

Woolstone Community Centre



Health & Safety Policy & Procedures

A Charitable Company Limited by Guarantee. Registered in England and Wales No. 1907870. Registered Charity No. 292083.

Registered Office: Mill Lane, Woolstone, Milton Keynes MK15 0AJ

Adopted by Committee on 8th May 2024

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1. General Policy.

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and Safety is an integral part of how we do business as a reasonable company and we have in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically.

2. Organisation and Responsibilities.

3. Safety Arrangements & Records.

This section explains the system and procedures that will be used to form the basis of our health and safety regime.

- 3.1. An Annual Review of our Health and Safety System and Procedures.
- 3.2. A section on our Fire Evacuation Procedure
- 3.3. A source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation.
- 3.4. A section for accident and incident reporting, and investigation.
- 3.5. A section on procedures for manual handling.
- 3.6. A section on lone working.
- 3.7. A section on Accessing the Minstrel Gallery.
- 3.8. A section on the handling and storage of cleaning materials (COSHH).

1. General Policy.

Woolstone Community Centre recognises that it has responsibilities for the health and safety of our Caretaker, any volunteers that could be affected by our work activities, and indeed to any users that have hired the centre as per the Health & Safety at Work Act 1974.

We will assess the hazards and risks faced by all while in the centre and act to control those risks to an acceptable, tolerable level.

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and Safety is an integral part of how we do business as a reasonable company and we have in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

2. Organisation and Responsibility.

The Management of the Woolstone Community Centre Limited is vested in the Management Committee. All members of the Management Committee automatically become Directors/Trustees of the company. Although the Committee Chair has overall responsibility for the implementation of this policy day to day responsibility for particular issues has been delegated to key personnel.

The management structure within the company is shown here:
Trustees -> Management Committee -> Line Manager -> Caretaker.

The Management Committee recognise that they retain overall responsibility for health and safety matters.

3. Safety Arrangements & Records.

This section explains the system and procedures that will be used to form the basis of our health and safety regime to comply with Health and Safety Requirements. These records will be stored in separate records folder.

3.1. A checklist demonstrating the areas we check at least monthly to ensure the safety of our committee, volunteers and users. (see Appendix 1 for example). Where any area is not as expected an entry must be made in the issues section and the Line Manager must be informed by email.

3.2. In the event of a fire the following procedure will be implement.

- 3.2.1. On discovery of a fire it is the duty of every person to raise the fire alarm by shouting FIRE, FIRE.
 - 3.2.2. On hearing the alarm all present must leave the hall immediately by the nearest available exit and meet at the fire assembly point which is in the disabled carpark at rear of building and clearly marked on all notices.
 - 3.2.3. Once everyone is clear of the building and safely at the assembly point the responsible person must call the fire brigade by dialling 999.
 - 3.2.4. All regular user groups are advised to conduct regular fire evacuation drills.
- 3.3. A list of all electrical items that require to be Portable Appliance Tested (PAT) will be maintained and updated annually. This list will include all items such as, kettles, extension leads, any electric heaters, vacuum cleaners, etc. (see Appendix 2) Items belonging to regular user groups and kept at the centre will also be listed and maintained.
- 3.4. Records will be maintained of all accidents brought to our attention. An accident book is located in the First Aid cupboard in the disabled toilet.
- 3.5. Manual Handling procedures. All personnel have a personal responsibility to ensure they do not lift objects likely to cause injury.

Guidelines.

- Do not lift heavy items alone, seek help.
 - Bend from the knees rather than the back.
 - Items should not be lifted onto, or from, storage areas above head height, an exception to this access is the Minstrel Gallery – see item 3.6
 - Do not stand on objects, other than proper height steps, to reach high objects and never try to over reach.
 - Ensure chairs are stacked as per guide.
- 3.6. Due to the nature of the centre lone working is inevitable and when this occurs the line manager must be informed. If or when late night securing of the building is required 2 individuals should attend.
- 3.7. When access is required into the Minstrel Gallery there must be a minimum of two people present. Only personnel who are physically fit and without mobility issues can access the gallery via the wooden ladder.
- 3.8. A list of all chemicals will be maintained highlighting any special handling or safety requirements along with the appropriate Data Sheets as per the Control of Substances Hazardous to Health regulations (COSHH). All hazardous chemicals are stored in our locked COSHH Cupboard. Appendix 3 contains the list and the appropriate Safety Data Sheets for the chemicals we use.

Appendix 1.

Name of Person completing Check:			
		Month	
Item		Yes	No
	<u>Outside Building</u>		
O1	Is the area free from any hazardous material? E.g. broken glass etc.		
O2	Are all Paths free from any trip hazards?		
O3	Are all outside lights in working order?		
O4	Are all sheds securely locked?		
O5	Is the disabled access clear from obstruction?		
	<u>Inside Building.</u>		
I1	Are all Fire Extinguishers and Notices in correct locations and in date?		
I2	Is the Automatic emergency lighting in working order and has it been tested?		
I3	Is the Emergency push bar on fire door in good working order?		
I4	Are all toilets clean and in good working order?		
I5	Are all Portable electrical appliances PAT tested and in date?		
I6	Are there sufficient toilet rolls and towels in place?		
I7	Are all hazardous chemicals safely stored in locked cupboard?		
I8	Are all step edges marked with hazard tape?		
I9	Is the First Aid Kit complete and all items in date?		
I10	Have there been any accidents reported in Accident Book?		

I11	Are the floor cleaning mops in good condition?		
I12	Are all lights in working order?		
I13	Are stacking chairs safely stacked?		

Appendix 2. Portable Appliance Testing.

The following is a list of the items to be PAT tested annually:

In Kitchen.

Kettle, Water Urn

In Shed.

Extension Lead, Fan Heater & Vacuum Cleaner

In Chancel.

Organ, Vacuum Cleaner @ Kettle

Appendix 3. Handling and Storage of Cleaning Materials.

- Safety Data Sheets will be included in this section.