

Oughtrington Community Centre Health and Safety Policy

Oughtrington Community Centre
1 Oughtrington Crescent
Lymm
WA13 9JD

Tel. 01925 75 4178

Email contact@oughtrington.co.uk

Website www.oughtrington.co.uk

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Terms and abbreviations

Term	Description
Facilities Manager	The volunteer with lead responsibilities for Buildings & site maintenance.
CoSHH	Control of Substances Hazardous to Health
GP	General (medical) Practitioner
OCC	Oughtrington Community Centre
“Users of the Centre”	All users of OCC, hirers, volunteers and visitors
VDU	Visual Display Unit

Policy Statement

Oughtrington Community Centre (OCC) will take all reasonable and practical steps to provide and maintain a safe and healthy environment on its premises for all its volunteers, users and visitors (“Users of the Centre”)

OCC will ensure:

- The provision and maintenance of a safe working or operating environment for its Users, volunteers and visitors, without risks to health and with adequate facilities
- A safe means of access to and exit from the Centre
- The provision and maintenance of equipment and systems of work that are safe and without undue risks to health
- Safety in the use, handling, storage and transport of articles and substances
- The provision of information, instruction, training and supervision necessary to ensure the health and safety of the Users of the Centre.

Responsibilities

The Trustee Board must ensure that Users of the Centre, particularly those for whom they have direct responsibility, work in a safe manner and understand their respective responsibilities within the Health and Safety Policy.

The Facilities Manager is responsible for ensuring that the policy is implemented and is responsible for:

- ensuring inspection of machinery and equipment is regularly undertaken
- regular inspection of the working areas to ensure safe working procedures are being carried out by Users of the Centre
- ensuring new Users of the Centre are competently trained in the use of equipment and are conversant with the safety policy
- ensuring that existing Users of the Centre are regularly reminded of their responsibilities under the safety policy
- the investigation of any complaints by any Users of the Centre in relation to health and safety or welfare at work
- keeping the Trustee Board informed of any relevant changes in legislation and issues from the implementation of the Health and Safety Policy
- arranging Health and Safety inspections regularly, and acting promptly on the results
- receive suitable training on systems and safety management, advise Users of the Centre on Health & Safety and accident prevention and organise any required training

All Users of the Centre must conform with the Health and Safety Policy, they are required to :

- Complete a health and safety check list at start of a hire or series of hires.
- co-operate on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions within or around OCC.
- familiarise themselves and comply with the charity's procedures on health and safety
- work to the highest possible standards of safety with regard to other users
- report all health and safety concerns to the Facilities Manager.
- report all accidents or injury that occur within the OCC environment are reported to the Facilities Manager.
- report to the Facilities Manager if they are unsure how to perform a task safely, believe it would be dangerous to perform a specific job or use specific equipment

Reporting

The initial responsibility for dealing with accidents and emergencies will lie with the Facilities Manager. S/he can delegate where appropriate to an appointed person. The responsibilities of the appointed person will be:

- to administer where possible any emergency treatment of casualties
- ensure an ambulance or doctor is called when appropriate
- ensure the first aid box is clearly identified and readily accessible
- ensure all incidents are recorded
- inform the Trustee Board of any reportable occurrences as soon as possible

The Facilities Manager has responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and reporting such incidents to the Health and Safety Executive.

Monitoring health and safety

Responsibility for carrying out regular Health and Safety inspections will be the Facilities Manager, S/he can delegate this role to ensure the safety changes are carried out. The Facilities Manager should report findings of the inspections to the Board of Trustees. The Chair will also do occasional health and safety spot checks.

Accidents will be investigated by the Facilities Manager and the safety systems will be reviewed to try and prevent a recurrence.

Review

The Health and Safety policy and procedures will be reviewed every three years or when risk assessments indicate policy and procedures should be amended, whichever is the soonest.

Useful Contacts

Further advice on Health and Safety can be obtained from the Health and Safety Executive on 0845 345 0055 or email hse.infoline@connaught.plc.uk

PROCEDURES

Accidents, first aid and work-related ill-health

The first aid box is located outside the main hall (pre-school have their own / an additional first aid box).

All hirers will be shown the location of the first aid box. This information is also displayed on the notice boards.

All injuries, however small, sustained by a person at OCC must be reported to the Facilities Manager or in their absence an appropriate substitute and recorded in the Accident Report Book, located by the first aid box. All accidents will be investigated as necessary, with any required action being taken to prevent a recurrence of the problem.

The Facilities Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (see Reporting section).

Alcohol, Drugs or Substance misuse

Any volunteer or lead hirer (parties excepted) thought to be under the influence of alcohol or drugs will be subject to a hire review (future or repeat bookings may be cancelled).

Display screen equipment (if applicable)

Computer screens will be provided with anti-glare screens. All volunteers defined as regular users of VDU's will be offered an eye test at the expense of OCC at two yearly intervals. A five to ten minute break will be implemented for users after every hour of continual VDU use. Where an eye test shows that spectacles are necessary specifically for VDU work, the cost of a basic NHS pair of spectacles will be met by OCC. This provision does not apply where normal corrective appliances, glasses or contact lenses, prescribed for reading printed material will suffice.

Electricity

OCC abides by the current Electricity at Work regulations. The Facilities Manager will arrange for the electrical testing of all portable appliances by a suitably qualified electrician every 2 years. No untested electrical appliance will be used within their area of work.

Users of the Centre must ensure that they use electricity in the safest possible way:

Never tamper with electrical equipment or electrically powered equipment, **Do not** attempt to repair it or to remedy an electrical problem.

- Do not** overload sockets
- Do not** use taped joints to connect cables
- Do not** ignore obvious tell-tale signs such as faulty switching
- Do not** adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- Do not** handle electrical appliances, plugs and flexes with wet hands
- Do** switch off equipment before unplugging and cleaning
- Do** report electrical equipment to the line manager which is not working properly
- Do** ensure they are aware of safety precautions

Users at Special Risk

OCC recognises that some Users may from time to time be at increased risk of injury or ill-health resulting from particular activities. All Users of the Centre must advise the Facilities Manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

As a community based organisation OCC aim to ensure that we make reasonable adjustments of our arrangements or premises in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

OCC will make special arrangements for the supervision of young volunteers in accordance with good practice guidelines.

Equipment

All Users of the Centre will be instructed in the safe use of any required Centre owned equipment in their induction programme and as part of Health and Safety training. Users of the Centre should report any equipment failure to the Facilities Manager.

Any tools or equipment which are defective must be reported to the Facilities Manager. In addition, new or second-hand equipment must be checked to ensure that it meets health and safety standards before it is purchased.

No tool should be used outside of the manufacturer's guidance. Users of the Centre are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose. Approved personal protective equipment must be properly used where appropriate. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety. All tools must be properly and safely stored when not in use.

Fire

The Facilities Manager is the named fire warden, the Deputy Facilities Manager is delegated in the absence of the Facilities Manager.

Fire instructions are displayed at various points around the building. All Users of the Centre have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Volunteers, Hirers or Users of the Centre should never attempt to repair or interfere with electrical equipment or wiring themselves.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the Centre. If a smoke detector sounds or fire is discovered, it is the responsibility of any User of the Centre present to raise an alarm and evacuate the building.

Users of the Centre should ensure that they have at least one functioning and charged mobile phone available, to contact the emergency services if required.

If there are fewer than three people in the building, then each should ensure that they each carry a functioning and charged mobile phone, to contact the emergency services if required.

Fire extinguishers are also located at strategic points throughout the centre. Users of the Centre are only expected to tackle a fire themselves if it does not pose a threat to their personal safety. If the situation is dangerous or potentially dangerous, the User of the Centre must raise the fire alarm and evacuate the building immediately. The assembly point is detailed on the noticeboard in the lobby.

Fire doors are designed to slow the spread of fire and smoke throughout the centre. Fire exit doors and corridors must never be locked, blocked or used as storage space. All Users of the Centre must ensure they are familiar with their evacuation route(s) and designated assembly point in case of fire. Practice fire drills are conducted on a periodical basis.

OCC is based in a self-managed building that adheres to fire regulations.

Fire detection and alarm systems, fire extinguishers and emergency lighting shall be tested regularly and results recorded. Faults identified shall be reported to approved maintenance companies for rectification. If a fault could result in the risk of injury to volunteers, users or visitors to the community centre then part or all of the building should be closed until the fault is rectified.

Housekeeping

It is the responsibility of all Users of the Centre to ensure the following:

- Materials and equipment must be stored safely and tidily at all times
- Walkways and passageways and exits must be kept clear and free from obstructions at all times
- If a walkway or passageway becomes wet the floor should be wiped up immediately
- Trailing cables should not be left in any passageway

- Waste should not be held in the building, waste arising during a hire session or volunteer activity must be deposited in the waste bin in the car park at the end of the session.

Infectious Diseases

For these guidelines an infectious disease is defined as one which could be transmitted either deliberately or unknowingly to another person / persons.

- All Users of the Centre who may have contact with bodily fluids should seek guidance from their GP regarding vaccinations and should wear the appropriate protective clothing i.e. gloves / aprons / masks.
- The Facilities Manager must be advised if any User of the Centre is suspected of or diagnosed as having a contagious disease which may be passed to others in everyday occurrences. The User of the Centre should not come onto the premises until medical advice has been sought. This does not contravene our equal opportunities policies and procedures including Users of the Centre's declarations of HIV and Aids status.
- Once the User of the Centre has sought medical advice they should inform the Facilities Manager of the circumstances, who will discuss the implications with them.
- Confidentiality and dignity of the individual will be respected at all times and details of their condition will not be revealed to any third party without their agreement unless there is a significant risk to a third party
- OCC shall take appropriate care to prevent cross infection or contamination

Information and instruction

Health and Safety Law posters are displayed in the lobby

Further health and safety advice is available from the Health and Safety Executive helpline.

Insurance

The Trustee Board is responsible for insuring the activities of the organisation. Insurance certificates are displayed in the lobby area.

SECURITY OF PERSONNEL

Individual Trustees, hirers or volunteers home addresses or telephone numbers should not be disclosed to anyone outside the OCC team without prior agreement.

Lone Working

All users of the Centre should avoid being on or within the premises on their own, if this is unavoidable then processes should be in place to ensure user safety, and a lone working risk assessment should be undertaken.

A lone worker entering the building must:

- Carry a functioning and charged mobile phone on their person at all times.

- have informed a person of their intention and the time they expect to return, so that a welfare check can be undertaken if they do not return as planned.

Manual Handling

In all cases where Users of the Centre have to regularly carry, lift, push or pull items as part of their activities or duties, a risk assessment should be undertaken and recorded.

Manual handling operations which involve the risk of injury should be avoided. Users of the Centre should not attempt to lift or move a load which is too heavy to manage comfortably. Users of the Centre should ask for assistance if there is any danger of strain.

Users of the Centre should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used as long as the person has been instructed how to use this safely. Users of the Centre should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

Mobile phones

The use of mobile phones, with or without a hands-free adaptor, is prohibited whilst driving on OCC matters, or when responding to telephone calls related to OCC. The use of a mobile phone whilst driving is not only an illegal offence but will also be seen as a disciplinary offence.

Risk assessments

It is a requirement of the Management of Health and Safety at Work Regulations 1999 that OCC undertakes and records risk assessments. Risk assessments will be undertaken by the Facilities Manager where appropriate and by individual Officers / Volunteer Leads and Volunteers at the outset of their service delivery and where new activities are introduced. Risk assessments will be reviewed on an annual basis. Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to the Facilities Manager.

The action required to remove or control risks will be approved by the Facilities Manager. Although risk assessments are undertaken prior to the activity being carried out, all Users of the Centre have a responsibility for not undertaking activity if they consider that the risks to themselves or others is significant.

Safe Handling of Substances

OCC is required to carry out an assessment under the Control of Substances Hazardous to Health regulations 2002 in order to assess the workplace for risk to health from substances used on their premises.

Any hazardous substance or equipment would be kept within a locked storage.

A hazardous substance can be liquid, solid, dust powder, or gas which can damage health when it comes into contact with skin or eyes; or enters the body through the skin; or is breathed in, swallowed or even transferred to the mouth via contaminated hands.

In order to comply with CoSHH regulations OCC are required to take the following steps:-

- Identify the hazardous substance present. Consider the risks they present to people's health if the risk is significant.
- Decide who might be harmed or if others maybe affected indirectly.
- Evaluate the risk arising from the hazard and decide whether existing control measures are adequate or if more should be done.
- Record the findings and arrange for details to be inserted into the health and safety file and inform all regular Users of the Centre.

Assessments should be reviewed annually or until new guidance is given whichever is sooner.

Users of the Centre required to use certain substances / chemicals will be required to comply with the following procedures:

- To use substances /chemicals in accordance with the manufacturer's instructions. If in doubt, they should check before use with the Facilities Manager.
- To use protective clothing / footwear /gloves / masks / eye protection as appropriate.
- To clean any spillage / soiling of such substances in an appropriate manner.
- To report any accidents / incidents or injuries to the Facilities Manager or a designated person if the Facilities Manager is absent.

Training

All Users of the Centre will receive health and safety guidance as part of their onboarding. Training will include instruction on the safe use of any equipment provided and other information which is relevant to their requirement. Specific training sessions will be arranged if there is a change to health and safety procedures; if it is agreed as part of that Users training and development needs or to inform Users of a specific health and safety concern.

Any training and development needs should be reported to the Facilities Manager.

HEALTH, SAFETY AND WELFARE

OCC aims to protect Users of the Centre's health from injury or long term illness; ensuring their safety by affording protection from immediate danger and their welfare by providing facilities for personal comfort at the centre.

Lighting

OCC should ensure that there is adequate lighting, preferably natural light to avoid visual fatigue.

Temperature

OCC is expected to maintain a temperature of at least 18C in our main rooms whilst in use.

If this temperature is not reached, the User of the Centre should ask for additional heating facilities to be provided immediately and, if this is not possible, should review whether to continue with their activity

There is no maximum temperature.