



Old Heathcoat School Community Centre

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Policy 1: Health and Safety

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers and users of the Community Centre, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the organisation changes in nature and size. To ensure this, the policy and the way which it has operated will be reviewed every year by the General Committee.

Responsibilities

Overall and final responsibility for health and safety in the Association is that of John Stedman, Chairman.

Ken Weber is responsible for this policy being carried out at the Community Centre premises.

All employees and volunteers have the responsibility to co-operate with other users to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or volunteer notices a health or safety problem which they are not able to put right, they must immediately tell the appropriate person named above.

The person responsible for health and safety training is Ken Weber. Information and training in health and safety matters will be included in the staff induction process.

Advice and Consultancy

Details of the local inspector's office are given on the Health and Safety Executive poster displayed in the corridor.

General Arrangements

In case of accidents the First Aid box is situated as follows:

- Community Centre – Office

All accidents to employees, volunteers or visitors to OHSCC premises must be reported to the appropriate person and recorded in the accident book. Please also report all accidents to Ken Weber for further investigation.

The accident book for OHSCC is kept in the office.

General Fire Safety

Fire drill notices are posted at appropriate locations. Please ensure that you are familiar with the instructions, and with the escape routes and assembly points indicated.

Regular fire drills will be carried out, at least annually, and fire alarms and extinguishers tested regularly.

Housekeeping and Premises

It is the duty of all employees and volunteers to ensure that they work in a healthy and safe environment. To this end all staff and visitors should ensure the following:

Electrical Equipment

This must be maintained in good working order. Please avoid trailing wires and cover with a mat if necessary. Faulty equipment should not be used, but should be switched off, marked 'Faulty –do not use' and reported immediately to Ken Weber. A book is kept in the office which should record reported faults. Repairs should only be carried out by an authorised, qualified person.

All equipment should be switched off when not in use and at the end of the day. Regular visible inspections should be made to ensure compliance with the above.

VDUs

Workstations will be inspected regularly to ensure that they comply with recommended situations and practices. Any problems should be reported to Ken Weber.

Lifting and Carrying

All employees and visitors should take great care when lifting or moving objects. Assistance should be sought when moving heavy objects, or appropriate equipment used.

Those with back problems or other physical difficulties should not move heavy or awkward objects.

Kitchen/Sink areas

Please ensure the kitchen/sink areas are kept clean and tidy, and any spillages immediately mopped up.

Safe stacking and storage

Do not stack or store any items in such a way which may cause injury when moved. Large or heavy items should be stored on the floor.

No Smoking

Smoking is not permitted in the OHSCC. Those who wish to smoke should do so outside of the building only.

Risk Assessments

Regular risk assessments will be carried out by Ken Weber or other designated member of the General Committee to ensure that any risks involved with the activities of the OHSCC are minimal.

Ken Weber will also report to the General Committee regarding any matters of Health and Safety.

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Approved by: John Stedman (Chairman)