

Health and Safety Policy

It is the policy of the Trustees to ensure that in managing the Centre and the activities it provides, all statutory health and safety obligations are complied with. The Trustees will discharge those duties by ensuring that systems are in place to identify, assess, eliminate, or otherwise control risks to health and safety. This is especially important during the COVID pandemic. This policy outlines the additional arrangements put in place to ensure that everyone who enters the Centre is kept safe.

The Trustees will continually seek to improve The Centre's safety performance through the application of best practice in the management of risks. By managing its risks, the Trustees will endeavour to prevent harm to The Centre's employees, volunteers, users, and members of the public, who visit it.

All employees and Trustees of the charity have a duty under health and safety legislation to secure, so far as is reasonably practicable, the health and safety of themselves and other people. The Trustees will provide information, instruction, and training to employees to assist them in discharging their duties.

The Trustees will provide safe working conditions and safety information for those who give voluntary service to the charity. Volunteers will be required to carry out their services to the same or equivalent standards of safety as those required of employees.

Putting the policy into effect

The responsibilities of the Trustees are, so far as are reasonably practicable:

- Provision and maintenance of equipment and systems of work that are safe
- Provision of training and instruction to enable employees to perform their work safely and efficiently
- Implementation of methods and procedures to ensure that all operations and activity can be carried out safely
- Provision of a safe working environment.

The attainment of high and continuously improving health and safety standards is the responsibility of all. While at work, employees and volunteers shall:

- Take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work
- Co-operate with the Trustees to enable them to perform or comply with any duty or requirement laid down by the law
- Use specific protective equipment when instructed to do so
- Report incidents which have led to injury or damage or could have led (i.e. "near-misses") to injury or damage
- Assist in the investigation of incidents with the purpose of introducing measures to prevent recurrence
- Draw any potential hazard to the attention of the Centre Manager
- Not interfere with or misuse anything provided in the interests of health, safety, and welfare.

Accidents and Injury

A first aid kit is available in the kitchen. All incidents must be reported to the Centre Manager and recorded in the Accident Book by members of staff or volunteers. All potentially dangerous near-misses should also be reported, whether or not injury results.

The statutory duty under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be discharged by the Centre Manager.

Should any incident ever occur whereby staff or volunteers feel threatened, they should not place themselves in any physical danger. They should keep calm and as soon as it is safe to do so, raise the alarm by informing the Centre Manager or another member of staff or volunteer on the premises. The incident should be reported to the Police if it is deemed serious.

Use of Equipment

New equipment will be purchased in accordance with national standards of design and manufacture wherever applicable. Any information supplied by the manufacturer which has implications for health and safety will be communicated to all those required to use such equipment. Safe operation of all equipment is the responsibility of the person using the equipment.

All electrical equipment is PAT tested annually and a full electrical installation inspection is carried out every five years.

Manual handling

Where employees undertake manual handling of equipment etc., advice and training will be provided where appropriate.

Lone Working

Lone working should be avoided as far as possible. If it is required, the Centre Manager should give approval and arrangements made in case of an emergency during the period of lone working. The lone worker must notify the Centre Manager/nominated trustee at the beginning of the shift and when they have safely and securely left the building. The Centre Manager/nominated trustee will remain nearby on call whilst the lone worker is on site and both must remain near a phone or carry a mobile for the duration of the lone shift.

Control of Substances Hazardous to Health

This concerns those substances with labels indicating that they have been classified under the Classification Packing and Labelling of Dangerous Substances Regulations. Where these are either used or stored, the relevant manufacturers' safety data sheets will be obtained by the Centre Manager and the steps required by the Control of Substances Hazardous to Health Regulations (COSHH) will be taken, including the communication of this information to users of such substances.

Fire

The major threat of emergency facing the Centre is that of fire. This policy aims to provide for effective management of fire safety throughout the Centre by taking all measures, so far as is reasonably practicable, to reduce the risk of fire and minimise its effect. Trustees recognise that it is their responsibility to comply with their statutory duties under the relevant fire safety legislation.

The Trustees recognise that they have a responsibility to protect all staff, volunteers, occupants, and users of the Centre from the effects of fire. They therefore place the highest priority on the preservation of life and prevention of injury. They also acknowledge the importance of preserving the building, and its contents, by taking all reasonable precautions to prevent the outbreak of fire.

The Trustees will make every effort to ensure that all steps are taken to detect fires, so far as is reasonably practicable. Every effort will be made to ensure that the measures taken to protect property will be compatible with the architectural integrity of the building.

The Centre has a fire alarm system installed, which includes smoke detectors, fire alarm manual call points, emergency lighting and door closers. The control box is located in the main hallway. The system is maintained and inspected every six months and is tested weekly. Fire extinguishers are provided, which are maintained and checked annually. The location of all manual call points are shown on the Fire Alarm Zone Chart displayed in the main hallway and attached at Appendix A. Adequate records will be kept to record the maintenance of the fire system and equipment.

There are four ground level Fire Exits – through the main porch front doors, via the kitchen lobby, from the toilet corridor and via the rear door from Room 7. These can be accessed from the first floor in four ways – via the main staircase, from Room 8 via the rear staircase, down the small staircase next to the Archive Rooms or directly from the Archive Rooms.

All staff and Volunteers who are on duty, are responsible for ensuring all persons safely vacate the building in line with the Fire Action Plan (Appendix B). The Trustees will ensure that all its staff and Volunteers are appropriately trained in all actions to be taken in the event of fire.

Personal Protective Equipment

The charity will provide staff and volunteers with any personal protective equipment appropriate to the task being performed. It is the responsibility of the individual to whom the equipment has been issued to wear that equipment as required. Additional personal protective equipment has been made available to all staff and volunteers during the COVID pandemic. This includes gloves, aprons and face coverings.

COVID secure

The Trustees have insured that the building is as safe as possible during the COVID pandemic and has been awarded the 'We're Good to Go' certificate by Visit England. The following action has been taken in line with Government guidelines:

- All activities have been risk assessed and documentation made available to all staff, volunteers, and users
- QR code and signing in and out log provided for Track and Trace purposes
- Number of people in a space at any one time has been reduced
- Signage and floor space markers provided
- Notices confirming current regulations provided with verbal support to hirers
- Touch free hand sanitisers available at entrances and exits of the building
- Cleaning materials provided

Good Housekeeping

Good housekeeping is a fundamental part of the safety policy in which everyone is required to play their part. Within the Centre arrangements should be made for:

- The secure storage of staff and volunteers' personal belongings while at work
- The proper storage of items belonging to regular groups using the Centre
- The proper storage of equipment and tools belonging to the charity
- The proper storage and disposal of waste
- The maintenance of clear access and exit points
- Maintaining clean work areas and washing, toilet and refreshment facilities.

Should a building emergency occur, such as drainage or flooding, the Centre Manager or Caretaker should be informed. If they cannot be raised a Trustee should be informed. A list of contact numbers are available in the hallway.

Contractors

The Centre Manager is responsible for ensuring that all contractors working on site are fully informed about all aspects of the safety procedures relevant to their activity.

Users of the Centre

Any groups hiring space within the Centre will be issued with the **Conditions of Hire**. The Centre Manager is responsible for ensuring that hirers are informed about all aspects of the safety procedures relevant to the Centre. COVID response information and requirements are ever changing, government guidance as applicable on the date of the class/event must be followed. Class/event organisers must show a copy of their public liability insurance before a booking is confirmed and a copy of any risk assessments for their class/event should be lodged with the Centre Manager.

Report on Health and Safety matters

The Trustees have general oversight of safety performance. They will review the policy and all procedures for health and safety, including fire safety, and will monitor all accidents and incidents. Health and Safety is a standing agenda item for all Trustee meetings.

A named Trustee takes responsibility for Health and Safety matters, but other contact numbers are listed in the main hallway, together with the fire alarm information, should it be required. Both the King's Arms public house and the local police have a copy of the call out emergency telephone numbers.

Approved by Trustees: 10 May 2021

Next Review: May 2022