

All Saints and St John's Community Centre

HEALTH AND SAFETY POLICY

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April 2018

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Statement of General Policy on Health, Safety and Welfare

All Saint's and St John's Community Centre (ASSJCC) believes that health and safety is paramount in all areas of its business activities. ASSJCC is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. ASSJCC is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or anyone else that could be negatively impacted by its activities.

ASSJCC aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the ASSJCC' health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The Trustees of ASSJCC are accountable for the management of health and safety and for the implementation of ASSJCC's health and safety policy.

Employees have a duty to protect themselves and others by working safely, co-operating with the Trustees, observing all relevant information and instructions and reporting any health and safety matters to the Volunteer Business Manager.

Signed: _____ (Chair of Trustees)

Date: 6th April 2018

Policy adopted date	April 2018
Policy reviewed date	
Policy reviewed date	
Policy reviewed date	
Policy review due	April 2019

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Organisation and Responsibilities for Health, Safety and Welfare

To ensure that health and safety issues are dealt with in accordance with ASSJCC' health and safety policy, duties and responsibilities have been assigned to the Volunteer Business Manager and staff:

1. Volunteer Business Manager

Overall responsibility for the day-to-day management of health and safety in ASSJCC centres rests with the Volunteer Business Manager Responsibilities include:

- Ensuring that there is an adequate system in place for the undertaking of risk assessment;
- Ensuring that there is a management system for monitoring and reviewing the effectiveness of health and safety arrangements, which form part of this policy;
- Ensuring the correct procedure is in place for reporting, recording, investigating and following up accidents and incidents;
- Ensuring the maintenance of the premises and equipment;
- Purchasing and maintaining equipment to meet appropriate safety standards, including first aid materials, firefighting appliances and appropriate protective clothing where necessary;
- Funding and making arrangements for necessary safety training for staff.

The Volunteer Business Manager may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Volunteer Business Manager from the overall day-to-day responsibilities for health and safety within the establishment.

2. ASSJCC staff

All employees are required to contribute actively to the implementation of this policy by:

- Following safe working practices and taking reasonable care for their own health and safety and for that of others who may be affected by what they do or do not do;
- Making themselves familiar with the arrangements and procedures set down in this Policy and relevant appendices;
- Co-operating with the Volunteer Business Manager and other employees in any measures designed to promote health and safety at work;
- Exercising vigilance at all times and reporting immediately any defect in buildings, furniture, equipment or grounds which could have a bearing on health and safety;
- Monitoring existing arrangements and procedures and suggesting improvements where appropriate;
- Ensuring where appropriate that visitors to ASSJCC centre are aware of safety arrangements and procedures;
- Participating in any relevant programme of Health and Safety training deemed necessary by management.

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Arrangements & Procedures for Health, Safety and Wellbeing

The following procedures and arrangements have been established within our service to manage health, safety and wellbeing, to eliminate or reduce health and safety risks to an acceptable level, and to comply with minimum legal requirements.

ASSJCC staff are responsible for ensuring that they familiarise themselves with such arrangements and procedures and will be asked to sign a document to confirm they have done so.

1. ACCIDENT AND INCIDENT REPORTING, RECORDING AND INVESTIGATION

- Employees must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses to the trustees. Minor accidents and incidents are recorded in the centre accident book which is kept in the main kitchen.
 - Accidents of a serious nature, dangerous occurrences, violent and verbal abuse should be reported in writing immediately to the Trustees.
 - "Near Misses" are also reported to the trustees. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action is taken promptly after a near miss in order to prevent a serious accident occurring later.

The Volunteer Business Manager reviews the accident book regularly, taking remedial steps to avoid similar instances recurring where appropriate. Where the accident or incident required immediate remedial action the ASSJCC staff member reporting the incident notifies the Volunteer Business Manager in writing. Faulty systems of work, plant, equipment, fittings etc, are reported and attended to as soon as possible. Faulty equipment is taken out of use when necessary and is clearly labelled to that effect.

2. FIRE PRECAUTIONS AND EMERGENCY EVACUATION PROCEDURES

The Volunteer Business Manager is responsible for the organisation of fire precautions and procedures including: fire risk assessment, frequency and arrangement of drills, procedures to be followed, assembly points, maintenance of fire exits/escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, and emergency lighting.

Access to fire doors must be maintained at all times. Exterior doors can be locked on the latch for security reasons but must not be locked using the mortice lock as this impedes exit in the event of a fire.

The building has no fire alarm but routine testing of emergency lights is carried out on a monthly basis.

Written Fire and Emergency evacuation procedures may be found in Appendix A2 and the Fire Risk Assessment is available on the centre webpage and is updated annually.

These procedures emphasise that the safe evacuation of persons is an absolute priority.

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Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows.

3. FIRST AID AND MEDICAL EMERGENCIES

First Aid Kits (Standard) are clearly marked and available in in the main kitchen within the Centre. The Bookings Manager/Caretaker has responsibility for checking the contents of the kit on a monthly basis.

It is the responsibility of individual hirers to make any provision for medical emergencies whilst at the centre.

4. LONE WORKING

ASSJCC has established appropriate conditions for lone working, including:

- premises and equipment safety checks and inspections in place
- security of all premises in place
- reporting procedures in place
- regular risk assessments undertaken

This policy applies to all members of ASSJCC staff who are:

- the only person working in the building

Contacts

- It is the responsibility of the lone worker to ensure that someone is notified of their working location and approximate start and end time. This may be their line manager, another colleague or a family member or friend.
- It is the responsibility of the lone worker to ensure that they have access to emergency contact numbers. As above this may be a line manager, colleague, family member or friend.
- It is recommended that a lone worker should be in possession of a mobile phone, which should be switched on and charged and kept with them.

Security

It is the responsibility of the lone worker to ensure their security on site. This includes:

- Ensuring that all exterior doors are kept locked without impeding any fire escapes.
- Denying access to any unknown visitors
- When attending site in the event of an out of hours call out, awaiting the arrival of the emergency services before entering the building or ensuring that they are not on site alone if the call doesn't immediately require emergency assistance e.g. suspected break in

Safety

It is the responsibility of the lone worker to ensure that they carry out their work safely in accordance with ASJCC health and safety policies and associated risk assessments, including:

- Wearing appropriate protective clothing
- Using equipment safely
- Being in possession of a torch when working during the hours of darkness. A torch is available in both the upper and lower kitchen areas.

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Incidents and accidents

- It is the responsibility of the lone worker to report any incidents or accidents as soon as possible to their line manager and to record such incidents and accidents on the incident and accident report form.
- It is the responsibility of the line manager to review incident and accident reports and assess the need for adjustments to be made to working practices in future.

5. SAFETY, MAINTENANCE AND INSPECTION OF PREMISES AND EQUIPMENT

The following arrangements and procedures are in place to ensure the safety and security of the premises and the regular inspection and maintenance of premises and equipment.

A separate site maintenance checklist is available at Appendix A13.

Electrical Appliances: Appliance inspection, servicing and maintenance is carried out on a regular basis by approved contractors.

Cleaning and waste disposal:

To maintain a high standard of cleanliness, a cleaning schedule exists for all Centre buildings, see Appendix 1.

Cleaning materials where necessary are kept in a locked store.

Waste disposal arrangements are in place to ensure appropriate and timely disposal of waste.

Contractor arrangements:

Contractors are approved by the Trustees.

Emergency lights: Emergency lights are inspected regularly and any recommendations are implemented.

Fire equipment: Fire equipment is inspected regularly by an approved contractor.

Fire risk assessment: A Fire Risk Assessment is undertaken annually and any recommendations for action are implemented.

Floors: Floor coverings are maintained in a safe, non-slippery condition. No furniture or other obstacles are left in corridors. "Wet floor" signs are used during drying time.

Grounds: Arrangements and procedures are in place for maintaining the safety of ASSJCC grounds. See Appendix A3 for maintenance checklists

Hazardous substances: Substances that are hazardous to health are recorded in a COSHH file held in the main kitchen, and steps are taken to prevent, or, where this is not reasonably practicable, adequately control exposure to such substances. Such substances are to be found in:

- a) cleaning materials (irritant and corrosive)

Indoor working environment: Heating is provided so that a temperature of at least 16C can be maintained.

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Ladders: Only those members of staff who have had appropriate training are permitted to use ladders.

Site security: The Centre is surrounded by a wall and gates which are kept closed.

- Access to the building is by key and a key list of Hirers with Keys is kept by the Volunteer Business Manager.
- Exterior doors and gates are kept locked when not in use.

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6. STAFF TRAINING RELATING TO HEALTH, SAFETY AND WELLBEING

Initial training

New staff are briefed on Health and Safety arrangements by their ASSJCC line manager, as part of their induction and are given access to all written policies. Time is allocated for new staff to familiarise themselves with all relevant policies and for training as necessary.

Personal Protective Equipment (PPE)

Personal protective equipment is provided free of charge where risk assessment determines it to be necessary, for example for cleaning staff.

water

Handling & Lifting

Where handling and lifting is required risk of injury is minimised for example by provision for parking close to the location of equipment, provision of additional ASSJCC staff.

Smoking

Smoking is permitted only in the marked area in the rear playground.

7. RISK ASSESSMENT

Risk assessments are in place for all ASSJCC activities, see Appendix A3.