

KNUCKLAS & DISTRICT COMMUNITY CENTRE CHARITY

HEALTH & SAFETY POLICY

Background

Knucklas & District Community Centre (KCC) is responsible for a site accessible to the public and to its users. It operates entirely with volunteers (and a part-time employed cleaner). The site includes a hall, a playing field, a hard court, a children's play area, and a car park. Occasional events take place on the site, as well as the usual hall usage for meetings, events etc. The Health & Safety policy therefore applies principally to users, but also to any employees and contractors. Contractors are required to provide their own health & safety policy and to implement it. Policies are inspected before work commences.

General

KCC attaches the greatest importance to health and safety matters and undertakes to provide a safe and healthy environment. As far as is practical and relevant we will comply with the Health and Safety at Work Act 1974 and all other relevant regulations.

To meet its responsibilities, attention will be paid to the provision and maintenance of a safe environment for volunteers and visitors. Notices of hazards are posted where appropriate.

This policy will be kept up to date as legislation changes and as the organisation grows, and will be reviewed annually by the Management Committee.

The term "volunteer" is used to include any member of the management team, or other person doing any work on the site.

The term "visitor" is used to include any member of the public using the facilities.

Duties and responsibilities

Responsibility for the health and safety policy and practice lies with the Management Committee. They will have the responsibility to ensure that the health and safety policy and practices are implemented. The day-to-day responsibility will be with the appointed responsible person, who will report to the Committee at its meetings on any changes to health and safety legislation and guidelines affecting the policy and practices and any other matters.

Duty of volunteers.

Volunteers have a duty to:

- work safely, efficiently and without endangering the health and safety of themselves, their colleagues or anybody else working at or visiting the site;
- adhere to all safety procedures laid down by the organisation;
- report all accidents, 'near-miss occurrences' and any other hazardous situations to the responsible person;
- where necessary, wear safety and protective clothing or use protective equipment and safety devices as advised;

meet any other statutory safety obligations including that laid down in Section 8 of the Act, which states that 'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare'; ensure they pay regard to the provisions within the Health & Safety policy on a visit.

Duties of the Responsible Person.

The duties of the responsible person are:

- to report to the Management Committee on all health & safety issues;
- to liaise with volunteers on relevant health and safety issues;
- to implement the health and safety policy and practices and review these at least once a year;
- to ensure any assessments are carried out as required;
- to inspect the site at least once a year;
- to investigate any potential hazards and dangerous occurrences;
- to make sure that any hazards are minimized, equipment repaired or replaced where necessary;
- to investigate any complaints made by volunteers, members, and any person visiting the site and to forward a report to the Management Committee;
- to advise volunteers on safety and accident prevention;
- to keep any necessary information on health and safety and make it available to any person who wishes to see it;
- to advise all volunteers on Health and Safety issues.

Accidents

Accident reporting

All accidents, no matter how small, must be properly reported.

This should be done even if it appears that no injury has been received.

Additionally, persons must report 'near misses' or potential hazards to the responsible person to ensure situations are investigated and preventative action taken where required.

An appropriate Accident Book is kept in the hall.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) the following must be reported to the Health and Safety Executive immediately by the responsible person, who will inform Management Committee:

- if somebody dies or is seriously injured in an accident;
- if there is a 'dangerous occurrence';
- if anyone is off work for more than three days as a result of an accident.

NOTE: RIDDOR applies only to persons in employment and is thus not relevant to our operations. However, we will apply the Regulations to volunteers where appropriate.

Action to be taken in the event of an accident

In the event of a minor accident, assistance should be sought from a first aider or other suitable person and details entered in the accident book. If the accident is such that the resultant injury cannot be dealt with by a first aider, the casualty should immediately attend the Accident and Emergency or Minor Injuries department of the nearest hospital.

If the injury is such that assistance and/or constant attention is required, the person at the incident will send for an ambulance. If the person is seriously injured and/or unconscious, the ambulance service must be called.

Accident prevention

The prevention of accidents is essential to the efficient operation of the organisation.

Safety audits, improved procedures, additional training and anticipation by both managers and volunteers will all be utilised to contribute to the prevention of accidents.

Accident investigation

All accidents at work should be preventable. The responsible person will investigate the circumstances of any accident, or near miss, whereupon a full report will be given. Where possible, steps will be taken to reduce the possibility of a similar accident/incident occurring.

Approved Contractors

Successful contractors including event organisers will be asked to forward copies of their health and safety policy and where necessary their method statements. Contractors will also be asked to provide a health & safety policy document for approval.

Control of Substances Hazardous to Health (COSHH)

KCC will eliminate, where possible, the use of hazardous materials on its site by replacing them with less hazardous materials. Where this is not possible, KCC will control the use of these substances by limiting volunteers' exposure to them or providing protective equipment for volunteers. There will be an annual assessment of these substances.

Display Screen Equipment (DSE) Regulations 1992

These do not apply.

Electricity at Work Regulations 1991

These do not apply.

Emergency evacuation procedures

These do not apply.

Fire Safety and Procedures

Smoke detectors and alarms are installed and maintained as advised.
Escape routes are marked and emergency lighting installed and tested regularly.
Fire extinguishers are provided and maintained by a certified maintainer.

First aid

First aid equipment is not provided on the site unless required for a special operation. First aiders are not available generally but may be available on certain occasions.

Hazard reporting

All persons are encouraged to be vigilant and report any hazards to the responsible person. Where possible, steps will be taken to eliminate the hazard, where this is not possible it should be reduced to the lowest level.

Home working

These do not apply.

Lone working

KCC discourages lone working but recognises that volunteers cannot be prevented from such practice. Volunteers working alone on site need to be aware of the risks and take appropriate action to minimise them.

The site is accessible to the public who cannot be prevented from using the site alone, but would not be working and their activities are not the responsibility of KCC.

Manual handling

KCC will meet its obligations under the Manual Handling Operations Regulations 1992. If it is established through the risk assessment process that manual handling will be an issue for any volunteer then the responsible person should give basic awareness training in relation to manual handling.

Personal safety

KCC has a duty to minimise volunteers' exposure to harm while on site, including the risk of physical violence, verbal and/or mental abuse, threatening behaviour etc.

Pregnant workers

These do not apply.

Records

Information relating to accidents must be recorded in the accident book in the hall.

Risk Management

The purpose of a risk assessment is to identify the measures needed to protect volunteers, visitors and others who may be affected by the risk.

All volunteers and visitors are encouraged to be vigilant and report any hazards to the responsible person.

Volunteers are encouraged to adopt the following protective and preventative measures:

- where possible, avoid risk altogether;
- reduce unavoidable risk to a minimum;
- adapt work practices to minimise adverse effects on health and safety;
- give priority to measures that protect the whole site;
- encourage and promote an active health and safety culture.

In addition to the formal risk assessments at KCC which are carried out on an annual basis, all events organised by KCC require a risk assessment as does any physical contribution to an event organised by a third party. All risk assessments are to be sent to the responsible person who will maintain a register.

Training

The responsible person will arrange for volunteers to undertake any health and safety training that may be specific to an individual's activity. Manual handling, first aid, fire safety and personal safety awareness training will be offered only where especially required.

Safety of premises

The hall and other facilities are maintained in a safe condition at all times.

Any temporary hazards are identified and fenced etc. as appropriate.

Smoking

Smoking within the hall is not permitted.

Welfare

Toilet and washing facilities are available and maintained clean and safe.

Young Persons

NOTE: There is also a general policy on Children & Vulnerable Persons.

Under the Management of Health and Safety at Work Regulations 1999 (reg.19), KCC is required to carry out a specific risk assessment for any young person working on site (a young person is defined as someone who is between compulsory school age (16 years) and 18 years old.) Although no young persons are employed, KCC should ensure as far as is practicable that any young person on site is protected from any risks to their health and safety that may result from their lack of experience, awareness of risks or their immaturity. In particular young persons cannot be employed to do work beyond their physical or psychological capacity or which involves:

harmful exposure to toxic, carcinogenic or other chronic agents of harm to human health;

harmful exposure to radiation;

risks of accidents which, it can be reasonably assumed, cannot be recognised or avoided by young persons because of the lack of experience or training, or because of their insufficient attention to safety;

a risk to health from extreme heat and cold, noise or vibration.

Where a young person of school age is to be working on site KCC must first provide the parents or guardians of that child with comprehensive and relevant information of the findings of the risk assessment and the preventative/protective measures taken.

Summary

It is KCC's policy to consult volunteers on health and safety matters.

Any volunteer disregarding the health and safety policy, procedures or requirements, or found to be encouraging others to do so, will be dealt with under the KCC disciplinary procedures.