

# **South Lockleaze & Purdown Neighbourhood Group, C.I.C.**

**Title: Health and Safety Policy  
(Health and Safety at Work Act, 1975)**

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## **PART ONE**

### **General Statement of Policy, Duties & Responsibilities**

#### **1.1 Policy Statement**

The South Lockleaze and Purdown Neighbourhood Group C.I.C. (“The Group”) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of The Group to promote the health and safety of the committee members, volunteers, staff and of all visitors to the Group’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Lead or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Group’s activities;

- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Group arising out of or in connection with the Group's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers on the Group's premises may be exposed.

This policy statement and the procedures for its implementation may be altered at any time by The Group. The statement and the procedures are to be reviewed in January of each year by the Health and Safety Sub-Group or by other persons appointed by The Group. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following directors meeting.

## **1.2 Statutory Duty of the Group/Organisation**

The Group will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Group will:

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;

- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

### **1.3 Statutory Duty of the Group's Workers**

Employees also have legal duties, and the Group requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Group on health and safety;
- To use work items provided by the Group correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Group;
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

### **1.4 Policy for Visitors and Contractors**

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to a member of the maintenance team/one of the directors who will investigate and report to the nominated Health and Safety lead.

## **PART TWO** **Organisation of Health and Safety**

### **2.1 Health and Safety Rules**

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules, and with any further rules which the Group may publish from time to time.

#### **Accident Forms and Book**

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Group's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Group.

#### **Fire Precautions**

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group in relation to fire.

#### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Group and any directions for the use of such must be followed precisely.

#### **Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

#### **Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

## **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## **Food Hygiene**

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your supervisor or representative of the Group of any skin, nose, throat, or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- 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 rubbish bins and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction and cracked food preparation surfaces.

## **Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

## **PART THREE**

### **Arrangement and Procedures**

The Health and Safety lead, (Maria Kennedy), 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. Her details and contact number will be displayed in the kitchen.

#### **3.1 First Aid and Accident Reporting**

##### **3.1.1 First Aid**

- The current First Aider(s) for the premises are displayed on the Notice Board in the kitchen.
- First Aid Boxes are provided in the following location(s):
  - i) Filing cabinet in the main room
  - ii) Kitchen

##### **3.1.2 Accidents**

- In the event of an injury or illness ask for assistance from a first aider or ring for an ambulance directly if necessary. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety lead or another member of The Group on duty immediately or as soon as practicable;
- All accidents must be entered in the accident book, available from the cafe volunteers. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety lead will investigate incidents and accidents, writing a report for the directors meeting to consider the actions necessary to prevent recurrence.

#### **3.2 Fire Drills and Evacuation Procedures**

##### **3.2.1 Fire Drills**

- All workers and volunteers 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 a member of the H&S team during the first week of each month and entered in the log book provided.
- The Health and Safety lead will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least

once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.

- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

### **3.2.2 in the event of Fire**

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all workers 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 building is at the rear of the building in the garden.
- No-one should leave the assembly point without the permission of a member of staff;
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”;
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

### **3.2.3 Theatre – and Public Entertainment – Licensed Events**

In addition to the general conditions of the licence(s):

- Hirers/users must be aware of the Health and Safety Policy;
- Emergency lights in the areas used must be kept illuminated;
- Advise the representative of The Group of any defects or concerns regarding the facilities, eg uncleanness, refrigeration operation and cracked food preparation surfaces.

### **3.2.4 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 and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

### **3.2.5 General**

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles 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 Health and Safety lead or one of the directors 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 or clear the area to prevent injury to staff or other users.

## **PART FOUR** **Appendices**

### **APPENDIX A – ACCIDENT REPORTING**

#### **1. Accidents**

All accidents which occur during work for the Group and/or for the User/Hirer, or on premises

- a) For ALL Accidents

**Complete Accident book and notify Health & Safety lead**

- b) **The Health and Safety lead is responsible for reporting major accidents, diseases and dangerous occurrences to the Health & Safety Executive. Contact details are:**

Health & Safety Executive Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). For information about how to report an incident online follow this link:

[https://www.hse.gov.uk/riddor/index.htm?utm\\_source=hse.gov.uk&utm\\_medium=refferal&utm\\_campaign=riddor&utm\\_content=home-page-info](https://www.hse.gov.uk/riddor/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=riddor&utm_content=home-page-info)

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

## **2. Definition of Specified Major Injuries or Conditions**

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
  - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
  - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
  - Loss of consciousness resulting from lack of oxygen
  - Decompression sickness requiring medical treatment
  - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
  - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

## **3. Dangerous Occurrences**

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

## **4. Occupational Diseases**

- Poisoning
- Skin Diseases
- Lung Diseases

**IF IN DOUBT REPORT IT**

## **Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)**

### **1. Assessment**

The assessment must be a systematic review

- o What substances are present and in what form?
- o What harmful effects are possible?
- o Where and how are the substances actually used or handled?
- o What harmful effects are given off, etc.?
- o Who could be affected, to what extent and for how long?
- o Under what circumstances?
- o How likely is it that exposure will happen?
- o What precautions need to be taken to comply with the COSHH Regulations?
- o What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2012

### **2. Prevention or Control**

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by:

- o Removing the hazardous substance by changing the process
- o Substituting with a safe or safer substance, or using a safer form

Or, where this is not reasonably practicable, CONTROLLING exposure by:

- o Totally enclosing the process
- o Using partial enclosure and extraction equipment
- o General ventilation
- o Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

### **Appendix C – FIRE PREVENTION**

1. Has the Fire brigade been consulted on:
  - o The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
  - o Emergency lighting and its maintenance?
  - o The most suitable way of raising an alarm in the event of fire?
  - o The contents of fire instruction notices?
  - o The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
  - o Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
  - o The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
  - o The maximum number of people who should be allowed on the premises at any one time?
  - o Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
  - o Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
  - o Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
  - o Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?
  
2. Is Fire Equipment properly looked after?

- o Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
  - o Are volunteers trained to use this equipment?
  - o Is equipment kept in its proper position and always clearly visible and unobstructed?
3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?
- o Heater and cookers turned off?
  - o Televisions and other electrical apparatus turned off and unplugged?
  - o Lights off?
  - o Internal doors closed?
  - o Outside doors and windows closed and secured?
4. Are all reasonable steps taken to prevent fires?
- o Smoking not allowed in the building?
  - o If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
  - o Precautions to ensure that convector type heaters are not covered with clothes and curtains?
  - o Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
  - o Sufficient socket outlets provided to obviate the need for long trailing flexes?
  - o Damaged leads replaced regularly?
  - o Cooking operations supervised by a reliable person?
  - o All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, and boiler rooms?

## Appendix D – HEALTH AND SAFETY INSPECTION

### 1. Inspection

- o A Health and Safety inspection of the building should be undertaken **at least** every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- o Appointed members of The Group, or a sub-group, should arrange to meet and carry out the inspection.
- o This inspection group will need to agree how each question needs to be answered.

- o When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to The Group.
- o **The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.**
- o The whole form should be made available to members of the Group.
- o The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box.

## **2. Risk Assessment**

- o Risk assessments relate to activities within the premises or grounds.
- o Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers.
- o Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding.
- o A risk assessment needs to be carried out whenever a new activity is envisaged.
- o Assessments need to be repeated whenever circumstances change:
  - Changes in layout of equipment
  - Observing trends on the accident form
  - Changes in staff
  - Introduction of new procedures, processes or materials.

***We request that our Staff, Volunteers, Members and Visitors respect this Policy, a copy of which will be available on demand.***

**Approved by the Group Directors**

Signed.....

(Chair of South Lockleaze & Purdown Neighbourhood Group)

Date.....

For advice and further information about health and safety ring HSE's Infoline Tel: 0300 790 6787, [www.hse.gov.uk](http://www.hse.gov.uk)