY ASSOCIATION**

Under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997 and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation, Viables Community Association recognises and accepts its health and safety duties to provide a safe and healthy working environment, so far as is reasonably practicable, for all its employees, volunteers, hirers and other members of the public.

### **POLICY OBJECTIVES**

The Association will take all reasonable practicable steps to meet its responsibilities, paying particular attention to the provision and maintenance of:

- a safe place of work and safe access to and egress from it.
- a healthy working environment.
- plant, equipment and systems of work that are safe.
- safe arrangements for the use, handling, storage and transport of articles and substances.
- sufficient information, instruction, training and supervision to enable all employees and volunteers to avoid hazards and contribute to their own safety and health at work.
- reasonable practical safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from the Association's activities.
- making suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Association arising out of or in connection with the Association's activities.
- making specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- providing information to other employers whose workers are on the Association's premises of any risks to which those workers may be exposed.

### **MANAGEMENT RESPONSIBILITIES**

The Chair of the Association is the Association's Health & Safety Officer and is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

### **EMPLOYEES/VOLUNTEERS' RESPONSIBILITIES**

It is the duty of all employees under Section 7 of the Health and Safety at Work Act to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions. Details of our full Personal Safety Policy are set out in Appendix A.

Every employee/volunteer MUST:

- take care of his/her safety whilst at work.
- take care for the health and safety of all members of the general public who may be affected by his/her actions or omissions, with particular consideration for the

needs of children and young persons and the elderly and infirm engaged in activities organised by the Association.

- comply with all safety instructions.
- co-operate with the Association to enable it to carry out its own responsibilities successfully.
- not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.
- report at the earliest opportunity injuries, accidents or dangerous occurrences at work including those involving the public and participants in activities organised by the Association.

## **HIRERS' RESPONSIBILITIES**

Every hirer MUST:

- take care of his/her safety during hire.
- in accordance with this policy and the Conditions of Hire, take care for the health and safety of all members of the general public who may be affected by his/her actions or omissions, with particular consideration for the needs of children and young persons and the elderly and infirm engaged in their activities.
- comply with all safety instructions.
- co-operate with the Association to enable it to carry out its own responsibilities successfully.
- not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.
- report at the earliest opportunity injuries, accidents or dangerous occurrences during hire in accordance with this policy and the Conditions of Hire.

## **POLICY FOR VISITORS AND CONTRACTORS**

On arrival all visitors should be directed to the appropriate member of staff or host user/hirer of the building. This person will take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange help in event of an accident.

### **Contractors working in the building**

Members of the public and employees should report any concerns relating to their own safety or suspected unsafe working practices by contractors to the Centre Manager or Caretaker who will investigate and liaise with the Viables Community Association.

## **FIRST AID AND ACCIDENT REPORTING**

### **First Aid**

There are no qualified First Aiders authorised by the Viables Community Association.

First Aid boxes are provided in the Main Kitchen and the Conference Room

## **Accidents**

Full details of our Accident & Incident policies and procedures are set out in Appendix B.

- In the event of any injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for ‘ambulance’.
- All accidents must be reported to the Centre Manager or another member of staff on duty immediately or as soon as practicable. The Centre Manager will in turn report all accidents to The Health and Safety Officer.
- All accidents must be entered in the accident book situated in the office.
- The procedures for ‘notifiable’ accidents as shown in Appendix B must be followed. The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Association’s Management Committee to consider the actions necessary to prevent a recurrence.

## **FIRE DRILLS AND EVACUATION**

### **Fire Drills**

All staff and hirers must know the fire procedures, position of fire appliances and escape routes.

The fire alarm points, fire exits and emergency lighting system will be tested by the appointed trustees each week and entered in the log book provided. The emergency lighting system is checked by BDBC.

The Health and Safety Officer shall arrange for fire drills and fire prevention checks to be carried out at least once every three months and entered in the logbook. The last person securing the premises shall ensure fire prevention close-down checks are made of all parts of the premises at the end of session. Full details of our locking and unlocking procedures are set out in Appendix C.

### **In the event of fire**

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all staff is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point for the whole building is the corner of the courtyard opposite the Barn.
- It is the responsibility of the hirer to ensure that in the event of fire all members of his/her group are accounted for at the Assembly Point.
- No one should leave the assembly point without the permission of a member of staff.
- If a fire occurs the Fire Brigade must be called immediately by dialling 999 and asking for ‘Fire’.
- When the Fire Brigade arrives, we will advise whether all persons are accounted for and the location of fire.

Full details of our fire safety procedures, risk assessments and test certificates are set out in a separate Fire File. Fire risk assessment forms part of Appendix (D).

## **In the case of a suspected gas leak:**

It is vital to make sure that you and those around you stay safe.

1. Don't smoke.
2. Don't light matches or cigarette lighters.
3. Don't turn light switches or anything electrical on **or** off.
4. Put out any naked flames such as candles.
5. Open all the doors and windows.
6. Evacuate the building, alerting others to do the same.
7. Alert the centre manager or any other responsible person (E.g. staff or Trustee) who will then contact the gas supplier.
8. Centre Manager or other responsible person - Turn the gas off at the meter/emergency control and leave it off until the escape has been repaired **IF** you can obtain access. This is located in the meter box to the left of the main entrance doors as you face the building. The key is in the office.
9. Report the gas escape on 0800 111 999

**The current gas supplier is Total Gas and Power**

**Our meter is 9157703103**

**Our postcode is RG22 4BJ**

A Carbon Monoxide alarm has been fitted in the vicinity of the boilers to alert us to any leaks.

## **BOMB WARNINGS**

If a warning is received, the recipient will try and find out from the caller:

- the approximate location of the bomb and likely time of detonation.
- whether the police and fire brigade have been notified.
- and try to RECORD EXACTLY WHAT IS SAID.

The Police will be notified immediately. THE FIRE ALARM WILL NOT BE SOUNDED but the building will be evacuated taking into consideration any information from the bomb warning.

- Assemble at the corner of the courtyard opposite the Barn
- It is the responsibility of the hirer to ensure that in the event of a bomb warning, all members of his/her group are accounted for at the Assembly Point.

## **THEATRICAL AND PUBLIC ENTERTAINMENT – LICENSED EVENTS**

When a theatrical or public entertainment event is held, all guidelines set out in this policy document will be adhered to so that all precautions can be taken to secure the safety of attendees. These have been outlined in other areas of this document but include:

- Carrying out event risk assessments
- Ensuring all exits are clear at all times
- Enabling smooth exits from the building by way of ensuring no cars are blocking or obstructing exits

- Providing cautions if lighting is to be used in a way that may lead to immediate ill-health (for instance, strobe-lighting for those with photo-sensitive epilepsy)
- Creating safe pathways for attendees to avoid any equipment that may be present and/or in use
- Staff/hirers using the projector and other equipment safely, according to the instruction documents

Emergency lights in the areas used must be kept illuminated.

## **FOOD HYGIENE**

When handling or preparing food, there are specific hygiene requirements:

- A person holding an in-date Food Hygiene Certificate will be present during all preparation or handling of food, unless the food is provided without charge for a private function.
- Regularly wash hands before and during food preparation but especially after using the toilet.
- Tell the Centre Manager of any skin, nose, throat or bowel problem. If the Centre Manager is not present details of the problem are to be entered into the Health and Safety Incident Book.
- Ensure cuts and sores are covered with blue waterproof dressings.
- Keep yourself clean and wear clean clothing.
- Do not smoke in a food room (it is illegal and unhygienic).
- Never cough or sneeze over food.
- Clean as you go. Keep all equipment and surfaces clean.
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C).
- Ensure waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after putting waste in it.
- Avoid handling food as much as possible.
- Tell the Centre Manager if you cannot follow the rules. If the Centre Manager is not present details of rules not followed are to be entered into the Health and Safety Incident Book.
- Advise the Centre Manager of any defects or concerns regarding the facilities eg: uncleanliness, refrigeration operation, cracked food preparation surfaces. If the Centre Manager is not present details of defects and concerns are to be entered into the Health and Safety Incident Book.

## **CLEANING MATERIALS, GENERAL MACHINERY AND HIGH RISK AREAS**

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of an employee/volunteer to report any loss of, or defect in, protective clothing or equipment.
- All hazardous materials should be locked in designated areas.

## **RISK ASSESSMENTS**

The Health and Safety Officer will carry out a safety tour and inspection of the building every six months and make a report to the following meeting of the Viables Community Association.

Viables Community Association will implement all necessary actions as a result of the tour, where reasonable and practicable. The tour will include inspection of the Accident Book and Office Log Book. (Risk Assessment Checklist Appendix D).

Hirers must conduct their own personal risk assessments by doing a visual check of the area they are using.

## **DISPLAY SCREEN EQUIPMENT**

In order to comply with Health and Safety Display Screen Equipment (DSE) Regulations 1992, Viables Community Association will:

- analyse workstations to assess and reduce risks;
- make sure controls are in place;
- provide information and training;
- provide eye and eyesight tests on request, and special spectacles if needed;
- review the assessment when the user or DSE changes.

All users of DSE will be required to:

- help spot the risks;
- make sure health and safety controls are practical;
- increase the level of commitment to working in a healthy way.

Please see Appendix F for further details on DSE users.

## **GENERAL**

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors, stairs and fire exits must not be blocked by furniture or equipment.
- Cars must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to the office staff immediately or as soon as practicable so that action can be taken. If the hazard is of a serious nature immediate action must be taken to protect the area or clear the area to prevent injury to staff or other users.

## **POLICY ADDITIONS**

- COSHH – Any hazardous materials brought onto the site must meet accompanying COSHH regulations. Appendix E.

[www.sandy-a.co.uk/employment.htm#reach](http://www.sandy-a.co.uk/employment.htm#reach)  
[www.hse.gov.uk/reach/index.htm](http://www.hse.gov.uk/reach/index.htm)

#### **FURTHER INFORMATION ON RISK**

[www.sandy-a.co.uk/employment.htm#health&work](http://www.sandy-a.co.uk/employment.htm#health&work)  
[www.sandy-a.co.uk/employment.htm#villagehall-risk](http://www.sandy-a.co.uk/employment.htm#villagehall-risk)  
[www.hse.gov.uk/risk/casestudies/villagehall.htm](http://www.hse.gov.uk/risk/casestudies/villagehall.htm)