

# South Oxford Community Association Health and Safety Policy

## Health and Safety at Work Act 1974

### Statement of South Oxford Community Association Safety Policy

#### 1. Policy Statement

*South Oxford Community Association ('the Organisation') recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors to its premises, under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.*

Throughout this Statement, terms such as 'staff', 'workers', 'employees', include both paid and volunteer workers.

It is the policy of the Organisation to promote the health and safety of the staff and of all visitors to the Organisation's premises ('the Premises') and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Encourage everyone to accept their own responsibility not to endanger themselves or others and actively to assist in fulfilling the requirements and spirit of legislation and good practice;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative);

- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from the Organisation's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Organisation arising out of or in connection with the Organisation's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employers' workers on the Organisation's premises may be exposed.

This policy statement and (or the procedures for its implementation) may be altered at any time by the Organisation's Management Committee ('the Committee'). The statement and the procedures are to be reviewed in the autumn of each year by the Health & Safety delegate appointed by the main Committee. A report on the review, with any proposals for amendment to the statement or procedures, is to be made to the next following ordinary meeting of the Management Committee

## **2. Statutory Duty of the Organisation**

The Management Committee of SOCA are responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

In particular, the Organisation will:

- Assess the risks to the health and safety of its workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities, and consult staff members (or their safety representative(s)) about this appointment;
- Co-operate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures;
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;

- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

To assist in these duties the Committee will appoint one of its members as the Health and Safety Delegate whose responsibilities are:

- to have a broad overview of Health and Safety matters;
- to keep the Organisation's Health and Safety policy and procedures under review;
- to conduct safety tours of the premises;
- to ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations - see Appendix B);
- to take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled; and
- to report to the Committee on their performance of these responsibilities

### 3. Statutory Duty of the Organisation's Workers (Employees' and volunteers)

It is the duty of all employees under the 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 employee MUST:

- take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- co-operate with the Organisation on health and safety;
- use work items provided by the Organisation correctly, including personal protective equipment, in accordance with training or instructions;
- not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation.

### 4. Policy for Visitors and Contractors

On arrival **visitors** should be met by an appropriate member of staff, the host user, or hirer. This person will take responsibility for their visitors and assist in their evacuation from the building during an/any emergency or arrange help in the event of an accident.

Any concerns relating to your own safety or suspected unsafe working practices by **contractors** must be reported to the Centre Administrator or Caretaker who will investigate and liaise with the Management Committee.

**Contractors working in the building** should report any concerns relating to their own safety or suspected unsafe working practices to the Administrator or Caretaker as appropriate.

### 5. Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Organisation may publish from time to time.

**Accident Book.** Any injury suffered by a worker or visitor in the course of employment or otherwise on the Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident book maintained by the Organisation.

**Fire Procedures.** All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Organisation in relation to fire.

**Equipment and Appliances.** No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organisation, and any directions for the use of such must be followed precisely.

**Safety Clearways.** Corridors and doorways must be kept free of obstructions and properly lit.

**Maintenance.** Defective equipment, furniture and structures must be reported as such without delay.

**Hygiene and Waste Disposal.** Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

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

**The Appointed Person to take charge of First Aid arrangements is the Administrator.**

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

- (a) First Aid Boxes are provided in the kitchen area on the first floor; in the Brenda Horwood room; Room 4 and in the Dojo. These are checked weekly.
- (b) Host users and hirers are responsible for ensuring that they have a qualified First Aider in attendance.

### **(ii) Accidents**

- (a) In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance - dial 999 or 112, from a mobile and ask for 'ambulance'.
- (b) All accidents must be reported to the Centre Administrator, or another member of staff on duty immediately or as soon as practicable.
- (c) All accidents must be entered in the accident book situated in the Centre Administrator's office
- (d) The procedures for 'notifiable' accidents as shown in Appendix A must be followed.
- (e) The Administrator will investigate incidents and accidents, writing a detailed report for the Association's Management Committee to consider the actions necessary to prevent a recurrence.

## **7. Fire Drills and Evacuation Procedures:**

### **Fire Drills:**

- All staff, and any regular volunteers, must know the fire procedures, position of fire appliances and escape routes.

- The Fire alarm points, fire exits and emergency lighting system will be **tested weekly** by the Administrator or Caretaker and entered in the log book provided.
- The Administrator or Caretaker as appropriate must ensure that users and hirers have been given information on Health and Safety for Hirers and know the evacuation procedures to be followed in the event of an emergency.
- The last person securing the premises shall ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session.

#### **In the event of a fire:**

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all staff is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
- All persons must evacuate the building and where possible without personal risk, leave all doors and windows closed.
- The assembly point for the whole building is in front of the Health Centre at the end of Lake Street. No one should leave the assembly point without the permission of a member of staff or without informing a fire officer.
- If a fire occurs the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire'.
- When the Fire Brigade arrives advise whether all persons are accounted for and the location of fire.

### **8. Bomb Warnings**

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
- **Do Not Sound The Fire Alarm** but evacuate the building taking into consideration any information from the bomb warning
- Assemble outside the Health Centre at the end of Lake Street.

### **9. 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.

Advise *the Administrator* of any defects or concerns regarding the facilities e.g. uncleanness, refrigeration operation, cracked food preparation surfaces.

### **10. Food Hygiene**

- When handling or preparing food there are specific hygiene requirements.
- Regularly wash hands before and during food preparation but especially after using the toilet.
- Tell the Centre Administrator of any skin, nose, throat or bowel problems.
- Ensure cuts and sores are covered with waterproof dressings
- Keep yourself clean and wear clean clothing
- Do not smoke in a food room (it is illegal and unhygienic)
- Never cough or sneeze over food
- Clean as you go. Keep all equipment and surfaces clean.

- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8C) or piping hot (above 63C)
- Ensure waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after putting waste in it.
- Avoid handling food as far as possible
- Say if you cannot follow the rules
- Advise the Centre Administrator of any defects or concerns regarding the facilities e.g. uncleanliness, refrigeration operation, cracked food preparation surfaces.

## **11. Cleaning materials, General Machinery and High Risks Areas**

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard: use with caution and keep safety in mind.
- Slippery floors are dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of an employee to report any loss or defect in protective clothing or equipment.

## **12. Safety Tours and Annual Risk Assessment**

The Administrator shall carry out a **monthly safety review** and inspection of the building and make a report to the next meeting of the Management Committee. The review shall include inspections of the Accident Book and Administrator's weekly check lists.

SOCA shall where reasonable and practicable, implement all necessary actions as a result of the review.

The Health and Safety delegate shall carry out an annual safety audit/risk assessment, using a recognised Health and Safety audit checklist (e.g. from Community Matters). The Committee shall then draw up an Action Plan to be presented to the Committee meeting of any necessary actions identified and shall present this along with the Risk Assessment document to Committee. This shall take place every autumn with report to the December Committee.

## **13, General**

- All thoroughfares, exits and gates must be left clear at all times.
- Internal doors to be kept closed during the hire.
- Corridors, stairs and fire exits must not be blocked by furniture or equipment.
- Cars must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other Health and Safety matters should be reported to the Administrator or Caretaker immediately or as soon as practical, so that actions 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.

## **14. Car Parking**

All users and Hirers of the Centre are encouraged to travel to the Centre on foot, by bicycle or by public transport. On-street car parking is available locally and users are asked to be considerate of local residents and not to park so as to cause an obstruction. There is no right

to park in the Centre's courtyard although the Management Committee may from time to time give permission. For more information on parking on the premises see SOCA parking policy.

**South Oxford Community Association requests that our Employees, Members, Customers and Visitors respect this Policy, a copy of which will be available on demand and is displayed in the building**

**Approved by the Management Committee 9<sup>th</sup> March 2015; reviewed 10<sup>th</sup> August 2016; reviewed 23<sup>rd</sup> August 2017; reviewed 11<sup>th</sup> July 2018**

**Signed ..... Bob Price .....  
(Chair of South Oxford Community Association)**

**Date .....11<sup>th</sup> July 2018.....**

<b><u>Contact Information</u></b>
Centre Administrator: Mrs Debby Forbes
Telephone 01865 242666 Office Hours: see office notice board for daily schedule (Answer machine at other times)
Caretaker: The Centre occasionally has a relief caretaker and the emergency contact number is displayed on the front door.

## **Appendices**

- A. Accident Reporting
- B. Control of Substances Hazardous To Health (COSHH Regulations)
- C. Fire Prevention
- D. (1) Display Screen Equipment: Who is a Display Screen "User"?
- D. (2) Display Screen Equipment: Eye Testing and Spectacle Cost

# Appendices to Health and Safety Policy

## Appendix A Accident Reporting

### 1. Accidents

All accidents that occur during work for the SOCA or on premises under the control of SOCA must be recorded.

### 2. Accidents involving Employees at Work or Contractors

(a) For all accidents:

Complete Accident Book (HMSO B1 510) and form Acc.1

(b) For accidents reportable to the Health and Safety Executive:

If accidents result in incapacity for work for more than 3 calendar days then complete form F2508 with copies to: - Health & Safety Executive, and Community Centre Administrator or SOCA Chair

If accidents result in fatality, fracture, amputation or other specified injury (see 4 below) then immediately notify: - Health & Safety Executive, and Community Centre Administrator or SOCA Chair.

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then that person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his behalf who is responsible for reporting the accident.

### 3. Accidents to Members of the Public

(a) For all accidents:

Complete Accident Book (HMSO B1 510) and form Acc.1.

(b) For accidents reportable to the Health and Safety Executive:

If accidents results in fatality, fracture, amputation or other specified injury (See Section4) then immediately notify:

Health and Safety Executive; and Community Centre Administrator or SOCA Chair.

Follow up within 7 days with complete F2508, copies to: Health and Safety Executive; and Community Centre Administrator or SOCA Chair.



Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

#### **4. Definition of Specified Major Injuries or Conditions**

- (a) Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand: any bone in the leg or ankles, but not a bone in the foot.
- (b) Amputation of: a hand or foot: or a finger, thumb or toe or any part thereof if the joint or bone is completely severed.
- (c) Other Specified injuries and conditions:
  - (i) The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
  - (ii) Either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
  - (iii) Loss of consciousness resulting from lack of oxygen
  - (iv) Decompression sickness requiring immediate medical treatment.
  - (v) Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
  - (vi) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
  - (vii) Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

#### **5. Dangerous Occurrences**

In the event of any of the following:

Collapse/Overturning of Machinery/Explosion/Collapse of Closed Vessel/Boiler/Electrical Explosion/Fire

Notify the following immediately - Health and Safety Executive; and Community Centre Administrator or SOCA Chair.

#### **6. Occupational Diseases**

Poisoning/Skin Disease/Lung Diseases/Infections

On receipt of a written diagnosis from a Doctor, report the disease using form F2508A to: - Health and Safety Executive; the Community Centre Administrator or SOCA Chair and Oxford City Council.

*Note - Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17*

**IF IN DOUBT REPORT IT**

# Appendix B

## Control of Substances Hazardous To Health (COSHH Regulations)

### 1. Assessment

The assessment will systematically review.

- What substances are present?
- In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?

### 2. Prevention or Control

In our role as employer we will ensure that the exposure of employees to hazardous substances is PREVENTED or, if this is not reasonably practicable, ADEQUATELY CONTROLLED.

On the basis of the assessment, we will decide which control measures are appropriate to each work situation in order to deal effectively with any hazardous substances that may be present. This will mean PREVENTING exposure by:

- (a) removing the hazardous substance by changing the process
- (b) substituting with a safe or safer substance or using a safer form
- (c) Or where this is not reasonably practicable, controlling exposure by
  - totally enclosing the process
  - using partial enclosure and extraction equipment
  - general ventilation
  - using safe systems of work and handling procedures

As the employer it is our responsibility to choose the method of controlling exposure and to examine and test control measures if required.

We recognise that the regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to those situations only where other measures cannot adequately control exposure.

As an employer we will provide any of their employees and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health while at work, with suitable and sufficient information, instructions and training so that they know the risks they run and the precautions they must take.

We will ensure that anyone who carries out any tasks in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

## **Appendix C**

### **FIRE PREVENTION**

#### **1. The Fire Brigade has been consulted and we have received advice on the following:**

- The number and width of escape routes so as to provide a ready means of escape from all parts of the premises.
- Emergency Lighting and its maintenance.
- The most suitable way of raising an alarm in the event of fire.
- The contents of fire instruction notices.
- The number and types of fire extinguishers or other fire-fighting appliances that should be provided.
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes.
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences.
- The maximum number of people who should be allowed in the premises at any one time.
- Seating and gangways in the hall/rooms so arranged as to allow free and ready access direct to fire exits.
- Exit doors always unlocked before the start of any session and kept unlocked until the last person leaves.

Escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the way out.

Escape routes and exit doors are never obstructed, or hidden by chairs, stage props, curtains, etc.

#### **2. Maintenance of Fire Equipment:**

Fire extinguishers, hose reels and fire alarm systems, where provided, are regularly maintained by specialist fire engineering firms.

Staff will be trained to use this equipment.

Equipment will be kept in its proper position and always clearly visible and unobstructed.

### **3. Close-down checks**

Close-down checks are made of all parts of the premises at the end of an evening or session to ensure that:

- No smouldering fires or cigarettes left burning.
- Heaters and cookers turned off.
- Electrical apparatus turned off and unplugged and lights are turned off.
- Internal doors closed.
- Outside doors and windows closed and secured.

### **4. Other steps taken to prevent fires:**

- Smoking not allowed in **any** part of the building.
- Heating appliances fitted with adequate and secure fireguards.
- Portable heaters must be securely fixed and kept away from combustible materials and PAT tested for safety in accordance with HSE requirements.
- Convector type heaters are not covered with clothes and curtains.
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician (PAT tested)
  - Sufficient socket outlets are provided to obviate the need for long trailing flexes.
  - Damaged leads are replaced regularly.
  - A reliable and responsible person must supervise cooking activities.
  - Portable electrical appliances are checked and tested by a competent electrician. Faulty units are repaired or replaced (PAT tested)
  - All parts of the premises kept clear of waste and rubbish, particularly staircases, spaces under stairs, store rooms, attics and boiler rooms.

## Appendix D (1)

### Display Screen Equipment

#### 1. Who is a Display Screen “User”?

The Regulations are for the protection of employees and self-employed workers who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individuals concerned will be regarded as users. Where use is less continuous ‘user’ status will apply if most or all of the following criteria are met:

- (a) The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- (b) The individual has no discretion as to the use or non-use of the display screen equipment.
- (c) The individual needs significant training and/or particular skills in the use of display screen equipment to do the job.
- (d) The individual normally uses display screen equipment for continuous spells of an hour or more.
- (e) The individual uses display screen equipment in this way more or less daily.
- (f) Fast transfer of information between the user and the screen is an important requirement of the job.
- (g) The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

## Appendix D (2)

### Display Screen Equipment

#### Eye Testing and Spectacle Cost

##### 1. Introduction

There is no reliable evidence that work with a display screen causes permanent damage to eyes or eyesight, but it may make the user with pre-existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these symptoms can also be due to poor lighting, incorrect posture, workstation layout, design or maintenance of hardware or other problems. All of these can, separately or in combinations, cause eye discomfort.

##### 2. Staff Entitlement

###### (a) Eye Test

Staff, covered by the Regulations, are entitled to request an eyesight test that will be paid for by the Community Association. To do this, staff must inform their line manager who will provide the forms they need to take to an optician of their choice. Staff may request a test if:

- (i) you are already a user for a significant part of your work

- (ii) you are about to start using display screen equipment for a significant part of your work
- (iii) you are experiencing visual difficulties which may be reasonably considered to be related to display screen work
- (iv) it is recommended by your optician at the time of your eye examination that you have eye tests at regular intervals.

## **(b) Spectacles**

If as a result of the eye tests a staff member requires spectacles solely for use with display screen equipment they are entitled to reimbursement of the cost of a basic pair. If they wish to choose more costly spectacles (e.g. a more expensive frame) the Community Association will only reimburse the cost of basic spectacles.

If as a result of tests a member of staff requires spectacles for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, the Community Association will make no reimbursement except for the cost of the eyesight test and the report.

## **(c) Who pays the Optician?**

The member of staff involved will pay the optician and then obtain reimbursement, attaching the receipt(s) and any other reports to form DSE1, and give these to the Administrator who will arrange reimbursement.