

CCA – Health and Safety Policy

Policy

1. It is the policy of the Crowborough Community Association to comply both with the letter and spirit of the Health and Safety at Work Act 1974 and all other relevant legislation, and to regard the provisions of the legislation as minimum requirements.
2. Clients, employees, visitors and volunteers of the Crowborough Community Association and Crowborough Community Centre have the right to work or attend in safe and healthy conditions.
3. The Board of Trustees fully appreciates that responsibility for health and safety is an integral part of the Association's operation.
4. The safety of our staff and visitors to the Centre is also integral to our philosophy. The Crowborough Community Association will undertake to provide appropriate health and safety training, including manual handling, and information to all employees and volunteers, to enable them to improve their knowledge and awareness of health and safety and to discharge their own health and safety responsibilities.

Policy History and Review

5. This policy will be reviewed as often as is required by changing legislation, with all changes being brought to the attention of both employees and volunteers. In the absence of such a change, the policy will be reviewed in accordance with the CCA's periodic policy review process.

Signed on behalf of the Board of Trustees

Name of Trustee: Chantal Wilson

Position: Chairman

Date: 8-May-2017

Scope and Purpose

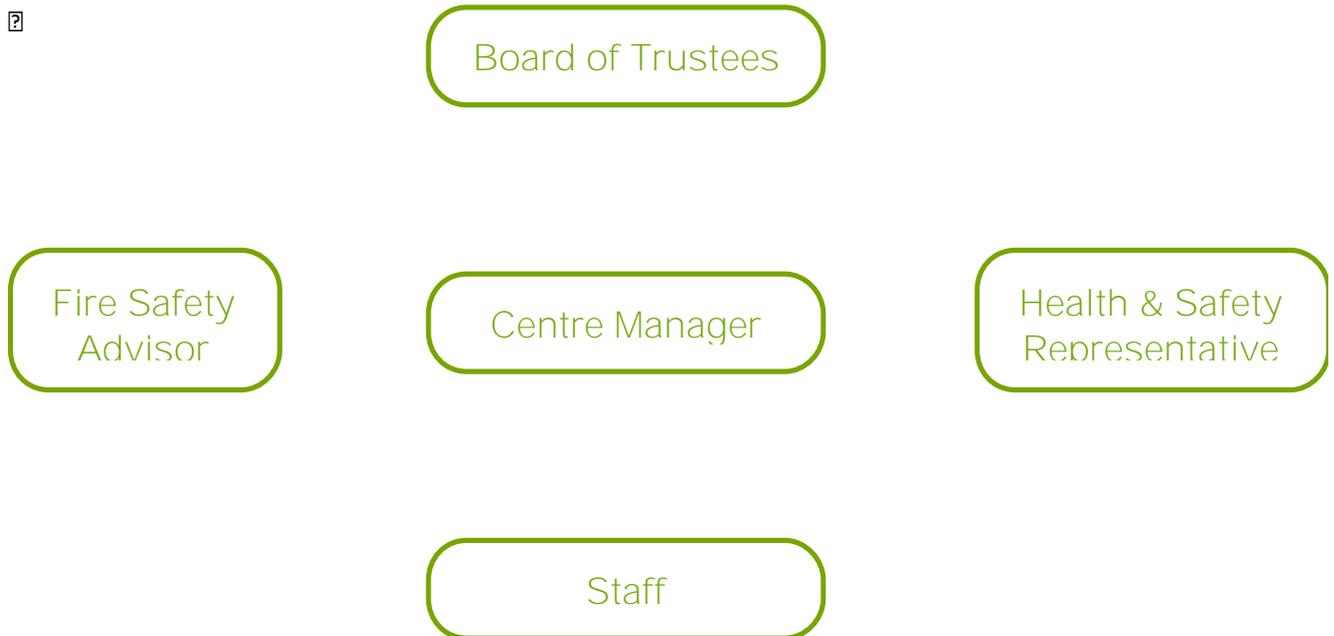
1. To comply consistently with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) and all other relevant statutory provisions, including health and safety approved codes of practice and guidance and relevant safety legislation.

Principles

1. To conduct all of our undertakings so as to avoid, or control to an acceptable level, risks to the health and safety of our employees, volunteers, members and visitors to the Centre.
 - 1.1. To create and maintain a positive health and safety culture within all areas of our organisation, so that there is continuous improvement in our health and safety performance.
 - 1.2. To identify effectively all significant hazards arising from our activities, to assess all of the resultant risks to the health and safety of our employees, volunteers, members and visitors to the Centre, and to implement the appropriate preventative measures necessary to control these risks.
 - 1.3. To effectively plan, organise, implement, control, monitor and review the preventative measures. Monitoring and reviewing will be covered by regular inclusion on the agenda of the CCA Trustees' board meeting.
 - 1.4. To establish, and where necessary implement, appropriate emergency procedures to be followed in situations of serious incident.
 - 1.5. To provide a safe and healthy working environment.
 - 1.6. To ensure that new employees and volunteers shall be inducted in all relevant health and safety requirements before working unsupervised, including:
 - (a) Health & Safety Policy
 - (b) Accident reporting
 - (c) Location of First Aid Kit
 - (d) Fire precautions and procedures
 - (e) Manual handling

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Organisational Structure and Responsibilities

2. The East Sussex Fire & Rescue Service Fire Safety Officer will be consulted and the Centre Manager will be responsible for ensuring that best practice and the relevant legislative requirements are in place and adhered to.
3. Moving and Handling – The Centre Manager will be trained in manual handling and in turn be responsible for training the team at the Centre in order to minimise the risks in the workplace. The Manager will also keep record of any moving and handling incidents and follow up where appropriate.
4. Safety Representative – the Centre Manager will undertake regular site safety inspections, investigate unsafe conditions, identify potential hazards at work.

Areas of Activities at the Centre:

5. **In the event of a fire** – Evacuation documents will be displayed on the walls of the Centre. Staff and volunteers will be trained in Fire Evacuation procedures.
6. **In the event of a 'minor' incident** – (trips, falls, cuts, abrasions etc.) A prominently displayed, and suitably stocked, First Aid kit will be provided, which will be regularly checked to ensure that the contents are complete and up-to-date. Immediate assistance should be provided to casualties, and emergency or other professional assistance should be summoned as necessary. However, the CCA cannot undertake to provide first aid trained staff which is made clear in the terms and conditions of a booking in the Centre
7. **In the event of a 'serious' incident** – (a stroke, heart attack etc.) The Centre Manager or designated person will normally be on hand to provide support to the client. The Emergency Services should be summoned without delay. The CCA cannot take primary responsibility for the situation

8. **Accident Book** – all accidents requiring medical attention must be entered into the Accident Book
9. **Electrical Equipment** – All electrical equipment at the Centre provided by the Crowborough Community Association will be subject to an annual test by a competent person, and the inspection will be noted on the label of each unit. Users of electrical equipment should undertake basic checks on a regular basis
10. **Fire Safety** – The Centre shall maintain a property fire log, the purpose of which is to ensure that all fire safety information relating to that property is made accessible to managers, staff and regulatory authorities. The manager will ensure, in conjunction with the Fire Safety Officer, that fire and emergency evacuation procedures are developed for the property and that these are appropriately displayed within the property. Further details of fire safety procedures are set out in the Fire Safety Policy.
11. **Slips, Trips and Falls** – Slips, trips and falls are a major cause of accidents in the workplace. Many of these accidents can be avoided by regular workplace inspections, good housekeeping and proper reporting of potential hazards. All managers have a responsibility, as part of their management role, to ensure that measures are in place to reduce the level of risk caused by slips, trips and falls.

Monitoring and Evaluation

12. The Centre Manager will ensure that a system of internal audit is undertaken in order to ensure that the management of health and safety at work is effectively monitored. This will be reported directly to the Chair of the Board of Trustees of the Crowborough Community Association, and reviewed annually by that Board.
13. All accidents, incidents and non-conformances against requirements are appropriately documented, reviewed and investigated and reported to the Board at the first appropriate opportunity.

Operational Arrangements:

14. Risk Assessments – The undertaking of risk assessments is a requirement of a range of health and safety regulations, for example:
 - 14.1. Management of Health and Safety at Work Regulations 1999;
 - 14.2. Control of Substances Hazardous to Health Regulations 2002 (as amended);
 - 14.3. Provision and Use of Display Screen Equipment Regulations 1992 (as amended);
 - 14.4. Manual Handling Operations Regulations 1992 (as amended).
15. Managers are required to ensure that risk assessments are undertaken in accordance with all Policy Arrangements.
16. Where health and safety regulations require the undertaking of risk assessments, these will be the responsibility of the Centre Manager.