



Totton & Eling Community Association Health and Safety Policy

1) Health and Safety Policy

Version	Action	Date	Signed
DRAFT C	Created	20/09/2021	C D Compton
	Authorised		

- 2) **The Trustees and Centre Administrators (The CA)** have a 'duty of care' under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. The Trustees also have a statutory duty under the Health and Safety at Work Act, 1974 to take 'reasonably practicable' steps to ensure the health and safety of employees and others who use the hall, i.e. volunteers, members of the public and contractors. See; <https://www.hse.gov.uk/legislation/hswa.htm>
- 3) **Employees and volunteers are encouraged to** constantly challenge health and safety policies and procedures to ensure continual improvement in the prevention of ill health and injury in the workplace.
- 4) **The Trustees have personal responsibility** for the health, safety and welfare of all those under their control including visitors to the centre. All employees have responsibility for the health and safety of themselves and all others who their acts and omissions could affect.
- 5) **The CA will:**
 - a) Comply with all relevant statutory requirements for health, safety, and welfare.
 - b) Consult with personnel at all levels to improve the health and safety culture throughout all areas of the organisation.
 - c) Ensure that all employees and volunteers have access to and are aware of the Health and Safety Policy, procedures, and guidance.
 - d) Undertake risk assessments that are suitable and sufficient for work activities and implement appropriate risk control measures.
 - e) Provide and maintain a safe place of work, including safe access to and egress from, for employees and all those visiting Community Association buildings and premises.
 - f) Implement safe systems of work for all work activities conducted.
 - g) Provide information, instruction, training, and supervision of employees in matters of health and safety.
 - h) Provide and maintain safe plant, tools and equipment.
 - i) Ensure safe use, handling, storage and transport of articles and substances used or associated in the provision of TAECA services or activities.



Totton & Eling Community Association Health and Safety Policy

- j) Implement a procedure for the recording and reporting of all accidents, near misses and instances of ill health occurring as a result of work activities.
 - k) Provide an annual report on TAECA's health and safety performance and ensure the report contains proposals for the improvement of management of health and safety as appropriate. (See Para' 7.)
- 6) **User Group Managers and Visitors.** Managers/Supervisors of User Groups and/ or individual visitors are responsible and have the day to day responsibilities for ensuring that operations under their areas of control are conducted in compliance with current legislation, the CA policies and approved working procedures. Managers/Supervisors will,
- a) Instigate all accident investigations within their area of responsibility.
 - b) Review accident reports and progress preventative action where appropriate and follow up recommendations for future avoidance of the hazard.
 - c) Ensure that all control measures arising from the risk assessments carried out under the Management of Health and Safety at Work Regulations, COSHH and other associated legislation are implemented and that their respective groups receive adequate instruction on all safety rules, procedures and safe working methods (including the issue of personal protective equipment if applicable).
 - d) Ensure that proper safety precautions have been taken, with regard to equipment, processes, substances, articles and working methods.
 - e) Impart to all users under their control, the responsibilities they have to themselves and others whilst in the Centre They are required to give personal leadership in carefully integrating safety into all aspects of the entire facility.
 - f) Be responsible for the instruction of their own Employees and Volunteers and Members on safety requirements and arrange for adequate training and instruction to be given to Employees, Volunteers & Members on safety and health matters by internal or external training as appropriate.
 - g) Ensure that operators of equipment are competent and are aware of the hazards and the precautions that must be taken when operating specific types of equipment.
 - h) Be responsible for ensuring that their, and the CA, accident reporting procedures are properly followed.

7) Health & Safety Report Example

- a) The Health and Safety Executive has developed this checklist in



Totton & Eling Community Association Health and Safety Policy

consultation with Local Government Regulation to help you comply with health and safety law. The example below is not definitive and must be modified to encompass the checks that are required at the time that this Safety Report is carried out.

Health & Safety Report Example

Annual Health and Safety Report	
Date Completed _____	Who by _____
General:	
Are corridors clear of clutter?	
Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?	
Is internal flooring in good condition, eg are carpets fixed?	
Lighting:	
Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	
Have you provided matting to minimise rainwater etc being carried into the building?	
Do rooms and corridors have sufficient lighting?	
Electrical:	
Are there any trailing electrical leads/cables?	
Has Portable Appliance Testing (PAT) been carried out on all appliances?	
Fixed Electrical equipment and services	
Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use?	
Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?	
If you own or hire any portable or fixed electrical equipment (e.g. a cooker or vacuum cleaner etc):	
Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use?	
Has any damaged electrical equipment been taken out of service or replaced?	
Does the building contain any asbestos?	
If Yes - Please add the necessary checks to this checklist	
Fire Risk	
Has a fire risk assessment been completed and are adequate fire safety measures in place?	
Has an evacuation plan been implemented and tested?	



Totton & Eling Community Association Health and Safety Policy

Is the fire alarm tested regularly?	
Are fire drills carried out at least once a year?	
Are regular checks made to ensure escape routes and fire exit doors are unobstructed; and adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	
Are combustible substances or waste stored safely?	
Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance and are staff (and others) trained in how to use the fire-fighting equipment?	
Legionnaires' disease	
Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria?	
If Yes please add required checks.	
Responsibilities	
Do users have all the information about the Community Association buildings they need to operate safely?	
Is further action needed on any of the above checks?	
If yes Describe what action is need, what has action has been taken and what actions are still outstanding.	
<p style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg);">DRAFT</p>	

Centre Administrators Name:

Signature:

Date: