



## Health and Safety Policy 2024

### General statement of policy

#### Purpose

The purpose of the Health and Safety Policy here at Hesketh Bank Community Centre (HBCC) is to pledge to provide and maintain safe and healthy working conditions and environment for all our staff, volunteers and centre users.

This includes any other people who are directly affected by our activities, such as members of the public attending functions and events. In particular we seek to ensure that the Centre is accessible, inclusive and safe for disabled people.

We shall provide all necessary information and training to staff and maintain a programme to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below.

#### General arrangements

The main purpose of HBCC is to organise social activities and support for the local and wider communities. A risk assessment will be carried out before every one off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; staff; volunteers; attendees; entertainers. Appropriate precautions will be taken to minimise hazards at all events and Centre activities.

HBCC may also run regular events at the same venue or using the same equipment, such as monthly meetings. In this case we will carry out a general risk assessment for the event/activity/equipment/venue/attendees. All general risk assessments will be reviewed at least once a year.

We have a competent person (trained first aider) and equipment (first aid kit) present at all events and activities which are open to the public.

We will make sure that all staff and volunteers at events and activities are aware of the location of emergency arrangements including fire exits, first aid equipment and any hazards.

All staff and volunteers will be made aware of the precautions they need to take as noted on the relevant risk assessment(s).

No member of staff or volunteer will run a capacity event or function on their own, and at least one other member of staff or volunteer should stay at an event/function until it is finished and the last attendees have left.

All safety concerns including Safeguarding matters, accidents, incidents and near misses must be reported to the responsible person.

This policy and the way in which it operates will be reviewed annually by the Trustees.

## **Responsibilities**

Overall and final responsibility for health and safety at all HBCC's events and activities organised by the Centre lies with The Chairman.

The policy will be implemented within day to day activities held at the Centre by a named member of staff or volunteer for each scheduled event or activity. This person will be responsible for ensuring that the Centre's policy is upheld.

For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All staff and volunteers involved will be made aware of who is responsible for health and safety.

### **1. Safety Officer**

The Chairman and Trustees delegate overall responsibility for health and safety within the Centre to Samantha Lowe as the Safety Officer.

The Safety Officer should ensure that the Chairman and Trustees receive regular reports on health and safety issues, and may call a special meeting where a health and safety matter requires the urgent attention.

The Safety Officer is responsible for liaising with staff, volunteers and centre users relating to health and safety matters.

The Safety Officer is responsible for ensuring that the Centre has adequate cover under the Employers' Liability Act 1969 and Public Liability insurance.

The Safety Officer is responsible for this policy being carried out within Centre. In their absence, John Boyle is responsible.

The Safety Officer is responsible for arranging the following: safety training; safety inspections including fire; monitoring of the maintenance of equipment; first aid training; and investigation of accidents.

The Safety Officer is responsible for carrying out Risk Assessments of work practices, use of equipment and other hazards in accordance with HSE Risk Assessment guidelines.

### **2. Staff and Volunteers**

All staff and volunteers have the responsibility to develop, within the staff team, measures to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

All staff and volunteers are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to the Safety Officer and the piece of equipment or area of the Centre should be closed down until it is safe to re-use.

## **Covid 19**

### **4. Additional procedures**

When restrictions are in place due to the Covid 19, workers will follow the Centre's Covid 19 Safety Procedures.

Where there is a conflict between the Covid 19 Safety Procedures and the procedures to be followed under normal circumstances, the Covid Safety procedures take precedence.

### **General arrangements**

### **5. Accidents and incidents**

The Appointed Person responsible for taking charge in an emergency during public opening hours is the Caretaker on duty. At other times, the Appointed Person is Samantha Lowe or, in their absence, John Boyle.

A competent member of staff/trained First Aider will be on duty at all times and undertake regular refresher training.

The Appointed Person responsible for maintaining the First Aid box is the Safety Officer.

The Safety Officer is responsible for reporting accidents and diseases notifiable under RIDDOR.

All staff and volunteers have a duty to be familiar with the First Aid processes and procedures and in particular to be aware of the techniques of resuscitation and the treatment of an unconscious person. All staff and volunteers should be aware of the recommended procedure for the treatment of injuries involving the loss of blood in order to avoid the risk of spreading infectious diseases such as HIV/Aids and Hepatitis.

The First Aid boxes are located as signed within the Centre. Supplies are in the Office. The First Aid manual is within the First Aid box.

The Accident Record form is in the First Aid box.

A record of accidents/incidents/near misses/serious incidents should be indicated as such on the form and procedures for reporting and/or further action detailed in that form should be followed.

### **6. General Fire Safety**

The Safety Officer is responsible for Fire Safety arrangements; these include ensuring that there are adequate signed escape routes from the building and that Fire Action notices are kept up to date.

All staff and volunteers have a duty to be aware of the Fire Action instructions and the location of Fire Alarms.

The Caretaker is responsible for ensuring that, during a fire, all users and visitors follow the Fire Action instructions and leave the building safely.

The Caretaker is responsible for checking that escape routes and exits are clear and fire extinguishers in place each day while opening up the Centre.

Safety Officer is responsible for monthly checks of the smoke alarm, emergency lighting, fire exit signs and Fire Action notices.

Fire extinguishers are serviced annually in January of each year by an external approved contractor.

Fire Alarms in the Centre are part of a system for the whole building, these are tested in line with our Fire Risk Assessment and schedule.

The Fire Alarm break points in the Centre will be tested by the Safety Officer on a frequent basis.

The Safety Officer is responsible for liaising with the Trustees over Fire Action, and seeing that the Safety Procedure which covers the Centres activities is kept up to date.

There will be a full evacuation and fire drill once a quarter. A form will be completed after the drill noting evacuation time and any problems encountered and recommendations for improvements.

## **7. Hygiene**

Caretakers are responsible for ensuring that the toilet and sinks are cleaned daily and that the rubbish bins are emptied each day and this is recorded on the cleaning schedule form.

Caretakers are responsible for maintaining a hygienic working environment for Centre users.

## **8. General cleanliness**

The Caretakers are responsible for ensuring that floors and work surfaces are cleaned daily and this is noted on the cleaning schedule form. Spillages must be addressed as soon as they are notified. Appropriate signage must be positioned when there is a wet floor/spillage.

## **9. Floors, gangways and position of furniture & equipment**

Floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions.

Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all equipment and facilities. The Office, filing cabinets and cupboard doors should be kept closed (locked where appropriate).

Floor signage must be used when there is a spillage or wet floor surfaces.

## **10. Safe Practices**

All staff and volunteers should move around the Centre and open doors with due care and generally behave with consideration towards other staff, volunteers and Centre users.

The Caretaker should ensure that users behave in a safe manner and, in particular, ensure that children/young people do not cause hazards for themselves or others.

All staff and volunteers should follow Manual Handling procedures and take care that users do not run the risk of injury through bad lifting techniques or failure to use trolleys correctly.

## **11. General welfare**

The Safety Officer is responsible for measures to enhance the general welfare of staff, volunteers and users, including considerations such as temperature, ventilation, general noise levels, lighting and provision of suitable chairs and accessories/aids within the Centre. The Caretaker should ensure that users are aware of the law banning smoking in enclosed work premises.

## **Hazards**

### **12. Electricity**

Main switches are in the services cupboard in the Office. This cupboard must be kept closed. Founders Suite, is positioned within the corridor. This cupboard must be kept closed/bolted.

All staff and volunteers have a duty to be aware of the procedure for Electric Shock Action. In the event of a user or visitor suffering an electric shock, the Caretaker worker is responsible for dealing with the emergency.

The Safety Officer should ensure that Electric Shock Action notices are in place.

### **13. Equipment and Machinery**

Equipment used by groups inside the Centre

The Safety Officer is responsible for checking electrical cables, plugs and connections.

The Caretaker is responsible for ensuring that users know how to use equipment correctly and when to ask for help. The Caretaker worker must check that groups are using the equipment safely and are not causing potential hazards to other users and visitors or to staff and volunteers.

Equipment must be used and serviced or cleaned in accordance with the manufacturers' instructions or Centre schedule.

### **14. Equipment in staff areas**

The Safety Officer is responsible for checking electrical cables, plugs and connections and other equipment.

### **15. Dangerous Substances**

The Safety Officer is responsible for carrying out a COSHH assessment of all substances in use or stored in the Centre and for ensuring that all employees are fully aware of listed substances.

The Centre does not currently use or store any notifiable Major Hazard substances.

The Safety Officer should maintain full details of the usage, storage, disposal, components, hazards and First Aid measures (including Product Safety Data Sheets where appropriate).

## **16. Personal Safety**

The Safety Officer is responsible for developing procedures and staff training to ensure the personal safety of staff and volunteers while on duty in the Centre, while locking and unlocking the premises.

The Safety Officer is responsible for liaising with the Chairman and Trustees any concerns or matters arising relating to personal safety.

All staff, volunteers and centre users must comply with the safety requirements laid out within this Policy. Any person who intentionally, maliciously or knowingly causes harm to others by breaching the Centres H&S arrangements/policy safety requirements will be subject to disciplinary action.

If you need any further information, advice or guidance relation to this policy, please contact a member of staff.

**This policy has been approved for issue by the board of trustees of HBCC**

**Policy dated:** 01/03/2024

**Policy review date:** 28/02/2025

Policy links:

*Health and Safety Policy Statement*  
*Standards of Behaviour Pledge*  
*Youth Group Health and Safety Policy*  
*HBCC Safeguarding Policy*  
*HBCC Accident, Incident and First Aid Policy*