

ROYSTON COMMUNITY ASSOCIATION

HEALTH AND SAFETY POLICY

THIS DOCUMENT IS TO BE ISSUED TO ALL EMPLOYEES AND VOLUNTEERS

In accordance with the duty required by section 2(3) of the Health and Safety at Work Act 1974, Royston Community Association hereby publishes its written statement of general policy.

Statement of general policy:

- Royston Community Association accepts its responsibilities as an employer for providing and maintaining a safe and healthy working environment for all its employees, contractors, volunteers and others who may be affected by the activities of the Association.
- The Association will provide adequate control of the health and safety risks arising from our work activities;
- We will consult with our employees on matters affecting their health and safety;
- We will provide information, instruction and supervision for employees;
- We will ensure all employees are competent to do their tasks, and provide them with adequate training;
- We will work to prevent accidents and cases of work-related ill health;
- We will review and revise this policy as necessary at regular intervals.

Responsibilities:

1. Overall and final responsibility for health and safety in the Association and for compliance with the Health and Safety at Work Act 1974 and Regulations made under the Act and the Occupiers Liability Act is that of Royston Community Association.
2. The Manager is responsible for this policy being carried out at the Association's premises, Coombes Community Centre. It is also the Manager's responsibility to ensure that the Association is up to date with relevant health and safety legislation and to ensure the Association has adequate insurance cover at all times.
3. Employee's responsibilities:
 - Comply with this Health and Safety policy and fully observe the safety rules
 - Not interfere with anything provided to safeguard their health and safety and use protective equipment provided
 - Report any safety hazard within their work area or malfunction of any equipment
 - Take reasonable care of their own health and safety and fully conform to all written or verbal instructions given to them
 - Observe fire evacuation procedures and be aware of fire routes and equipment
 - Observe all laid down procedures concerning processes, material and substances used
 - Conduct themselves in an orderly manner in the work place and refrain from horseplay or practical jokes
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Consultation with employees

We will consult directly with employees on matters that affect their health and safety. Employees are encouraged and required to raise any health and safety issues concerning their employment on an informal basis with the Manager. When undertaking risk assessments, employees who are affected will be consulted throughout the process.

All employees shall receive the necessary training, instruction and information to carry out their roles in compliance with legislation and best practice.

Risk Assessment

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures are the cornerstones of effective risk management. Risk assessments will be undertaken by the Manager for Coombes Community Centre and will be reviewed annually or when the work activity changes, whichever is soonest.

Accidents, First Aid and work-related ill health

A First-Aid box is kept in the office and cleaning supply cupboard for use by staff members.

All accidents and cases of work-related ill health are to be recorded in the accident book. Accident book is kept at the Community Association Office.

The Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Fire Safety and Emergency Procedures

- Exit corridors, landings and stair cases must be kept clear at all times.
- All staff must be fully conversant with the "Fire Alert" system which is displayed in all rooms.
- Fire extinguishers should be visually inspected, regularly maintained and checked regularly by compliance contractors and the Fire Protection Service.
- Fire Alarm call points should be tested alternatively on a monthly basis and by the Fire Protection Service annually.
- Emergency evacuation procedures should be tested annually.
- Flammable materials must not be stored, even for a temporary period, in the office or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- Emergency lighting should be tested regularly by the compliance contractors and the Fire Protection Service.
- The Manager is responsible for ensuring that fire risk assessments are undertaken and implemented.

Smoking

Smoking is not allowed in any part of the building.

Control of Substance Hazardous to Health

Staff handling such substances will be trained as per COSHH guidelines. Staff should be aware of the need to take precautions when using hazardous substances in confined spaces especially flammable or toxic materials or adhesives. Staff will be responsible for checking any materials being used or brought onto any premises owned by Royston Community Association and they must ensure that they are stored safely and correctly. A COSHH register is held and must be updated as required.

Display Screen Equipment

All display screen equipment will be monitored to ensure compliance with applicable regulations. All workstations will be assessed whenever their configuration is altered. New equipment will be assessed after installation.

Lone Working

Royston Community Association recognises the risks posed to any of its employees required to work alone and will take all necessary precautions to minimise those risks.

- a) Staff working alone have the responsibility to take reasonable care of themselves and other people affected by their work.
- b) Staff working alone should ensure entry to the building by visitors is within their control. Staff should check credentials if they are not satisfied as to the bona fides of any visitor acting in an official capacity (Electricity suppliers, water suppliers etc.).
- c) Staff should be trained in emergency procedures (fire, etc.)
- d) Under no circumstances should staff use ladders if working alone.
- e) Should a member of staff working alone become ill or sustain an accident and requires medical attention they should (if able) ring the emergency services. Staff should undergo First Aid training if deemed necessary.

See Lone Working Policy for further guidance

Manual Handling

The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action. Manual lifting is included in this and an incorrect technique can cause serious injury.

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help. If mechanical aids are provided, use them.

The Association will identify tasks that present a manual handling hazard, assess the risks, implement precautions and provide training to all staff at risk.

Electricity and Electrical Equipment

The Association will:

- Seek advice from a competent person for all work on electricity and only use such competent persons on electrical work.
- Ensure our fixed installation is safe and inspect it where appropriate.
- Test portable electrical equipment (PAT testing) on a regular basis by a competent person
- Require all employees to undertake a visual check on all electrical work equipment prior to use. Staff should not carry out repairs on electrical equipment.

General Working Environment

- Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs and this should be avoided at all times.
- Step-ladders which are used to gain access to heights must be in good condition and free from defects.
- Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
- Floors must be treated only with approved non-slip products. The method of application and

quantities to be applied should be that recommended by the manufacturer.

- Employees should report:
 - Structural faults which appear dangerous.
 - Floor coverings, etc. which cause a tripping hazard.
 - Faulty gas, electric, fittings and equipment.
 - All accidents, however small, should be reported.

Contractors and Visitors

The Association shall ensure that where contractors or sub-contractors are engaged by the Community Association, they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the Health and Safety at Work Act. (See notice to contractors – appendix 1)

The Association shall ensure that those not in the employment of the Association, including the general public are not exposed to risks to their safety or health when on Association premises or at events organised by or on behalf of the Community Association.

Legislation consulted on compiling this policy:

- Health and Safety at Work Act 1974
- Electricity at Work Regulations 1989
- The Management of Health & Safety at Work Regulations (1999 & 2006 Amendment)
- Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 2018
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Fire Precautions (Workplace) Regulations 2006
- The Health & Safety (Young Persons) Regulations 1997
- The Smoke-Free (Premises and Enforcement) Regulation 2006
- The Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Health and Safety (First Aid) Regulations 2013
- Health and Safety (Consultation with Employees) Regulations (HSIER) 1996

Notice to Contractors Appendix 1

For Royston Community Association to comply with Health and Safety Legislation, all outside contractors employed to do work on Association Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Association shall be deemed to have agreed to comply with the following requirements: -

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Association premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Association will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Association will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Association taking this action, your site representative will be notified verbally and will have confirmation in writing by the Association's representative to order such a stoppage.
6. The Association will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Association premises involving you or your employees.
7. The Association may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Approved by Committee.....

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