

# **Newton Abbot CIC: Health and Safety Policy**

## **General statement**

Newton Abbot CIC is committed to the Health, Safety and Welfare of our members of staff our volunteers and the members of the public that use the Buckland Centre. Our aim is to ensure that our premises are a safe work and recreational environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with you about Health and Safety and provide you with the information, instruction, supervision and training that we consider is necessary.

We will make sure that you are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment that we consider necessary for your Health and Safety.

You are asked to help us maintain a health and safe work and recreational environment by reporting hazards, accidents and dangerous occurrences. You are asked to look after the safety equipment we provide and to follow safety instructions and signs. You are reminded that you are responsible for your own safety and the safety of others who use these premises

This policy will be reviewed regularly and revised as necessary.

## **Organisation and Responsibility.**

The overall responsibility for Health and Safety lies with the Chair of Newton Abbot CIC

The following people are responsible for Health and Safety:

- Lynn McElheron, Chair, Newton Abbot CIC
- Emily Farrell, Business Manager, Newton Abbot CIC

If you need any more information or have any concerns about Health and Safety, please contact one of the people above.

Members of staff and volunteers are reminded that they are responsibility of their own Health and Safety and the safety of the others in the premises.

The Directors of the CIC will be responsible for discussing matters surrounding Health and Safety. Any member of the committee should be contacted to discuss and raise safety issues with this committee.

## **Procedures and Safety Arrangements:**

### Chemicals

All cleaning products and other hazardous chemicals are stored in a locked cleaners cupboard.

Staff and volunteers should ensure that the door to the cleaning cupboard is always locked shut and all chemicals are correctly stored in the cupboard.

Staff should not use or touch cleaning materials unless they have received appropriate training.

### Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected annually, or at a duration that has been suggested by the Landlord or contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from the CIC.

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety File.

Please ensure that electrical equipment is used safely, following the manufacturer's instructions. Do not overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables.

### Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested as recommended by the Service Company. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be displayed for one year (or until the next inspection and test), after which it will be kept on file.

Fire extinguishers will be examined for damage and use monthly by CIC Staff.

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

### Fire Alarm systems

Fire alarms will be tested on a weekly basis and any faults reported and repairs arranged.

### Fire Safety Guidelines

All users and hirers of the building should familiarise themselves with the Fire Safety Policy for the Buckland Centre, and ensure this is explained to all attendees of their group at the start of the session.

## Emergency lighting

Emergency lights will be tested on a monthly basis and any faults reported and repairs arranged.

## First Aid

A number of first aid kits are available throughout the building and are clearly marked. If the contents of any first aid kit is used, the Administrator must be informed.

Suitable trained and competent persons should only administer first aid.

First aid kits will be checked by the Administrator to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

A defibrillator is provided at the front of the Buckland Centre for members of the public and CIC staff. All users should familiarise themselves with its location. In the event of a first aid incident requiring the equipment, the access codes and instructions are available by calling 999.

## Risk Assessment

Staff will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety File. The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction and training.

Where actions are needed to reduce or eliminate risk, the staff responsible will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of "As Low As Reasonably Practicable".

Any person discovering a hazard must inform the responsible staff as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

Individual groups regularly accessing the Centre will be required to have risk assessed their own activities

## Accident Recording and Reporting

The Administrator must be informed of all accidents and incidents. An Accident Book is provided in the lobby for this purpose.

Accidents and incidents will be investigated by the CIC Chair or a person appointed to act on their behalf. The level of investigation is determined by the severity of injury sustained or potential for serious injury or loss. This will assist in the identification of remedial actions to prevent reoccurrence. The Directors should be informed of serious accidents.

Accident reports and related information will be held by Buckland & Milber Community Centre for a minimum of 3 years from the date of the accident or 40 years in the case of work related disease.

### Lone Working Policy

The CIC has adopted a separate policy relating to lone working. The health and safety considerations within the Policy should be noted.