



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com

Health and Safety Policy

General statement of policy

This is the Health and Safety Policy of Somerford ARC Community Centre. This Policy and the way in which it operates will be reviewed every two years, this is a continuous working document.

A copy of the policy will be displayed in the Centre. Hirers, employees, volunteers, and visitors will be made aware of it and must observe and support it.

1. Statement

- 1.1. Work safely, efficiently without endangering the health and safety of themselves, their colleagues or any others who has a right of access to the organisation's premises at any time.
- 1.2. To control Health and safety risks arising from activities.
- 1.3. Communicate any Health and Safety concerns with employees and volunteers.
- 1.4. To maintain our premises and equipment to provide a safe environment for our employees, volunteers, and public.
- 1.5. To ensure all employees and volunteers store and use substances correctly and safely.
- 1.6. To communicate instruction to employees and volunteers.
- 1.7. All employees and volunteers to be provided with training relevant to their role at the centre.
- 1.8. To implement emergency procedures. E.g. fire drills.
- 1.9. Record all accidents, near miss occurrences and hazardous situations in the Health and Safety/Accident book and report to the next staff meeting.
- 1.10. Meet their 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 in pursuance of any of the relevant statutory provisions".

2. Legislation

- 2.1. This Policy is written in line with the requirements of:
 - Health and Safety at Work etc. Act 1974.
 - Management of Health and Safety at Work Regulations 1999.

3. Organisation Responsibilities

- 3.1. Appointed Roles:

Trustees

- The overall and final Health and Safety responsibilities within the organisation lies with the Trustee Board.
- To ensure staff are provided with suitable seating and appropriate workstations.



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- To ensure the correct equipment is provided to work safely.
- Deal with any issues that are unable to be dealt with by the office manager, Trustees to report back any decisions to employees and volunteers.

Office Manager

- Day to day responsibility ensuring policy is implemented, reviewed, and updated.
- Ensure all employees and volunteers are provided with information, instruction and any training required to enable persons to adhere to the Health and Safety policy and procedures.
- Ensuring employees and volunteers are given a copy of this Policy and understand its contents.
- Drawing to the attention of the Trustee Board, Office Manager, and employees any new legislation on health and safety relevant to the work of Somerford ARC.
- Drawing to the Trustee Board's attention immediately any matters with which s/he is unable to deal. Any correspondence to be marked **urgent** (Trustees to report back any decisions to employees and volunteers).
- To ensure the correct equipment is provided to work safely.
- Hold regular meetings and consultations with employees and volunteers.

Health and Safety Lead

- Day to day responsibility ensuring policy is implemented.
- Carry out weekly inspections of Somerford ARC.
- Ensure general equipment is maintained.
- Ensure Health and Safety Law signage is displayed.
- Drawing to the Office Managers attention any matters which s/he is unable to deal with. Any correspondence to be marked **urgent** (Office Manager to report back any decisions to employees and volunteers).
- Ensure all groups, employees and volunteers can do risk assessments of their own environments.
- Carry out and monitor risk assessments.

Appointed first Aider

- Monthly first aid box checks.
- Advise employees, volunteers, and visitors' emergency first aid and action.

Employees and Volunteers

- Read and fully understand Somerford ARC's Policy statement and the procedures to be carried out in the event of an emergency. If there is any doubt about the meaning, staff must seek clarification from the Office Manager or Chairman.
- Co-operate with the Trustee Board and the Office Manager, as appropriate, to achieve a healthy and safe workplace and to take reasonable care of themselves and others.



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- Bring to the notice of the Office Manager any potentially dangerous circumstances that the employee is unable to put right.
- Any concerns regarding Health and Safety issues and action taken to be recorded and reported in the monthly Trustee Report.
- Ensure that floors and aisles are kept clear, as far as reasonably practical. Trailing of wires, equipment etc.

4. Personal Safety

- 4.1. All windows and doors must be lockable.
- 4.2. Employees working away from the premises must alert colleagues and Trustees of their location and timings.
- 4.3. Employees to inform the Office Manager of their next of kin in case of emergency.
- 4.4. Employees who carry money on behalf of the ARC have the rights to be accompanied by another person.
- 4.5. Banking should not be done at regular times.
- 4.6. Employees should not put themselves at risk on account of Somerford ARC's property.
- 4.7. All incidents of aggression, violence or threat to safety should be immediately reported to the Office Manager and Trustee Board. Details must be recorded in the accident book.

5. Risk Assessments

5.1. Appointed Roles:

Office Manager

- Responsible for making necessary arrangements for any action.
- Assessments to be reviewed every two years, or when changes are necessary.
- Risk assessments accessible on paper file and digitally.
- Ensure all employees and volunteers have read and fully understood all risk assessments.

Health and Safety Officer

- To complete and monitor risk Assessments of Somerford ARC Community Centre.

Hiring Groups

- To provide risk and maintain their risk assessment, whilst adhering to the Somerford ARC Community Centres requirements.

6. Maintenance, Safe Premises and Equipment

6.1. Appointed Roles:

Employees and Volunteers

- Report any maintenance issues in the premises or with equipment to the Health and Safety Officer or Office Manager.



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Health and Safety Officer

- Identify all maintenance required on equipment and ensuring effective procedures.
- Record equipment maintenance.
- Check new equipment is PAT tested and meets health and safety standards.

Sovereign Housing Association

- Responsible for any repairs over £250.
- To provide to weekly Fire alarm testing.
- Responsible for regular Fire assessments.
- To do monthly water checks and legionnaires testing.

7. Safe handling and use of substances

- 7.1. Identify any substances which require a COSHH assessment.
- 7.2. Carry out and inform staff and volunteers of any necessary COSHH assessments.
- 7.3. Ensure all identified actions are carried out.
- 7.4. To check new substances can be handles and used safely.
- 7.5. Information, instruction, and supervision.
- 7.6. Display Health and safety Law poster.
- 7.7. Ensure correct equipment is provided to work safely.
- 7.8. Ensure general equipment is maintained.
- 7.9. Supervision and training of new staff to be monitored by office manager.
- 7.10. Ensure general equipment is maintained.
- 7.11. Ensure correct equipment is provided to work safely.

8. Training

- 8.1. All new staff and volunteers will receive an induction pack, induction will be recorded on their induction checklist.
- 8.2. Specific training will be arranged and recorded by the officer manager.
- 8.3. Any costs for specific training will be covered by Somerford ARC.
- 8.4. All new staff and volunteers to contain the following in their induction pack:
 - Induction checklist
 - Handbook
 - Health and safety policy
 - First aid policy
 - Fire safety policy
 - Fire evacuation notice



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9. Accidents, first aid and work-related ill health

- 9.1. First boxes and accident books are located around the building with clear signs.
- 9.2. All accidents and cases of work-related ill health are to be recorded and investigated by the office manager.
- 9.3. Any accident the office manager feels unable to deal with must be reported to the Trustees immediately and correspondence to be marked **urgent**. Trustees may then decide whether to seek further advice from external professionals.
- 9.4. Staff and volunteers to report any accidents to office manager within 24 hours.

10. Information

- 10.1. Current Health and Safety Law poster is displayed.
- 10.2. Current liability insurance certificate to be displayed.
- 10.3. Health and Safety officer to be available to advise.
- 10.4. Office manager to inform and monitor new staff and volunteers

11. Monitoring

- 10.1 Health and safety officer and office manager to ensure policies are being followed.
- 10.2 Weekly and monthly inspections.
- 10.3 This is a continuous working document being amended and updated when necessary.
- 10.4 Health and safety officer and office manager to investigate any accidents. Any accidents that they feel unable to deal with is to be reported to the Trustees.
- 10.5 Office manager responsible for investigating any work-related causes of sickness leave.

12. Fire Procedure

- 12.1 The evacuation plan/ action to be taken will be displayed throughout the building. **APPENDIX 1**
- 12.2 Firefighting equipment is located around the building with clear signs.
- 12.2 Employees, volunteers, and regular hirers will be instructed in the use of firefighting equipment.
- 12.2 Evacuation drills will be carried out twice per year.

Associated Policies:

- Fire Safety Policy and Procedure
- First Aid Policy

Appointed Health and Safety Officer: Michael Bolt

Reviewed September 2020



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Signed:

Print Name: Christine Hopkins

Role: Chairman

Date: 14-07-2020



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APPENDIX 1

Fire Safety **On Hearing the Alarm**

**The hirer, their guests and all others present in the building
MUST evacuate immediately.**

WHERE POSSIBLE EVACUATE TO THE PRIMARY ASSEMBLY POINT

Assembly Point is the Car Park in front of building.

Exit via the main front door and fire exit doors of our building and via the passage ways either side of the building making your way to the front of the building

Hirers and all present in the building must ensure that they are fully familiar with the safety precautions and evacuation procedures of the Centre. Parents remain responsible for their own children

- The named hirer/ and any members of staff present are responsible for ensuring that all guests and parents are aware of evacuation procedure and assembly points and they remain responsible for ensuring their guests/parents and children evacuate
- No obstructions should be placed in gangways or in front of emergency exits, and such exits must be available for free access at all times
- Fire-fighting apparatus at the premises should only be used for its intended purposes and only by those trained to do so.
- **On hearing the alarm all those present in the building MUST evacuate immediately, even if no fire is apparent and call 999 immediately.**
- All should assemble at evacuation point and **MUST NOT** re-enter the building without the authorisation of the Fire Brigade or a member of the Community Centre staff
- For safety and fire prevention reasons, all activities undertaken, equipment used (including electrical) and the use of decorations and balloons must be discussed and agreed with the Centre Manager in advanced of the hire period.
- No highly flammable substances or materials, or activities which could pose a fire risk should be brought onto or used in any part of the premises, indoors or out. **This includes fireworks and smoke machines**
- **Smoking is not permitted inside or outside the back, passageways or in front of the building. Anyone wishing to smoke must *use the designated space that is clearly marked in the car park***