
Health & Safety Policy

Newcastle Community Centre

Approval date: 13/5/ 2019

Version 1.2

Next Revision date: 13/5/2022

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1.Responsibility for approval of policy	<i>Chairperson</i>
2.Responsibility for implementation	<i>Board</i>
3.Responsibility for ensuring review	<i>Chairperson</i>

Policy Statement

This policy sets out the Health & Safety policy of Newcastle Community Centre (NCC) and the means through which that policy is to be implemented. NCC do not directly employ any personnel, there are 2 Community Scheme employees, working in the centre, one in the role of caretaker and the other as a cleaner. Our objective is to provide a safe and healthy place for all **Centre Users** which includes Board members, Community Scheme employees, volunteers, clubs and groups using the centre, and to meet all our duties and obligations under Health & Safety regulations.

It is NCC Board's intention to protect all **Centre Users** from accident or ill health. NCC Board will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of **Centre Users**, and we will consult with **Centre Users** on risk improvements.

All Centre users must comply with NCC Covid-19 policy.

Our approach to Health & Safety as far as reasonably practicable will be

1. To ensure all **Centre Users** are aware of the policy and know what is expected of them.
2. To provide a Safe Place of Work and Recreation.
3. To continue to identify and control hazards
4. To prevent as far as reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of **Centre Users** at risk.
5. To consult with **Centre Users** on all Health & Safety matters.
6. To provide protective clothing and equipment where necessary.
7. To provide a safe means of entering and leaving the building.
8. To provide safe systems and procedures.
9. To provide appropriate information and training to those involved with the centre where required.
10. To make Health & Safety a key issue.
11. To review the policy at regular intervals.

1. Centre Users Responsibilities

Centre Users have a responsibility to themselves and other users of the centre to behave in a safe and considerate manner and must:

1. Co-Operate with NCC Board in maintaining a safe work place.

2. Report any potential hazards to the NCC Board and not to work in any hazardous conditions should they in their opinion exist.
3. Be aware of the nearest emergency exits and the fire-fighting/first aid equipment.
4. Never interfere with or misuse anything provided by NCC in the interests of Health & Safety.
5. Read the NCC Health & Safety Policy and obey all mandatory signs.
6. Not partake in any form of horseplay or prank likely to lead to injury to themselves or others.

2. Smoking/Alcohol and Drugs

It is not possible to attend the centre under the influence of intoxicating liquor or drugs. The smoking of tobacco products is prohibited in the centre. Smoking can take place outside the centre if it is at least 3 metres distance away from door entrances and windows.

This smoking policy forms part of the overall Health & Safety Policy and any breach will be addressed through the NCC Board.

3. Manual Handling

Manual Handling is defined as the “transporting of a load by one or more persons and includes lifting, putting down, pushing, carrying or moving a load, which by reason of its characteristics or unfavourable ergonomic conditions involves risks, particularly of back injury to the person or persons”.

This is a priority issue because it is a major cause of accidents. It is NCC Board’s policy to minimise the need for manual handling of loads and so therefore should be avoided as far as is reasonably practicable.

When lifting a load, the weight of it must be checked before attempting to lift it and if the load is too heavy additional help with the lift must be requested.

4. Training

NCC Board is committed to identifying safety training needs on an on-going basis. **Centre Users** will be involved in the identification of hazards in the centre and advised of the hazards pertaining to their area. Training will be given, where required, so that all can respond to such hazards in order to prevent accidents/injury to themselves or other **Centre Users**.

Training will be given in emergency procedures and where appropriate, training will be given in the use of special machinery and equipment. All NCC Board members, Community Scheme employees and volunteers will be trained in the correct techniques involved in safe manual handling.

5. Consultation

NCC Board are committed to consulting with **Centre Users** regarding safety, health and welfare in the centre. Community Scheme employees and volunteers will be involved in the identification of hazards and will be trained in dealing with the hazards identified.

The Health & Safety Policy will be included in Induction Training for all NCC Board members, Community Scheme employees and volunteers.

6. Reporting of Accidents

Centre Users are required to report all accidents and near misses, whether resulting in injury or not, to management. Under the Safety, Health & Welfare at Work (General Applications) Regulations 2007, employers must report certain occurrences to the Health & Safety Authority and ensure records are kept on site for a period of 10 years.

- Date, Time and Place of accident.
- Name, Address, Occupation and Age of injured person.
- Circumstances, including cause and nature of the injury and the arrangements made for its treatment.
- All accidents will be investigated by a member of the NCC board and a written report prepared.
- Corrective action will be taken where necessary to avoid a re-occurrence.
- Accidents involving all **Centre Users** to include members of the public and contractors, must be reported.

7. Fire Procedures

In the event of a fire and providing there is no danger to the persons concerned every effort should be made to extinguish or contain the fire pending the arrival of the fire brigade. The magnitude of the outbreak must dictate whether attacking the fire should take priority over reporting and evacuation.

All **Centre Users** should be familiar with the exit routes and should also know the location and type of fire extinguishers in the centre.

Fire drills should be carried out, at least once a year, by the NCC Board and Club/Groups using the centre to ensure that procedures are known and followed in the event of a real fire.

In the event of a fire:

- Activate the fire alarm
- If there is reasonable hope of extinguishing the blaze, attack the fire immediately.
- Do not under any circumstances, expose yourself to danger.
- Leave the building by the nearest fire exit and proceed to the designated assembly point.

Fire Alarm Activated:

- Leave the building by the nearest fire exit.
- Do not stop to collect personal belongings.
- Go to the designated assembly point.
- Once outside, do not enter the building until instructed that it is safe to do so.

8. Hazard Analysis

A hazard is anything that might cause harm e.g., Electricity, Hot Surfaces, Lifting Heavy Loads, Slippery Floors and Poorly lit Stairways etc. **Centre Users** must be aware of the potential hazards and risks involved and report specific hazards to the NCC Board.

A hazard analysis will be carried out twice a year by NCC Board. Particular attention will be paid to areas of high risk i.e., Floors, Passageways and Manual Handling. The NCC Board will remove hazards by engineering means where necessary.

9. First Aid

The First Aid box is provided to ensure that the first aid supplies are easily accessible when required in an emergency. The First Aid box is in the kitchen. It is checked regularly to ensure shortages are replaced. **Centre Users** have an obligation to ensure that the First Aid box is not tampered with. Free access to the First Aid box must always be maintained. Pain killers are not provided in the First Aid box.

10. Security

All visitors/contractors coming into the centre must sign in and out. If it is a club or group using the centre, the leader/organiser of the club/group may sign in on behalf of the group if they keep an attendance record. Where a contractor is engaged in maintenance/structural work, the NCC Board will ensure that the contractor has their own Health and Safety procedures and insurance in place and will provide them with a copy of NCC’s Health & Safety policy.

11. Risk Assessment

The NCC Board will arrange for risk assessments to be carried out from time to time. The risk assessment process is regarded as dynamic and should consider changes where possible before they occur.

The following definitions should be understood:

Hazard

Means anything that can cause harm, e.g., fire or electricity

Risk

Means the chance, great or small, that something or someone will be harmed by the hazard. Assessment of risk should consider probability, frequency and severity.

The risk assessment philosophy adopted by NCC Board is depicted by the following chart:

Hazard/Risk	Who might be harmed?	Is the risk adequately Controlled	Responsible Persons?
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.</p> <ul style="list-style-type: none"> Slipping/tripping hazards (e.g., poorly maintained floors or stairs) Fire (e.g., from flammable materials) 	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who might be affected e.g.</p> <ul style="list-style-type: none"> Community Scheme Employees Volunteers Contractors Clubs/Groups Members of the public 	<p>Have you already taken precautions against the risks from the hazards you listed?</p> <p>For example, have you provided:</p> <ul style="list-style-type: none"> Adequate information, instruction or training? Adequate systems or procedures? <p>Do the precautions:</p> <ul style="list-style-type: none"> Meet standards set by legal 	

<ul style="list-style-type: none"> • Work at height (e.g., from mezzanine floors) • Electricity (e.g., poor wiring) • Dust (e.g., from grinding) • Manual Handling • Noise • Poor Lighting • Low Temperature 	<p>Pay particular attention to:</p> <ul style="list-style-type: none"> • Person with disabilities • Visitors • Inexperienced volunteers • Lone workers <p>They may be more vulnerable</p>	<p>requirements?</p> <ul style="list-style-type: none"> • Represent good practice? • Reduce risk as far as reasonably practicable? <p>If so, then risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules etc., giving this information.</p>	
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Hazard Analysis Checklist:

To be completed twice yearly and retained in the Health & Safety Folder file.

Location: Newcastle Community Centre

Completed by:

1. Safety Management

Is there a copy of the Health & Safety Statement available Centre Users? Comment:	Yes	No
Have all matters from the previous checklist being resolved? Comment:	Yes	No

2. Heating & Lighting

Is the heating and ventilation in working order? Comment:	Yes	No
Are all lighting units working properly? Comment:	Yes	No

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3. Work Areas

<p>Are all accessible work areas kept free from slip, trip or obstruction hazard and in good repair? Comment:</p>	Yes	No
<p>Are local arrangements in place to reduce slip hazards on floors during wet weather or after cleaning? Comment:</p>	Yes	No
<p>Are the premises (including Car Parking area) tidy, rubbish/litter removed regularly, and broken/obsolete/surplus equipment repaired or removed from the centre? Comment:</p>	Yes	No
<p>Where applicable are Centre Users aware how to operate Machinery safely? Comments:</p>	Yes	No

4. Housekeeping

Is all the furniture free from defects? Comment:	Yes	No
Are there suitable arrangements in place for the storage and disposal of waste? Comment:	Yes	No
Are the following in good condition and stable: Cabinets, shelving and displays? Comment:	Yes	No

5. Electricity

Are there any defects to electrical appliances including cables? Comment:	Yes	No
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6. First Aid & Accident Reporting

Are Centre Users aware of the location of the First Aid kit in the centre? Comment:	Yes	No
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<p>Is the First Aid Kit stocked with all the recommend items? Comment:</p>	Yes	No
<p>Are Centre Users aware of the need to report accidents if they occur in the centre or its grounds? Comment:</p>	Yes	No

7. Fire and Emergency

<p>Are fire evacuation procedures up to date including provisions for those with disabilities? Comment:</p>	Yes	No
<p>Have yearly fire drills been arranged and recorded? Comment:</p>	Yes	No
<p>Is there an adequate fire alarm fitted? Comment:</p>	Yes	No
<p>Is the fire alarm tested regularly? Comment:</p>	Yes	No

Are all means of escape and fire fitting equipment maintained? Comment:	Yes	No
Are all Centre Users aware of Evacuation Procedures? Comment:	Yes	No
Are Fire Action Procedures Displayed? Comment:	Yes	No
Where a Fire Safety problem is identified is remedial action being taken? Comment:	Yes	No

Review

This policy will be reviewed in three years or sooner if circumstances change.

Signed:
Chairperson

Signed
Secretary

Date

Date

Signed version will be kept in Newcastle Community Centre

