



HEALTH & SAFETY POLICIES & PROCEDURES

A Health and Safety Legislation, Regulations and Approved Codes of Practice (ACOPS)

1. General

Sedgefield Arts, Recreation and Community Association (SCA) is required by the Health and Safety at Work Act (HSWA) 1974 to ensure, as far as is reasonably practical, the health, safety and welfare of all its workers, volunteers and members; and, in particular, provide:

- a safe place of work and working environment;
- a safe means of access and leaving the place of work;
- a safe system of work;
- adequate supervision;
- adequate information, training and instruction – this means ensuring that the worker / volunteer follows the instructions.

The Workplace (Health, Safety and Welfare) Regulations 1992 will be complied with as follows:

- Health – provision of adequate ventilation, reasonable temperature, suitable and sufficient lighting, cleanliness and safe use of equipment.
- Safety – safe premises e.g. floors and stairs; safe electrical and gas installations; fencing for openings into which people could fall; safe storage for all materials and goods; safe entrances and exits and control of vehicles.
- Welfare – adequate notices stating the no smoking policy of the building; provision of sufficient toilets; water suitable for drinking etc.

2. Policies

The SCA agrees to inform all employees, members, volunteers, visitors and contractors of the Health and Safety Policy, a copy of which will be prominently displayed on the notice board in Ceddesfeld Hall.

2.1 Risk Assessments

Suitable and sufficient risk assessments will be undertaken to identify the level of risk to the health and safety of all employees, volunteers, members of the public etc for all activities carried out by the SCA. Preventive or protective action will be “appropriate” to the activity. (A hazard is anything with the potential to cause harm or injury, and a risk is the likelihood of harm or injury arising from a hazard)

2.2 Accidents & Incidents

All building users must report accidents or incidents within 2 working days. Details must be entered in the accident book held on site. Trustees are required to carry out an investigation into all reports and instigate remedial action.

Definitions

An accident is defined as any unplanned event that resulted in injury or ill health of people, or damage or the loss of property, materials or the environment.

An incident is any unplanned event that could have resulted in injury or ill health of people, or damage or the loss of property, materials or the environment but did not.

A near miss is an incident that very nearly resulted in injury or ill health of people, or damage or the loss of property, materials or the environment.

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)

In certain circumstances, accidents and incidents involving contractors, workers, volunteers and members, may be reportable to the Health & Safety Executive. (HSE)

In these circumstances an accident report must be completed immediately and the Chairman /Secretary informed, if the following occurs.










- A person dies.
- An accident resulting in a person going to hospital.
- An accident resulting in an employee or worker being off work for 7 consecutive days.
- A fire or explosion resulting in the premises being out of use and/or evacuated for 24 hours or more.
- An incident involving damage to asbestos containing materials.
- Collapse of scaffolding or lifting equipment/machinery.
- Collapse of a building or structure.
- Serious incident involving a gas appliance.

2.3 Asbestos Containing materials (ACMs)

Information on the location of all ACMs in situ must be made available to contractors and building users, and the condition of ACMs is regularly monitored.

2.4 Control of Substances Hazardous to Health Regulations 1994-2002(COSHH)

COSHH assessments will be carried out on all substances that may affect the health of employees or others; these may include e.g. cleaning materials, printer inks and toners. Wherever possible, non hazard alternatives should be used. Hazard data sheets will be sought from the suppliers. COSHH Symbols are:-

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

Assessments will include handling, storage (including storage compatibility), transport, spillage and safe disposal. Protective clothing e.g. safety glasses, gloves etc will be provided where necessary.

2.5 Electrical Supply & Appliances

The electrical supply to the building will be inspected and tested every 5 years. All portable electrical appliances owned by SCA will undergo a Portable Appliance Test (PAT) at the frequency specified by the HSE Guidance document HSG107. Electrical appliances are also subject to user checks.

2.6 Gas Safety & Appliances

Gas safety is regulated not only by HSWA 1974, but also the Gas Safety (Installation and Use) Regulations 1994 and Gas Safety (Management) regulations as amended 1998. All gas systems and equipment will be properly specified, designed by competent gas engineers, and installed by Gas Safe registered organisations. All gas appliances will be serviced and inspected for safety at least every 12 months by a Gas Safe registered installer.

2.7 Fire Safety Order 2005

Fire risk assessments will be carried out focussing on the safety in the case of fire of all 'relevant persons', paying particular attention to those at special risk. Fire procedure notices will be displayed in all rooms indicating clearly the procedure for evacuating the building. Fire exits will be clearly labelled. Fire assembly points will be clearly signposted. Fire alarms will be tested as required and the data entered into the log book.

2.8 No Smoking Policy

A no smoking policy is in place throughout Ceddesfeld Hall and notices are displayed in all rooms to this effect.

2.9 First Aid

The SCA will provide first aid boxes; contents regularly checked and adequately signposted. Trained first aiders will be present at events involving large numbers of members of the public e.g. Mediaeval Fayre, Firework Display.

2.10 Training

Adequate safety training will be provided for employees, workers, volunteers and members as appropriate and suitable records maintained on such issues as:-

- Manual Handling - The SCA will take all necessary steps to reduce the risk of injury where heavy items have to be moved, providing sufficient information to ensure a safe system of work.
- Lone Working – a separate detailed policy is available
- Ladders
- Fire Safety

B. Employees and Members:

It shall be the duty of all employees, workers, volunteers and members to take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

C. Responsibilities

The SCA Trustees are responsible for the establishment of an effective Health and Safety Policy, particularly:

Chairman	Wendy Gill
Vice-Chairman	Patricia Buckley-Atkins
Secretary	John Robinson
Treasurer	Dudley Waters

Useful telephone numbers:

Police	03456060365
Durham CC	03001237070
Sedgefield TC	01740 621273

Signed on behalf of SCA.....

Date Adopted.....

Next review date.....