

# Luddenden Foot Community Association

## Health and Safety Policy

### Contents

General Statement.....	2
Responsibilities and Health and Safety Management.....	3
Fire Safety.....	4
First Aid.....	4
Risk Assessment.....	4
Training.....	5
Buildings.....	6
Electrical equipment.....	7
Working at height.....	8
Personal safety and Lone Working.....	9
Fire Safety.....	10
First Aid and Accident Reporting.....	11
Hazardous Substances.....	12
Hygiene.....	13

## General Statement

This is the Health and Safety Policy Statement of:-

### Luddenden Foot Community Association

Our statement of general policy is:-

- To provide reasonable control of the health and safety risks arising from community activities
- To consult with all employees, volunteers, users and members of the general public regarding their health and safety within the confines of Luddenden Foot Civic Institute
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision to all employees and volunteers
- To take all reasonable action to prevent accidents
- To maintain safe and healthy working conditions
- To review and revise this policy on an annual basis

Signed: ..... (Chair)

Dated: .....

Review date: .....

## Responsibilities and Health and Safety Management

The Health and Safety at Work Act places statutory obligations on all Management Committees to ensure as it is reasonably practicable, the health, safety and welfare of all employees and volunteers at work and other people who may be affected by them e.g. users, members of the general public.

The Management Committee has overall and final responsibility for health and safety matters at:-

**Luddenden Foot Civic Institute, Station Road, Luddenden Foot HX2 6AD**

And for ensuring that health and safety law is complied with.

The Management Committee will regularly review the Health and Safety Policy and procedures and will ensure:-

- Employees and volunteers will receive sufficient information, training and supervision on health and safety matters
- A risk assessment is carried out regularly and the findings are made available for all employees and volunteers
- Accidents are reported, recorded and investigated
- Procedures are in place to monitor the maintenance of the premises and equipment

The everyday responsibility of ensuring that this policy is put into practice is delegated to:-

**Mrs Heather Hartwell (01422 885542) - Health and Safety Officer**

**Rev Justine Wyatt (01422 847142) – Deputy Health and Safety Officer**

### Employees and Volunteers

All employees and volunteers must:-

- Co-operate with the designated Health and Safety officer and Management Committee regarding health and safety issues
- Take reasonable care of their own health and safety
- Report all concerns re health and safety issues to the designated officer or committee members
- Record any accidents in the 'Accident Reporting Book'

## Fire Safety

The Management Committee shall appoint a Fire Officer who will be responsible for:-

- Advising on potential risk hazards
- Ensuring that fire alarms are tested
- That fire drills are carried out on a regular basis
- Ensure that staff and volunteers at Luddenden Foot Civic Institute are aware of the fire alarm and drills
- Will assist all user groups leaders are aware of fire assembly point and how to evacuate the premises
- Ensuring that a suitable and sufficient fire risk assessment is carried out and recorded/reviewed on an annual basis.
- Ensure that fire extinguishers are provided and that the users are aware of the safe operation in the event of an emergency.

### First Aid

Luddenden Foot Community Association management committee will ensure that:-

- A lead officer from each user group or the instructor for an activity has undertaken a recognised training course approved by the Health and Safety Executive.
- Will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by HSE and is regularly checked and restocked.
- Records of first aid treatment are recorded on an approved accident book (B1 510) and that completed records are stored in accordance with the data protection act

### Risk Assessment

- The Management Committee will ensure that a risk assessment is carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work regulations and this will be written up and made available to all employees and volunteers.
- The risk assessment will be reviewed and updated annually or whenever there is a major change to policy and procedures. At reviews it will be checked to ensure that any action found necessary has been carried out. The risk assessment will cover all employees and volunteers and will cover all aspects of their work.
- The control measures identified in the risk assessment will be checked on a regular basis to ensure that they remain in place and are effective.

## Training

- The Management Committee will ensure that all new employees and volunteers receive information on health and safety as part of their induction.
- Will organise training for employees and volunteers on health and safety issues as appropriate.
- If employees or volunteers consider they have health and safety training needs they should contact their line manager.
- The risk assessment process will be used to identify training needs and will be monitored.

## Buildings

The Management Committee has a responsibility to provide a safe and healthy environment for employees, volunteers, users and members of the public.

All employees and volunteers are expected to identify hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to a competent person.

### Hazards

Items of furniture must not be used to climb onto to reach tops of cupboards etc. A properly maintained step ladder must be used following a visual inspection to ensure it remains safe to use.

Regular checks will be carried out on furniture and equipment for damage. Any damaged items must be reported for repair or condemned and removed from use.

Any damage to windows, doors etc must be reported immediately to a competent person.

Any items of furniture or equipment obstructing an exit route must be removed immediately and placed in a safe place and instructions issued to prevent reoccurrence.

All doors must be kept clear from obstruction and materials must be stored safely.

Goods and materials must not be stacked in front of fire doors, alarms, exits or fire equipment.

Smoking is not allowed at Luddenden Foot Civic Institute.

Lights – if lights are found to be out of order it must be reported immediately and the fault must be corrected as soon as reasonably possible.

### Equipment Storage and Usage

Equipment must not be left lying around and must be stored safely.

No wires must be left trailing across floors.

## Electrical equipment

- All electrical work will be carried out by skilled workmen. Employees, volunteers and users must not endanger themselves or others by carrying out such work.
- Yearly PAT tests will be carried out on all electrical equipment in the building. Any equipment which doesn't comply will be removed from the premises.
- All users of electrical equipment require must carry out a pre-use visual inspection of the item to check its general condition and that it appears to be safe to use.

## Working at height

- All work at height to replace lights etc will be properly planned.
- Anyone carrying out such work will be competent at the task required.
- Equipment used will be properly inspected and maintained.

## Personal safety and Lone Working

Employees and volunteers may on occasions find themselves working while no other person is in the building or find themselves in a potentially dangerous situation while working at Luddenden Foot Civic Institute. The following notes are to help in minimising the risk for employees and volunteers of Luddenden Foot Community Association.

Employees or volunteers who are working on their own should not allow access to casual visitors who have no appointment. Such callers should be encouraged to make an appointment.

All employees and volunteers will carry a mobile phone while working at the premises and will also have contact details of at least 2 members of the Management Committee who will be available to assist if the employee or volunteer feels vulnerable or under any threat.

All entry doors will be lockable and will be locked when lone occupancy is likely.

Employees or volunteers working off site must advise either the Centre Manager or a member of the Management Committee where they will be, how long they intend to be away on business and how they can be contacted.

Employees and volunteers should make clear how they wish to be contacted (outside work) in the event of an emergency.

In an aggressive situation make certain that your exit routes are not blocked.

All incidents of aggression or violence must be reported to the Management Committee and recorded in the accident book.

### Holding or carrying money or valuables for the organisation

Employees or volunteers who bank money for Luddenden Foot Community Association have the right to be accompanied by another person.

Large amounts of cash in excess of the normal petty cash should not be kept on the premises at Luddenden Foot Civic Institute.

Under no circumstances should employees or volunteers put themselves at risk. If money is demanded with threats it should be handed over and the police called as soon as possible.

## Fire Safety

It is not only the responsibility of the Fire Officer, but of all employees, volunteers, lead officers of all user groups and instructors of activities to be aware of fire hazards, to know the location of fire exits and the assembly point. All new employees and volunteers will be advised regarding the fire drill as part of their induction.

Access to all escape doors, extinguishers and other fire equipment must not be obstructed.

The Fire Officer will be responsible for carrying out fire drills and will arrange these to take place on a regular basis. After a fire drill a review will be carried out and recommendations made if necessary to improve practices. The Fire Officer will be responsible for ensuring that employees, volunteers, user groups and instructors are aware of evacuation procedures which will be displayed and will also have the power to remove obstructions from fire exists.

The fire alarms will be tested on a regular basis by the Fire Officer and employees, volunteers, users and members of the public on the premises will be notified prior to a test being carried out.

### Fire drill procedure

If the alarm sounds:-

- Evacuate the building immediately by the nearest exit
- Ensure all visitors leave the building
- Assemble in the shelter on Holmes Park behind the building
- Do not re-enter the building for any reason until the Fire Officer or fire brigade has confirmed that it is safe to do so.

### If you discover a fire

In the event of a fire:-

- Raise the alarm by breaking the glass at the nearest fire alarm call point.
- Evacuate the building immediately as above.
- Dial 999

## First Aid and Accident Reporting

- First Aid provision will be available at all times in an appropriate and accessible First Aid box.
- The First Aid Box is kept in the kitchen area on the first floor.
- All new employees and volunteers will be told as part of their induction of the location of first aid equipment.
- A record of all accidents will be kept in the Accident Book which will be kept with the First Aid Box.

### Accidents and Emergencies

- All incidents must be reported to the Health and Safety Officer and recorded in the Accident Book.
- It is the responsibility of the Health and Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident reoccurring.
- The Health and Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) – Health & Safety Executive.

## Hazardous Substances

Under the 1992 Control of Substances Hazardous to Health Regulations, employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals.

The assessment will be carried out by a competent person and will be reviewed by the Management Committee. Following the assessment in accordance with the Approved Code of Practice the following action will be taken:-

- Remove any hazardous substances if possible
- If not possible, a substitute will be provided were available
- If a substitute is not available, such substances shall be kept in a lockable store
- Protective clothing will be provided to ensure safety of staff or volunteers

### Monitoring

At all times levels of ill-health related to the use of hazardous substances will be monitored.

A copy of the material safety data sheet (MSDS) will be held on file for all hazardous substances which are held on site.

Users of the centre are advised not to bring in hazardous substances until the MSDS has been obtained and an assessment of the substance has been recorded.

## Hygiene

- All areas must be kept clean and tidy.
- Toilets must be cleaned on a regular basis.
- All wash basins are provided with hot water, soap and towels.
- Disposal bins should be provided for sanitary products and should be emptied and sanitised regularly.

**Reviewed January 2014**