



Health and Safety Procedures

OFFICE SECURITY

The following doors are opened with various keys, key pads or alarmed.

Front entrance door to Community Centre, 1 dead lock key,
and key number pad.

Alarm is located inside the main entrance door.

Office outer door and inner door are kept locked with keys held by Trustees,
and cleaner.

Back door to the Centre is opened from the inside.

The gate to the car park is help by Trustees.

There is a key safe that is on the inner side of the wall near the front door. Group
leaders have the code to the key safe.

The doors are to be kept shut and the code number is only to be released on a need to
know basis.

If it is thought that the code number has been comprised the Trustee on duty is to be
informed immediately and action should be taken to change the code number.

The Trustee on the duty rota is responsible for ensuring that it is secure, if they have not
been told that a user group will lock up. This is to include checking windows are closed;
lights and electrical appliances are switched off.

They are responsible for checking the security of external doors including replacing
bolts on fire doors and setting the alarm.

BUILDING ALARM SYSTEM

The Committee centre is secured by alarm systems provided by Calder Valley Security

Users/Visitors / Contractors

Users/Visitors / Contractors are the responsibility of the user group leader, or the person they are visiting and are governed by the Health & Safety Policy of the office.

User group leaders and parties should be given a briefing on arrival to contain but not exclusive, the location of toilets, if a fire exercise is planned and what they should do in the event of an incident.

The Trustee who has arranged a contractor is to send an email to all users affected when a contractor will be working on the premises unescorted. Contractors will be required to carry identification and be prepared to produce it when requested by a Trustee or member of staff.

The Trustee board is to be informed of any incidents / accidents involving users or contractors.

BUILDING MAINTENANCE, HOUSEKEEPING & HAZARD REPORTING

Each person who uses the office is responsible for ensuring that the office is kept clean and tidy.

The Building sub-committee will retain overall control for health and safety within the building and coordinating all repairs with the approval of the Board.

The Building sub-committee, and the person on the duty rota will maintain a log of outstanding repairs and hazards. This log is located in the office.

Housekeeping

Good housekeeping is considered to be of the utmost importance as it prevents accidents. It is the responsibility of all centre users to:

- Keep desks tidy and free of obstruction at all times
- Check for trailing cables & flexes
- Not leave items in corridors, on staircases or at fire exits which would prevent safe access
- Store equipment in appropriate storage space
- Deposit waste in correct bins for disposal by cleaner.
- Note exits

There is a no smoking policy, including electronic cigarettes, in the building and grounds of the community centre. This includes all Trustees, staff, users and contractors.

There is a cleaner employed by the Trust and therefore should maintain a high standard of cleanliness within the building.

Hazard / Maintenance reporting

It is the responsibility of Trustees and staff to identify any hazards or required maintenance and these should be reported to the Building sub-committee

Hazard / Maintenance defects that impact on either the safety of staff, user groups, visitor or the safe operation of the building are to be investigated immediately by either the building sub-committee, or a member of the board. Depending on the finding of the investigation and whilst awaiting repair, consideration should be given to putting unsafe areas out of bounds with warning notices placed and effected users emailed.

General maintenance issues which do not require specialist advice and do not effect the safe operation of building should be repaired within 7 working days if possible. Consideration should be given to placing warning signs whilst awaiting repair.

The Building sub-committee is to inform the Board of any delays to this timescale.

Hazard / maintenance requests that require the services of specialist contractor are to be controlled by the Building sub-committee, with costs approved by the board. There are to arrange the most efficient, cost effective repair which doesn't cause an impact to the user groups using the centre. Consideration should be given to placing warning signs whilst awaiting repair. The Building sub-committee is to inform the Board of the timetable for repair.

Maintenance of office equipment

The Building sub-committee is responsible for ensuring the maintenance of office equipment and will organise repairs / replacement as required.

Work equipment

The Building sub-committee is responsible for ensuring that all work equipment is safe and suitable for the tasks it will be used for.

The Building sub-committee is responsible for ensuring that all staff, users, and volunteers have adequate information, operating manuals, instructions and training for their work.

An inventory of equipment is held in the organisations asset register and is maintained by office staff. The Building sub-committee will undertake monthly checks of equipment, and building for any faulty or broken items, which should either be repaired or replaced. Large faults or equipment that is above the payment threshold in the Building sub-committee Terms of Reference, should be taken to the Board for approval.

Any member of Trustee, staff or volunteer who thinks an item of equipment is faulty is to report the same to the Building sub-committee, or Board. **The item should not be used again until its safe operation has been confirmed.** The Building sub-committee will investigate its repair / replacement and temporary replacement if necessary.

Electrical equipment

The Building sub-committee is responsible for ensuring that all electrical equipment that is required to be PAT tested is tested and is safe and suitable for the tasks it will be used for.

All electrical equipment should be switched off when not in use other than PC's which need to be in operation.

Any member of staff, volunteer or user who thinks an item of electrical equipment is faulty is to report the same to the Building sub-committee or a Trustee. **The item should not be used again until its safe operation has been confirmed.** The Building sub-committee will investigate its repair / replacement and temporary replacement if necessary.

Arrangements are in force for periodical testing, maintenance and repairing of electrical equipment and wiring.

CENTRAL HEATING

The heating in the Mirfield Community Centre is via a gas boiler located in the cellar. Any problems or issues with the system should be reported to the Building Sub-Committee member or a Trustee.

If anyone has any reason to suppose that the system is not working properly or if, for instance, there should be a smell of gas, they should inform a Trustee, member of staff or volunteer at once.

THE GAS EMERGENCY NUMBER IS 0800 111 999

FIRE SAFETY & RISK REDUCTION

The Building Sub-Committee and the Trustee Board retains overall responsibility for fire safety and risk reduction for the Mirfield Community Centre.

The Building Sub-Committee is to ensure that:

- a. building fire alarm checks are conducted weekly and relevant logs are kept up to date.
- b. fire extinguishers will be checked annually by the nominated company.

Trustee and Staff responsibilities

All Trustees and staff must comply with safety instructions and drills.

All reasonable precautions have been taken to minimise fire hazards. It is important that all Trustees, members of the staff, volunteers and user groups are fully aware of the procedures to be carried out in the event of a fire. Special fire extinguishers are provided for dealing with electrical fires.

It is the responsibility of the Building Sub-Committee to conduct a fire drill every 6 months.

In order to reduce the fire risk within the office, files when not in use should be filed in the cabinets provided and not left around desks.

FIRE INSTRUCTIONS – WHAT TO DO IF YOU DISCOVER A FIRE

Follow these simple instructions to ensure you and any Centre users you are responsible for are safe at all times.

Raise the alarm by shouting a warning to other members of staff. After raising the alarm do not continue to shout or run, as this will cause panic.

Don't waste time, get out and call the Fire Brigade immediately.

Only if safe attack the fire with the equipment provided

Use common sense

Do not put yourself or another at risk at anytime

Evacuate the office using the nearest safe route. Only use external fire escape from third floor of Brook Street if main stairwell blocked.

Group members/Visitors/Contractors visiting the premises are to be accompanied by their group leader to the muster point. The group leader is to report their arrival to the Fire Warden and stay with them.

Do not stop to collect personal belongings, leave quickly and quietly

Close all windows and doors where possible

Go directly to the assembly point and inform the Fire Warden of your arrival, where the Fire Warden will be taking a roll.

The Fire Warden will ensure the offices are clear; all members of staff are accounted for and make a report to the Fire Brigade and/or Chair person.

Do not re-enter the building until authorised by the Fire Warden on the advice of the Fire Brigade.

FIRST AID

A first aid box and accident book is kept in the kitchen areas of the Centre.

Any member of staff, volunteer or visitor who has an accident whilst in the course of their employment or whilst visiting the Centre must notify the relevant Trustee who will arrange for the accident to be recorded. **It is essential that a record of the accident is entered in the accident book.** The accident report sheet is to be forwarded to the relevant Trustee. Accident sheets for Trustees, volunteers and any visitors will be retained in their personnel files. For visitors the accident report sheets will be retained by the Health and Safety Trustee

Should a serious injury occur then the incident must be reported to the Health and Safety Trustee or in their absence the Chair person as soon as possible.

MANUAL HANDLING

When undertaking any manual handling event Trustees are to check if a risk assessment has been completed on the task. Staff should make themselves aware of the guidance on the Health & Safety at Work website via the attached link <http://www.hse.gov.uk/msd/faq-manhand.htm>. In addition all Trustees and staff are to read the poster displayed on office safety.

WORKING ON VDUs

Special legislation covering working conditions for persons who work regularly on VDUs was introduced on 1st January 1993. The legislation covers the equipment itself, lighting, noise, provision of information and training, eye tests and ergonomics. Should anyone have any queries or concerns about working with VDUs they should speak direct to the Health and Safety Trustee. Trustees are to read the guidelines on the HSE site <http://www.hse.gov.uk/msd/dse>. A copy of the leaflet is available on request. In addition all Trustees and staff are to read the poster displayed on health and safety for computer operators.

Control of Substances Hazardous to Health (COSHH)

Special legislation also came into force on the 1st January 1993 covering COSHH. Fortunately, in an office environment, there are relatively few substances that might be hazardous to health. Examples include photocopier toner, typing correction fluids and cleaning materials. COSHH data sheets are located in The Mirfield Community Trusts COSHH Section of the Policies and Procedures, COSHH assessment sheet information folder. Within this folder an index of COSHH data sheets will be maintained with details of their location. The COSHH data sheets will be held in three relevant folders:

1. Cleaning solutions
2. Printers, Photocopiers, Fax, Franking machines and associated inks
3. Stationery

COSHH Assessment

Health and safety procedure
Reviewed: April 2022
Next Review :April 2023
Responsible : CB/ AS/CW

COSHH assessments will be conducted by a Building Sub-Committee Trustee.

Wherever possible the Trust will use a safest product available. Trustees, staff or visitors should not bring any items into the office without first informing the Health & Safety Trustee of the reason why the item is needed.

Safety data sheets will be obtained for any items of stationery requiring one by the Building Sub-Committee and retained in the Mirfield Community Trusts, Policies and Procedures, COSHH assessment sheet information folder.

All Trustees and staff should adhere to instructions displayed on containers.

A hazardous substance inventory is completed on a monthly basis by the Building Sub-Committee.

NO SMOKING POLICY

Mirfield Community Centre operates a no-smoking policy and requires that Trustees, staff, visitors and users of the centre do not smoke in any doorway or near an open window when smoke may blow into MCT premises.

The policy applies to all personnel and to visitors who should be asked politely not to smoke if they attempt to do so.

Electronic cigarettes are not to be used.

If a visitor wishes to smoke they should be directed to the pavement outside the car park.

PRIVATE PROPERTY

All personnel are responsible for the security of any private property that is brought into the building. It follows that individuals should be responsible for insuring their own property. Cover is usually included under the normal domestic house contents policies.

Storage is provided for some user groups. All groups responsible for insuring their own property.

RISK ASSESSMENTS

Risk assessments are to be written for individual Trustees or members of staff who have an requirement for reasonable adjustments to be made in order them to complete their work.

Staff risk assessments may be conducted at / for the following reasons, but not exclusively:

- a. At the request of the Trustee or member of staff
- b. When identified as a requirement during the recruitment process
- c. When identified as a requirement by another Trustee or during a staff appraisals

Once a requirement is identified, Trustees are to request for a risk assessment to be completed by the Health and Safety Trustee.

Copies of staff risk assessments are held in the office in the relevant members folder. Staff risk assessments are to be reviewed regularly to ensure they are still relevant and required.

RISK ASSESSMENT COORDINATOR

The Health and Safety Trustee – currently Ms Carol Bailey

RISK ASSESSMENTS – WORKING PRACTICES

In the same way risk assessments are to be written to ensure the safe working conditions and recognizing the need to make reasonable adjustments for Trustees and members of staff, risk assessments are to be completed to ensure the safe operation of office equipment or working practices. Copies of risk assessments are located in MCT Policies and Procedures folder.

All staff and volunteers are responsible for their own safety whilst working at the Centre. If they consider that the operation of a piece of equipment or working practices requires a formal risk assessment they should forward a request by email to the Trustee responsible for Health and Safety. If required a risk assessment is to be completed.

All members of Trustees and staff should familiarise themselves with the working practices risk assessments.

As part of induction process new staff are to read the risk assessments relating to their role. Unless otherwise required all risk assessments are to be reviewed annually.