



Palgrave & District Community Centre (PDCC) Health, Safety and Environment Policy Final

A - Policy Statement

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and volunteers, and to provide information, instruction, learning and supervision as is needed for this purpose.

In accordance with the Health and Safety at Work etc. Act 1974, we also accept our responsibility for the health and safety of other people who may be affected by our activities.

Palgrave and District Community Centre hereinafter referred to as the Organisation, actively seeks support from all staff and volunteers, whatever their status, in achieving the objectives of this Health and Safety Policy (“the Policy”).

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be reviewed annually.

The Policy is issued to all staff and volunteers.

Signed:

A handwritten signature in black ink, appearing to be 'P. Smith', written over a faint circular stamp.

Chairman of PDCC

Dated: 18th October 2017

Reviewed: May 2019

B - Day-to-day health and safety responsibilities:

1. The Chairman is responsible for all day-to-day health and safety matters relating to the premises at the Palgrave Community Centre (“the premises”).
2. The Chairman is responsible for carrying out risk assessments, copies of which should be filed in the Risk Assessment Folder as soon as they are carried out.
3. It is the duty of all contractors and volunteers while at work:-
 - To take responsible care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and
 - To co-operate with the Trustee Committee to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
 - Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.
 - Any abuse of health and safety responsibilities by an employee or volunteer may lead to disciplinary proceedings being taken against them.

Monitoring the Health and Safety Policy

The Chairman is responsible for checking the Policy to ensure continued effectiveness, particularly that:

- Health and safety responsibilities are being properly discharged
- Contractors and volunteers are working to health and safety rules
- Contractors and volunteers are safety conscious.

Cleaner

The cleaner is responsible for their own health and safety procedures and is required to comply with the COSHH assessments carried out by the Organisation and notified to them.

C- Systems and Procedures

General safety and conduct of contractors

Contractors and volunteers are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all contractors.

A declaration by the employee/volunteer must be signed when the Policy has been read and understood. Staff and volunteers must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury.

Accidents

If an accident occurs, it is the injured person's responsibility to notify the Chairman who will record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the Chairman.

First Aid

The First Aid box is situated in the kitchen. Appropriate signs are displayed.

Safety Training

All contractors and volunteers are given induction training relating to evacuation procedures, accident procedures and availability of first aid.

Communication

Health and Safety is an agenda item for all Executive Committee meetings which are normally held every month. All contractors and volunteers are encouraged to raise any matter of concern at the meeting, but if more urgent, to raise with the Chairman at any time.

Smoking

Smoking is not allowed in any of the Organisation's work areas, but smoking is allowed outside of the premises.

Fire Precautions

Fire procedures are displayed on the premises. Fire drills are carried out at least annually. Following evacuation all staff and volunteers should report to the assembly point. The Chairman will co-ordinate the fire drills.

The fire alarm is tested annually by an appropriate external contractor who also carries out servicing on all fire extinguishers.

All drills checks and annual servicing are recorded in the Fire Log Book maintained by the Chairman.

Personal Protective Equipment

No routine activities requiring personal protective equipment have been identified following risk assessment.

Good Working Practices

Good Working Practices including safety precautions to be taken when working alone are set out in Appendix B.

Electrical Safety

All portable electrical appliances are checked annually by qualified electrical contractors. The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 17th Edition.

Manual Handling

A risk assessment is to be carried out in all cases where volunteers or staff have to carry, lift, push or pull items as part of their tasks. Contractors and volunteers should avoid any manual handling operations which involve the risk of injury. If an operation cannot be avoided, then steps to reduce the risk of injury should be taken and the Organisation shall give information about the object to be moved (e.g.weight) and provide a safe system of work.

Legionella Disease

Legionnaires' disease is a potentially fatal pneumonia caused by legionella Bacteria. The Trustee Committee will have to consider the risks from legionella that may affect staff or members of the public and take suitable precautions.

A Risk Assessment is carried out every 6 months .

Hazardous Substances

The only hazardous substances used on the premises are restricted to the cleaner. The substances have been assessed; copies of the assessments are retained by the Buildings and Maintenance sub-committee and appropriate information supplied to the cleaner.

Building Operations

Where construction work is being proposed to the premises, we will meet our duties as the Client under the Construction, Design and Management Regulations.

Risk Assessments

Risk Assessments have been carried out in the following subject areas:-

- General risk assessment including fire hazards
- Hazardous substances.

Assessment records are all available for inspection.

Health and Safety Inspections

The premises has been assessed as low risk and an inspection will be carried out every 6 months unless circumstances dictate otherwise.

Policy Review

This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

Appendix A - Good Working Practices

1. Keep all passageways clear of obstructions.
2. Do not obstruct any Fire Exit.
3. Keep all electrical leads tidy and ensure that they do not form an obstruction.
4. When alone in the building, ensure that the entrance door is closed and locked.
5. When alone in the building, do not admit any caller who is not known to you or who does not have a prior appointment.
6. When meetings or events are held at the premises the organiser of the meeting or event must ensure that all visitors are informed of fire escape exits.
7. The last person out of the building at any time should observe the Last Person Out instructions, a copy of which is appended hereto.

Appendix B- Manual Handling Practices

1. Staff and volunteers should be told not to lift loads which are too heavy, too bulky/unwieldy, too difficult to get hold of, too hot or hazardous.
2. Decide whether it is possible to avoid some handling through use of trolleys.
3. Ensure that contractors (and volunteers) are given advice and consider the needs of people with health problems or women who are pregnant.
4. Assess whether the job involves movements that increase the chance of injury when carrying or lifting (e.g. twisting, too much pushing or pulling, bending, reaching upwards).
5. The area where the job is to be done should be free from risk with sufficient space to work in (e.g. Store rooms should not be stacked so that chairs might topple when others are removed).

Appendix C- Legionella Disease Checks

1. Water system is well maintained.
2. Check cisterns are well covered and vermin proof and periodically inspect, clean and disinfect.
3. Keep water temperature safely outside the range 20-45°C.
4. Store hot water at 60°C and circulate it at 50°C.
5. Ensure water cannot stagnate, e.g. remove redundant pipework.

6. Insulate cold water tanks and pipework to keep cool in warm places (eg roof spaces).
7. Check water system fittings comply with regulations.
8. Advise staff on how to minimise the risk.

Appendix D - Last Person Out Checklist

1. Check that all lights are off
2. Check that all appliances are switched off except:
 - the fridge
 - the heating system
3. Check that all windows are shut and locked
4. Set alarm
5. Ensure that the door to the building is securely shut as you exit