

04 - Health and Safety Policy

General statement

We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and recreational environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision and training that we consider is necessary.

We will do our best to make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a health and safe work and recreational environment by reporting hazards, potential accidents, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

Organisation and Responsibility

The overall responsibility for Health and Safety lies with the Trustees of the Totton & Eling Community Association. The Day-to-Day responsibility for Health & Safety lies with the Centre Managers.

The following people are responsible for Health and Safety:

- Ann Page & Helen Chant, Centre Managers - responsible for day to day health and safety issues.
- Alan Gerrey, (Chair of Trustees) – has overall responsibility for Health and Safety issues and in ensuring resources are made available to resolved health and safety issues.

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

Members of staff and volunteers are reminded that they are responsible for their own Health and Safety and the safety of the others in the premises.

The Management Committee of the Association will be responsible for discussing matters surrounding Health and Safety. This committee meets every month, and Health and Safety issues will be a standing agenda item. Any member of the committee should be contacted to discuss and raise safety issues with this committee.

Procedures and Safety Arrangements

Chemicals

Hazardous chemicals, identified by an orange warning symbol, will be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment. This will be completed by the Centre Manager and will be reviewed annually. COSHH assessments are kept in the Health and Safety Folder and near to the Chemical Stores.

No hazardous substance is to be used or stored on the premises that does not have a COSHH assessment.

Ensure that the door to the Chemical Store is always locked shut and all chemicals are correctly stored in the cupboard.

Please ensure that you follow all of the manufacturer's guidance and follow any additional information in the COSHH assessment. Ensure that you are familiar with the precautions that you might need to take in the event of an emergency involving the substance.

Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected annually, or at a duration that has been suggested by the Landlord or contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from the Centre Manager.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested by the Landlord's Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file.

Fire extinguishers will be examined for damage and use monthly by the Centre Manager.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

First Aid

A First aid kit is available in the kitchen and is clearly marked. If the contents of any first aid kit is used, the Centre Manager must be informed.

Suitable trained and competent persons should only administer first aid.

First aid kits will be checked monthly by the Centre Manager to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

Risk Assessment

The Centre Manager will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety File. The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction, and training.

Where actions are needed to reduce or eliminate risk, the Centre Manager will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of "As Low As Reasonably Practicable".

Any person discovering a hazard must inform the Centre Manager as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Accident Recording and Reporting

The Centre Manager must be informed of all accidents and incidents. The Centre Manager will then enter the details in the Accident and Near Miss Book.

Accidents and incidents will be investigated by the Centre Manager. The level of investigation is determined by the severity of injury sustained or potential for serious injury or loss. This will assist in the identification of remedial actions to prevent reoccurrence. The Management Committee should be informed of serious accidents.

The notification of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accidents, dangerous occurrences and work related ill health will be undertaken by the Centre Manager.

Accident reports and related information will be held by Totton & Eling Community Centre for a minimum of 3 years from the date of the accident or 40 years in the case of work-related disease.