

## **Health & Safety Policy**

### **Part 1 – General Statement of Policy**

This document is the Health and Safety Policy of Sherford Community Hub

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the Hub and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Sherford Community Land Trust to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Trust considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Trust recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of the Community Land Trust)

Name: Judy Talbot

Position: Coordinator for the Community Land Trust

Date: 16<sup>th</sup> June 2021

## **Part 2: Organisation of Health and Safety**

The Trust has overall responsibility for health and safety at Sherford Community Hub

The person delegated by the Trust to have day to day responsibility for the implementation of this policy is:

Name: Judy Talbot

Email: [info@sherfordtrust.org.uk](mailto:info@sherfordtrust.org.uk)

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Trust in keeping the premises safe and healthy, including the grounds.

Should anyone using the hub come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the: Storage cupboard

The Coordinator, Judy Talbot, has responsibility for specific items:

First Aid Box

Reporting of accidents

Fire precautions and checks

Risk assessment and inspections

Information to contractors

## **Part 3: Arrangements and Procedures**

### 3.1 Fire Precautions and Checks

Company hired to maintain and service fire safety equipment:

Name: South West Fire Alarms Ltd

Address: 6 Libra Avenue, Sherford, Plymouth PL9 8FJ

Tel No: 01822 615618

Location of service record: Kitchen

## Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is: Derriford Hospital

The location and telephone no. for the nearest doctor's surgery is: Church View Surgery, Plymstock. Tel. 01752 403206

The First Aid Box is located in: Kitchen

The person responsible for keeping this up-to-date is: Judy Talbot

The person responsible for completing RIDDOR forms and reporting accidents is: Judy Talbot

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material. Relevant examples of reportable dangerous occurrences include:
  - electrical short circuit or overload causing fire or explosion
  - collapse or partial collapse of a scaffold over 5m high
  - unintended collapse of a building under construction or alteration, or of a wall or floor
  - explosion or fire.

## Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.

It is the intention of the Trust to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. Employees, hirers and visitors will be

expected to recognise that there is a duty on them to comply with the practices set out by the committee, with safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs)  
Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to: The Trust Coordinator
  
- Report every accident in the accident book to: The Trust Coordinator

Be aware and seek to avoid the following risks:

- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- Use adequate lighting to avoid tripping in poorly lit areas
- Risk to individuals while in sole occupancy of the building
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knife
- Creating toppling hazards by piling equipment e.g. in store cupboards.

### Contractors

The Trust will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the Trust

- The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health and safety policy for their staff
- The contractor knows which member of the Trust is responsible for overseeing that their work is as asked and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

#### Insurance

Name of Insurer:

Address:

Policy No:

Date of Renewal:

Any risks excluded or special conditions users should be aware of:

## Review of Health and Safety Policy

The Trust will review this policy annually. The next review is due in  
Month September  
Year 2022

The Trust Coordinator will be responsible for aspects of health and safety and will report to the Trust regularly, including any accidents, faults, misuse by hirers or other matters that could affect the health and safety of users or employees.

Organisations that can give advice on health and safety:

- The Health and Safety Executive: Wales and South West office
- The Fire & Rescue Authority: Devon & Somerset Fire & Rescue Service
- The local environmental health department: South Hams District council