

# Health and Safety

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## A - Policy Statement

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all volunteers and service users, and to provide information 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.

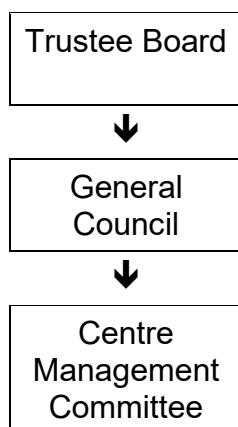
Old Felixstowe Community Association, hereinafter referred to as OFCA, actively seeks support from all volunteers and service users, whatever their status, in achieving the objectives of this Health and Safety Policy ("the Policy").

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.

The Policy is available to all volunteers and service users.

## B - Organisation Structure

The Organisation's organisational structure is set out in the diagram below and the schedule of individual health and safety responsibilities is detailed below.



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

1. The Management Committee is responsible for all day-to-day health and safety matters relating to the premises at Ferry Road, Felixstowe ("the premises").

2. It is the duty of all while at the Centre:-

- To take responsible care for the health and safety of themselves and of other persons who may be affected by their acts or omissions, and
- To co-operate with Management Committee members to achieve a healthy and safe environment 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.

3. Any abuse of health and safety responsibilities by a member, volunteer or service user may lead to their being banned from using the building.

### **Monitoring the Health and Safety Policy**

4. The Management Committee is responsible for checking the Policy to ensure continued effectiveness, particularly that:

- Health and safety responsibilities are being properly discharged.
- Volunteers, members and service users are working to health and safety rules.
- Volunteers, members and service users are safety conscious.

## **C - Systems and Procedures**

### **General safety and conduct of people in the Centre**

Volunteers, members and service users are reminded of their moral and legal responsibility for conducting themselves in such a manner 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 trustees, committees and service users. A copy of the H & S document will be made available on request.

### **Accidents**

If an accident occurs, it is the injured person's responsibility to ensure that a record is made in the Incident Book.

### **First Aid & Defibrillator**

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

The defibrillator is situated on the outside, at the front of the building

Both of these are regularly checked/serviced and such check are recorded in the Management Committee monthly meeting minutes.

### **Communication**

Health and Safety is an agenda item for all Management Committee meetings which are normally held every month. The Centre's users are encouraged to raise any matter of concern to be discussed at the meeting, but if more urgent, to raise with the Chair of the Management Committee.

## **Smoking**

Smoking or Vaping is not allowed in the premises, but they are allowed outside of the premises.

## **Fire Precautions**

Fire procedures are displayed in each room of the premises.

The fire alarms are tested monthly, and a full safety check quarterly, by a nominated Management Committee member

All fire extinguishers are serviced annually by a qualified contractor.

All checks and annual servicing are recorded in the minutes of the Management Committee.

## **Personal Protective Equipment**

No personal protective equipment is considered necessary.

## **Electrical Safety**

Electrical appliances regularly used in the Centre are inspected regularly and tested according to IET requirements. Occasional/one off users are advised concerning electrical safety in the hiring conditions. The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institution of Engineering and Technology Wiring Regulations 18<sup>th</sup> Edition.

## **Gas Safety**

Notices are posted by the boiler in the kitchen and by the Gas Meter that if a leak is suspected, the supply should be turned off and the National Gas Emergency Service contacted.

All Gas appliances and pipework is installed, maintained and repaired by a Gas Safe registered engineer.

All checks are done and records kept in accordance with the Gas Safety (Installation and Use) Regulations 1998

## **Hazardous Substances**

Any hazardous substances that are used on the premises are kept in a locked cupboard controlled by the cleaner.

## **Hirers of the Building**

Hirers of the building are responsible for the Health and Safety of their members or members of the public during their hiring. Further guidance is given in Appendices A and C.

The Health and Safety Policy will be monitored and reviewed annually.

## **Appendix A - Good H &S 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 premises ensure that the entrance door is closed and secure.
5. When alone in the premises, do not admit any caller who is not known to you or who does not have a prior appointment.
6. When meetings are held at the premises, the Chairman of the meeting 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 - Last Person Out Checklist**

### **LAST PERSON OUT PLEASE**

- check that all lights are off .
- check that the hot water boiler in the kitchen is off.
- check that all room thermostats are set to full (5 – anti-clockwise).
- check that all appliances are switched off except the fridge.
- check that all windows are shut and locked.
- ensure that all external doors are locked.

## **Appendix C – Hirers’ Health and Safety Advice**

The Management Committee may be unaware of the type of activity that your users may be undertaking in the building so they cannot assess the risk of damage either to individuals or the premises.

Therefore users/hirers need to carry out their own risk assessment dealing with – for example:

- The nature of the activity for which they are using the premises.
- The people who are taking part.
- The equipment that is being used.
- Potential damage to the building and the consequences.

Some common sense factors are:

- Be careful when setting up a room or clearing up at the end with carrying tables and chairs. Do not attempt to carry loads that are too heavy. Use the chair trolley whenever possible.
- Only 6 chairs should be in stacked together.
- If using tables for table sales, fêtes, craft fairs etc, please do not overload tables with goods.
- Do not obstruct fire exits.
- If bringing in or using electrical equipment, please ensure that wires, leads and cables do not trail across the floor, causing trip hazards. Portable appliance mains leads should, ideally, have been checked for electrical safety. They should at least be checked visually for damage and sound connection to the plug.
- Clean up any spillages on the floor immediately and ensure that the floor is not slippery.
- If anyone has an accident during your hiring, please enter the details in the Accident Book which is situated in the kitchen.
- Be aware of people attending your event who may be at special risk, particularly in the event of having to evacuate the building. This could include people with disabilities (physical or learning disabilities) and the elderly.
- When leaving and locking up the building at night, please be aware of your surroundings and ensure that the building is completely secure and that there is no noise disturbance.
- Remember, you (not OFCA) are responsible for the Health and Safety of your members or members of the public during your booking.