

# **HEALTH AND SAFETY POLICY**

*Gyffin Community Centre*

**Gyffin Community Centre  
Henryd Road  
Gyffin  
Conwy  
LL32 8HW**

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## Health & Safety Policy

The **Gyffin Community Centre** attaches the greatest importance to health and safety matters and undertakes to provide a safe and healthy working environment, in compliance with the Health and Safety at Work Act 1974 and all other relevant regulations. To meet its responsibilities, attention will be paid to the provision and maintenance of:

- Safe premises and systems of work and a healthy working environment.
- Information and instruction in safety matters.
- Safe procedures to follow in an emergency.

This policy will be kept up to date as legislation changes and as the organisation grows, and will be reviewed annually by the **Gyffin Community Centre** management committee.

### Responsibility for the health and safety policy and practice

There is a shared responsibility between the centre users and the *Management committee*.

**Gyffin Community Centre** Management committee will have the delegated responsibility to ensure that the health and safety policy and practices are implemented. The day to day responsibility will be with the nominated person who will report to the Management committee (as defined by the Gyffin Community Centre constitution) at its committee meetings on any changes to health and safety legislation and guidelines, affecting the policy and practices.

### Duties of the Management committee

The management committee will review any new health and safety legislation as and when the legislation changes. The management committee will review any incidents that have occurred since the last meeting.

### Duty of employees and volunteers

The *Health and Safety at Work Act* lays down certain duties for all employees. Gyffin Community Centre will ensure that all volunteers and those organising events at the centre also adhere to these duties.

In particular, the staff have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or anybody else working at or visiting the organisation's premises;
- Adhere to all safety procedures laid down by the organisation;
- Report all accidents, 'near-miss occurrences' and any other hazardous situations to the nominated person, or a member of the management committee as appropriate
- Where necessary, wear safety and protective clothing or use protective equipment and safety devices as provided;
- Meet any other statutory safety obligations including that laid down in Section 8 of the Act, which states that '*no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare*';

- Ensure they pay regard to the provisions within the Health & Safety policy on a regular visit.

### **Duties of the nominated person**

- To report to the *Management committee* on all health & safety issues.
- To liaise with relevant individuals on relevant health and safety issues.
- To implement the health and safety policy and practices and review these at least once a year.
- To ensure any assessments are carried out as required.
- To investigate any potential hazards and dangerous occurrences.
- To make sure that any hazards are repaired or equipment replaced where necessary.
- To investigate any complaints made by employees, volunteers, committee members, and any person visiting the Centre and to forward report to the Management committee.
- To advise employees/volunteers on job safety and accident prevention.
- To ensure that those who book the centre for regular ongoing activities carry out fire drills at least once every six months.
- In conjunction with above, to advise employees/volunteers on job safety and accident prevention.
- To inspect the first aid box at least twice a year and replace missing items.
- To give an induction to all new staff members on fire/emergency procedures.
- To carry out fire risk assessments on an annual basis at the Centre
- To organise any Health and safety training requirements for staff.
- To keep any necessary information on health and safety and make it available to any member of staff/volunteers or committee member who wishes to see it.

## Arrangements

The following are general arrangements for implementation, which are set out alphabetically for ease of reference.

### Accidents

**Accident reporting** - All accidents, no matter how small, must be properly reported. This should be done even if it appears that no injury has been received. Additionally, staff or users must report 'near misses' or potential hazards to the facilities advisor to ensure situations are investigated and preventative action taken where required. An appropriate Accident Book is kept in the Gyffin Community Centre's Centre office and details should be completed by a suitably trained member of staff. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) the following must be reported to the Health and Safety 'Executive' immediately by the nominated person who will inform Gyffin Community Centre management committee.

- If somebody dies or is seriously injured in an accident.
- If there is a 'dangerous occurrence'.
- If anyone is off work for more than three days as a result of an accident.

**Action to be taken in the event of an accident** - In the event of a minor accident, assistance should be sought from a appointed person and details entered in the accident book. If the accident is such that the resultant injury cannot be dealt with using simple first aid the casualty should immediately attend the Accident and Emergency department of the nearest hospital. If the person is seriously injured and/or unconscious, the ambulance service must be called.

**Accident prevention** - The prevention of accidents is essential to the efficient operation of the organisation. Safety audits, improved procedures and anticipation by all involved with staging events at the centre will all be utilised to contribute to the prevention of accidents.

**Accident investigation** - All accidents at work should be preventable. An individual appointed by the committee will investigate the circumstances of any accident, or near miss, whereupon a full report will be given. Where possible, steps will be taken to reduce the possibility of a similar accident/incident occurring.

### Approved Contractors

Successful contractors will be asked to forward copies of their health and safety policy and where necessary their method statements.

### Control of Substances Hazardous to Health (COSHH)

**Gyffin Community Centre** will eliminate, where possible, the use of hazardous materials on its premises by replacing them with less hazardous materials. Where this is not possible, **Gyffin Community Centre** will control the use of these substances by limiting employees'/volunteers' exposure to them or providing protective equipment for employees.

### Electricity at Work Regulations 1991

Gyffin Community Centre will ensure that a qualified electrician checks all electrical appliances/hard wiring in compliance with the above regulation, and where a defect is found, they will ensure that it is repaired or removed from use immediately.

### Emergency evacuation procedures

In the event of an emergency situation, any person at the scene should dial 999 and request the appropriate emergency service(s). The nominated person should be informed as soon as possible, so that an early investigation may be undertaken. Where an accident has occurred and is reportable under RIDDOR, no alteration to the site of the accident/emergency other than in the interests of safety should be made until advised to do so by the nominated person as a Health and Safety Executive may need to be involved.

### Fire Safety and Procedures

A detailed Fire Risk Assessment of the premises will be undertaken by a competent person.

**Fire alarm system** -The Gyffin Community Centre will arrange for the weekly testing of the fire alarm sounders. The fire extinguishers will be tested annually by an approved company, in accordance with agreed

procedures and a record of such tests will be kept in the Fire Safety log. The Gyffin Community Centre will arrange for monthly visual inspection of all equipment.

**Fire prevention** - One of the main objectives is effective fire prevention. As part of this, staff must ensure that fire exits are kept clear and free of obstructions at all times. Notices concerning fire exits must not be covered or removed. Staff and users must make themselves familiar with the nearest fire exit to activity and with the location of fire fighting equipment. Instruction in the use of fire extinguishers will be provided for staff. Instructions of fire procedures will be located adjacent to each piece of fire fighting equipment.

#### **Action to be taken on discovery of a fire –**

Raise the alarm and ensure the fire service is called. All staff and users must immediately respond to the fire alarm. Never assume that it is merely a drill. Leave the building by the nearest external fire exit. Assemble at the designated area. Do not leave this area until given permission to do so. A 'visual sweep' of the building will be carried out by a 'nominated person' within the whole building. Only when the 'all clear' has been given should anyone return to the building.

**Investigation of fire** – The circumstances of any outbreak of fire will be investigated by the fire officer of the local fire service and, where possible, steps will be taken to reduce the possibility of a similar outbreak recurring.

#### **First aid**

**First aid boxes** - First aid boxes will be provided and maintained at all locations by a nominated First aider / appointed person. It will be the responsibility of the First aider/ appointed person who uses the box to ensure that it is re-stocked. The nominated person will check the contents of the boxes twice a year.

**First Aid training** - A nucleus of staff at all locations will be trained in first aid. It is essential for anyone providing first aid to observe hygiene guidelines gloves are provided in all first aid boxes and these must be worn at all times when dealing with accidents involving contact with body fluids. Refresher training will be provided within the time scales specified. Names and locations of first aiders will be clearly displayed on relevant notice boards.

#### **Hazard reporting**

All staff are encouraged to be vigilant and report any hazards to the nominated person. Where possible steps will be taken to eliminate the hazard, where this is not possible it should be reduced to the lowest level.

#### **Induction**

All new members of staff (including temporary staff) will be given a full health and safety / environmental induction on their first day of work. This induction will be carried out where possible by a delegated person who has received full instruction on the induction process.

#### **Lone working**

The Health and Safety at Work Act 1974 places duties on employers to ensure that their employees are working safely. The Management of Health and Safety at Work Regulations 1999 require risk assessments to be carried out to ensure that significant risks are addressed. It is within these assessments that any specific risk faced by lone workers should be addressed the findings of which should be made known to the **Gyffin Community Centre**.

#### **Manual handling**

**Gyffin Community Centre** will meet its obligations under the Manual Handling Operations Regulations 1992 if it is established through the risk assessment process that manual handling will be an issue for any staff member then the nominated person should give basic awareness training in relation to manual handling. Manual handling courses will be offered on a regular basis.

#### **Personal safety**

**Gyffin Community Centre** has a legal duty to minimise employees' exposure to harm while in work. Personal safety includes more than just the risk of physical violence. Employees/volunteers may face verbal and/or mental abuse, discrimination, threatening behaviour, bullying even ostracism. Anyone who has concerns regarding their personal safety should discuss this with their nominated person immediately.

#### **Pregnant workers**

Under the Management of Health and Safety Regulations Regulation 16 is required to carry out the following:

- A specific risk assessment of the work of new and expectant mothers and the taking of appropriate measures as a result, including variation of working hours or conditions where reasonable to do so and effective against the risks, up to suspension from work where necessary.
- Regulation 17 requires the employer to suspend new and expectant mothers from work 'for as long as necessary' for their health and safety when a medical certificate indicates this should be done. In this instance the employee's rights to alternative work and remuneration are protected by the Employment Rights Act 1996. There is a duty on the new or expectant mother to notify **Gyffin Community Centre** in writing of her condition or if she is breastfeeding. If she fails to notify **Gyffin Community Centre** or if **Gyffin Community Centre** cannot establish what her condition is then the provisions of regulation 16 and 17 would not apply.

### Records

Information relating to accidents must be recorded in the accident books in the various office locations. Information relating to fire safety must be kept in the fire safety log books in the various office locations. Information relating to training and occupational health issues will be kept on individual personal files. Personal files will be kept confidential at all times and in a locked filing cabinet.

### Risk Management

The following guidelines have been provided for information and advice only.

**Principles** - The purpose of a risk assessment is to identify the measures needed to protect employees, trustees, visitors and others who may be affected by the risk. All staff are encouraged to be vigilant and report any hazards to the facilities advisor. The staff are encouraged to adopt the following protective and preventative measures:

- Where possible, avoid risk altogether.
- Reduce unavoidable risk to a minimum.
- Adapt work practices to minimise adverse effects on health and safety.
- Give priority to measures which protect the whole workplace.
- Encourage and promote an active health and safety culture within the centre.

Scope - In addition to the formal risk assessments at the centre which are carried out on an annual basis, all events organised by **Gyffin Community Centre** require a risk assessment as does any physical contribution to an event organised by a third party. All risk assessments are to be sent to the administration officer who will maintain a register.

### Training

The **Gyffin Community Centre** will arrange for staff to undertake any health and safety training which may be specific to an individual's work activity. Manual Handling, first aid, fire safety and personal safety awareness training will be offered on a regular basis.

### Safety of premises

It is (*name of group*)'s intention to ensure all premises under its control are maintained, so far as is reasonably practical, to be safe and without risk to health and safety and to have adequate access. Regular risk assessments will be taken and recorded. Premises will display legally required notices and certificates.

### Security

The importance of building security cannot be overstated. Staff are to take care of personal belongings, particularly handbags, wallets and purses. **Gyffin Community Centre** cannot accept responsibility for these items. All visitors must report to reception, sign in. On leaving, all visitors must check out. Where necessary, visitors must stay at reception until greeted by member of staff. Where the **Gyffin Community Centre** deems a situation to be a risk to staff and visitors, appropriate action may be taken. The person(s) who has invited the visitor(s) to attend the Centre is/are deemed responsible for the visitor's safety at all times during their visit.

### Smoking

In Wales under the *Smoke free premises legislation 2007* smoking is not permitted in enclosed public areas, in the case of the Centre this includes the car park, and any areas in the boundary of the Centre.

### Welfare

Adequate toilet and washing facilities are available and these will be kept to a minimum required standard at all times. The office accommodation areas will be regularly cleaned and kept in good repair and decorative order.

### Young Persons

Under the Management of Health and Safety at Work Regulations 1999 (reg.19), **Gyffin Community Centre is required to carry out a specific risk assessment for any young person on site** (a young person is defined as someone who is between compulsory school age (16 years) and 18 years old.) **Gyffin Community Centre** should ensure that any **young person employed or on work experience** are protected from any risks to their health and safety, which may result from their lack of experience and awareness of risks or their immaturity. In particular young persons cannot be **employed** to do work beyond their physical or psychological capacity or which involves:

- Harmful exposure to toxic, carcinogenic or other chronic agents of harm to human health
- Harmful exposure to radiation
- Risks of accidents which, it can be reasonably assumed, cannot be recognised or avoided by young persons because of the lack of experience or training, or because of their insufficient attention to safety
- A risk to health from extreme heat and cold, noise or vibration

Where a young person of school age is to be **employed/work experience**, **Gyffin Community Centre must first provide the parents or guardians /school of that child with 'comprehensive and relevant information' of the findings of the risk assessment and the preventative/protective measures taken.**

### Summary

It is **Gyffin Community Centre's** policy to consult **employees** & volunteers on health and safety matters. Any member of staff disregarding the health and safety policy, procedures or requirements, or found to be encouraging others to do so, will be dealt with under the **Gyffin Community Centre** procedures.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Position: \_\_\_\_\_

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