

**St Mary Bourne Village Centre  
(Registered Charity no. 301936)**

**Health and Safety Policy**

St Mary Bourne Village Centre (the “Village Centre”) recognises and accepts its duties as an organisation to provide a safe and healthy working environment, so far as is reasonably practicable, for all its staff under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation. The Village Centre also acknowledges its duty of care to avoid carelessly or recklessly causing personal injury to people or damage to property and its responsibility to exercise reasonable care in dealings with others and in relation to the upkeep of the Centre.

**1. Policy Objectives.**

The Village Centre will take all reasonable practicable steps to meet its responsibilities paying particular attention to the provision and maintenance of:

- (i) A safe place of work and safe access to (and egress from) it.
- (ii) A healthy working environment.
- (iii) Plant, equipment and systems of work that are safe.
- (iv) Safe arrangements for the use, handling, storage and transport of articles and substances.
- (v) Sufficient information, instruction, training and supervision to enable all the team to avoid hazards and contribute to their own safety and health at work.
- (vi) Reasonably practical safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from the Village Centre's activities.

**2. Management Responsibilities.**

The Trustees are responsible for ensuring that the safety policy is carried out, including risk assessments, and that responsibilities for the safety, health and welfare are properly assigned and accepted at all levels. The Health & Safety Officer will maintain health and safety records including risk assessments, portable appliance inspections, fire certificates and recordable incidents.

The management committee takes out insurance covering the Village Centre's liability to third parties (public liability insurance) and damage to others caused by employees and volunteers (employers's liability insurance)

**3. Responsibilities of staff and volunteers.**

It is the duty of all staff under Section 7 of the Health and Safety at Work Act to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions. Every individual MUST:

- (i) Take care of his/her safety whilst at work
- (ii) Take care for the health and safety of all members of the general public who may be affected by his/her actions or omissions with particular consideration for the needs of children and young persons and the elderly and infirm engaged in activities organised by the Village Centre
- (iii) Comply with all safety instructions.
- (iv) Co-operate with the Health & Safety Officer so as to enable that officer to carry out his or her own responsibilities successfully.

- (v) Not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.
- (vi) Report at the earliest opportunity injuries, accidents or dangerous occurrences at work including those involving the public and participants in Village Centre organised activities.

#### **4. Policy for Visitors and Contractors**

On arrival all visitors should be directed to the appropriate member of staff/volunteer. This person will take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange help in event of an accident.

#### **5. First Aid and Accident Reporting.**

##### **(i) First Aid.**

- a) All groups and activities must have first aid cover and be able to provide appropriate paperwork.
- b) A First Aid Box is provided in each kitchen (responsibility for replenishment is the Health & Safety Officer)

##### **(ii) Accidents**

- a) In the event of an injury or illness, call for a member of staff/volunteer or ring for an ambulance directly. To call an ambulance - dial 999 and ask for ambulance.
- b) All accidents must be reported to (the Health & Safety Officer) or another member of staff/Trustee on duty immediately or as soon as practicable.
- c) All accidents must be entered in the **accident book** situated in the kitchen.
- d) The Health & Safety Officer will investigate incidents, accidents and near misses, writing a detailed report for the Trustees to consider the actions necessary to prevent a recurrence.

#### **6. Fire Drills and Evacuation Procedures.**

##### **(i) Fire Drills.**

- a) All staff must know the fire procedures, position of fire appliances and escape routes.
- b) The Fire alarm points, fire exits and emergency lighting system **will be tested each [quarter] and actions recorded in the logbook provided.**
- c) The last person securing the Centre shall ensure [Fire Prevention Close-Down Checks] are made of all parts of the premises at the end of a session.

##### **(ii) In the event of fire:**

- a) Persons discovering a fire should sound the nearest alarm.
- b) The first duty of all staff is to evacuate all people from the Centre by the nearest exit immediately the fire is discovered.
- c) All persons must evacuate the building, and where possible without personal risk, leave all doors and windows closed.
- d) The assembly point for the whole building is the car park. No-one should leave the assembly point without the permission of a member of staff/volunteer.

- e) If a fire occurs the Fire Brigade must be called immediately by dialling 999 and asking for Fire.
- f) When the Fire Brigade arrives advise whether all persons are accounted for and the location of the fire.

## **7. Smoking**

St Mary Bourne Village Centre is a no-smoking environment. Staff/Volunteers and users of the Centre are not allowed to smoke anywhere on the Village Centre's premises, including the toilet areas. The Village Centre will display "No Smoking" signs and the NHS Smoke free policy on their premises. The Health & Safety Officer is responsible for managing the No Smoking policy

Staff (including volunteers) of the Village Centre are not allowed to smoke in public whilst on duty.

## **8. Safe equipment**

The person responsible for identifying all equipment that needs maintaining is the Health & Safety Officer or designated deputy.

The person responsible for ensuring effective maintenance procedures are drawn up is the Health & Safety Officer or designated deputy.

The person responsible for ensuring the above maintenance procedures are carried out is the Health & Safety Officer or designated deputy.

Problems found with any equipment should be reported to the Health & Safety Officer or designated deputy.

The person who is responsible for checking that new equipment meets health and safety standards before it is purchased is the Health & Safety Officer or designated deputy.

## **9. Safe handling of and use of substances**

The person responsible for identifying substances which need a Coshh assessment is the Health & Safety Officer or designated deputy.

The person responsible for undertaking Coshh assessments is the Health & Safety Officer or designated deputy.

The person responsible for ensuring all the actions reduce the risks identified in the assessments are implemented is the Health & Safety Officer or designated deputy.

The person responsible for informing all relevant workers of the outcome of the Coshh assessments is the Health & Safety Officer or designated deputy.

The person responsible for checking (before purchase) that all new substances can be used safely and are the safest alternative capable of performing the task is the Health & Safety Officer or designated deputy.

Assessments will be reviewed annually or when the work/activity changes or other significant change occurs.

#### **10. Bomb Warnings.**

- (a) If you receive a warning try and find out from the caller
  - the approximate location of the bomb and likely time of detonation
  - whether the police and fire brigade have been notified.
  - try and RECORD EXACTLY WHAT IS SAID.
- (b) Notify the Police immediately.
- (c) DO NOT SOUND THE FIRE ALARM but evacuate the Centre taking into consideration any information from the bomb warning.
- (d) Assemble on the Car Park

#### **11. Theatrical and Public Entertainment - Licensed Events.**

In addition to the general conditions of the licences, emergency lights in the areas used must be kept illuminated.

#### **12. Food Hygiene.**

When handling or preparing food there are specific hygiene requirements.

- (a) Regularly wash hands before and during food preparation but especially after using the toilet.
- (b) Tell the Health & Safety Officer or designated deputy of any skin, nose, throat or bowel problem.
- (c) Ensure cuts and sores are covered with waterproof dressings.
- (d) Keep yourself clean and wear clean clothing.
- (e) Do not smoke in a food room (it is illegal and unhygienic)
- (f) Never cough or sneeze over food.
- (g) Clean as you go. Keep all equipment and surfaces clean.
- (h) Prepare raw and cooked food in separate areas. Keep food covered and either refrigerated or piping hot.
- (i) Ensure waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after putting waste in it.
- (j) Avoid handling food as far as possible.
- (k) Advise the Health & Safety Officer of any defects or concerns regarding the facilities e.g. cleanliness, refrigeration operation, cracked food preparation surfaces.

#### **13. Cleaning Materials, General Machinery and High Risk Areas.**

- (a) All portable machinery must be switched off and unplugged when not in use.
- (b) Wandering cables are a hazard, use with caution and safety in mind.
- (c) Slippery floors are dangerous, use warning signs.

- (d) Use protective clothing and equipment provided and as instructed on machinery / equipment / material. It is the duty of any staff to report any loss of or defect in protective clothing or equipment.

#### **14. Guidelines on manual handling**

There is some lifting and handling involved in most workers' tasks [eg carrying display boards, boxes of leaflets]. In order to reduce the risk of injury the following guidelines should be followed by all workers:

- Workers are not required to lift or handle any object which they perceive would put themselves at risk of injury. Assistance or guidance should be sought from another worker/Trustee/volunteer.
- Where possible use mechanical aids, eg sack cart.
- Use common sense to minimise risk, eg carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a "human chain".
- Follow the good handling techniques as advised.
- If in doubt, don't lift the object and speak to your line manager for guidance.

#### **15. Guidelines on working alone**

Workers are not required to enter into or continue working in any situation where they feel at risk. If a worker feels at risk or to have been at risk in a particular situation they must report it to their line manager.

##### **Door-to-Door Leafleting Work**

If you are intending to do door-to-door leafleting, another worker should be informed of where you are going and when you are expected to have completed your work. Details of the area to be covered should be passed to your line manager.

- Where possible work in pairs and stay in close contact with your partner.
- Carry a mobile phone and/or personal alarm.
- Do not enter any premises or area which you perceive may be threatening to you.
- Do not work in the dark, or in any areas which are particularly secluded.

##### **Working Alone in the Village Centre and Personal Safety**

The Village Centre will try and ensure that the times when people work alone are kept to a minimum, particularly outside usual office hours (ie 9.00am – 5.00pm)

There are various precautions which can be taken to reduce the risk to a worker working alone. These precautions will include any or all of the following depending on the individual situation, and workers should use their own judgement about which of the following apply:

- If you are intending to work outside office hours, another member of staff should be informed.
- Keep the external door locked, and only open it to a caller if you judge that this does not present undue risk to yourself. If you decide not to open the door, ask the caller to make an appointment to come back when there are other people present, or to use the telephone to communicate with the Village Centre.

- Be aware of your personal safety if you are working alone, particularly in the evening, including leaving the Centre premises, and take appropriate action to safeguard this eg call for a taxi, park your car as close to the Centre as possible (if appropriate), ring for assistance (another member of staff, the police) and stay put until help arrives.
- Be aware of your personal safety if you are attending external meetings on behalf of the Village Centre in the evening. Try to walk to car parks or public transport stations with other people you know, or call a taxi if you perceive you could be at risk.

## **16. Work related stress**

Risk assessments should include consideration and identification of possible workplace stressors.

Measures to eliminate, reduce or control risks from stress in line with the HSE Management Standards for Work Related Stress ([www.hse.gov.uk/stress/standards/index.htm](http://www.hse.gov.uk/stress/standards/index.htm)) should be adopted where possible.

The standards encourage attention to factors such as:

- **Demands** – workload, work patterns and the work environment.
- **Control** – how much say the person has in the way they do their work.
- **Support** – the encouragement, sponsorship and resources provided by the Village Centre, line management and colleagues.
- **Relationships** – promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- **Role** – whether people understand their role within the Village Centre and whether the Village Centre ensures that they do not have conflicting roles.
- **Change** – how organisational change (large or small) is managed and communicated in the Village Centre.

Line managers must ensure that no staff work excessively long hours and that allocated rest breaks and holidays are taken as appropriate. They must monitor workloads to ensure that staffs are not overloaded. They have a responsibility to be vigilant and offer additional support to a member of staff who is experiencing stress outside work – e.g. bereavement or separation.

Issues of work-related stress should be addressed by line managers during supervision and appraisal.

Rearranging work allocation, flexible working patterns and work related training/mentoring should be considered as health measures where work-related stress is identified. Bullying and harassment must not be tolerated and should be treated as serious disciplinary matters.

## **17. Health & Safety training**

Induction training will be arranged for all workers as appropriate by their line manager.

Job specific training will be arranged by each worker's line manager.

Jobs and tasks requiring specific training are listed in the risk assessment.

Training needs and refresher training is identified and arranged by the worker's line manager.

Training records are kept by the Health & Safety Officer.

## **18. Risk Assessments.**

The Health & Safety Officer and a Trustee will carry out a Risk Assessment and inspection of the Centre and make a report to the next meeting of the management committee.

The Trustees shall, where reasonable and practicable, implement all necessary actions as a result of the tour. The tour shall include inspection of the Accident Logbook.

Risk assessments will be undertaken by persons nominated by the Trustees.

The findings of the risk assessment will be reported to the management committee. Action required to remove or control the risks will be approved by the Trustees.

The persons responsible for ensuring the action required is implemented are the Trustees.

Assessments will be reviewed annually or when work activity changes or new methods or processes are introduced.

In order to reduce risks to workers, procedures/guidelines which should be followed by all workers, have been drawn up regarding the following areas:

- Working alone
- Manual handling/lifting
- Work-related stress.

## **19. Monitoring**

To check our working conditions and ensure safe working practices are being followed, the Health & Safety Officer will make monthly spot checks of specific risk areas which have been identified.

There will be an annual review of the Health and Safety Policy (including risk assessments).

The persons responsible for investigating accidents is the Health and Safety Officer and Chair of the Trustees.

The persons responsible for investigating work related causes of sickness absence are the Health and Safety Officer and Chair of the Trustees.

The persons responsible for acting on the findings of the investigation to prevent recurrence are the Health & Safety Officer and the Trustees.

## **20. General**

- a) All thoroughfares, exits and gates must be left clear in case of emergency.
- b) Corridors, stairs and fire exits must not be blocked by furniture or equipment.

- c) Cars must not be parked near to the Village Centre such as to cause any obstruction or hazard.
- d) Hazards or suspected hazards or other Health and Safety matters should be reported to the Health & Safety Officer or the Trustees immediately or as soon as practical, so that action can be taken. If the hazard is of a serious nature immediate action must be taken to protect the area or clear the area to prevent injury to staff or other users.

We request that our Policy is respected, a copy of which will be available on request.

Signed            Karen Crofts

Date            Adopted on 8th November 2016 and reviewed on 24<sup>th</sup> October 2017

Review date    October 2018

### **Supplementary information**

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### **Insurance details**

Village and Community Hall Insurance Policy arranged by Norris & Fisher Insurance Brokers Ltd

Insurer            Ansvar Insurance

Policy Number    CCP 2261898

Expiry date       24<sup>th</sup> January 2018

### **Fire safety equipment**

Fire safety equipment maintenance conducted annually by Essential Fire & Electrical Services