



TREES COMMUNITY ASSOCIATION HEALTH AND SAFETY POLICY (Draft)

The Trees Community Association Ltd is committed to providing a safe and healthy environment for all persons working or using Willingdon Trees Community Centre (WTCC).

TCA will meet its obligations under the Health and Safety at Work etc.1974 Act and its supporting Regulations, by protecting employees and ensuring that others are not adversely affected by our activities so far as is reasonably practicable.

It is the aim of the Company to reduce the incidence of injury, ill-health and loss by the introduction of systematic identification, assessment and the control of all risks. Successful management of health and safety will reduce ill-health, work related injuries and material losses, therefore lessening the Company's liabilities and hence reducing operational costs.

All persons are reminded that each individual has an obligation to take reasonable care to ensure their own health and safety, and that of others who may be affected by their work.

1. EMPLOYEES

Under the Health and Safety at Work Act 1974, persons at work have a duty to take reasonable care to avoid injury to themselves or the others by their work activities. They are also required to co-operate with their employers and others in complying with statutory requirements, and may not interfere with or misuse anything which is provided to promote and protect Health, Safety and Welfare, as required by statute or company rules.

2. FIRE AND EMERGENCY PROCEDURES

Full risk assessments for the premises mentioned above have been carried out and copies are held by TCA

It is essential that the fire evacuation procedures are co-ordinated with any other partners based at WTCC. All those booking the venue will be given a copy of the Fire Procedures document, also this is displayed at WTCC.

In the event of fire, the three most important actions are, in chronological order, to:

- 1. Raise the alarm**
- 2. Evacuate the building**
- 3. Summon the fire brigade (dialling 999)**

The preservation of life shall override all other considerations,

Fire evacuation procedures are displayed throughout the building in prominent locations and these must be followed.

Evacuation of the building must start as soon as the alarm is raised. Staff and service users **MUST NOT** put themselves at risk in order to fight a fire and fighting a fire should only be undertaken where it is to save life or facilitate the evacuation of the building.

All those using the centre should make themselves aware of the fire exit routes from the buildings which are marked. Exits are marked by the green and white exit sign and routes by the use of arrows.

3. Testing Procedures.

A fire alarm test should be carried out weekly.

A full Fire Evacuation practise should be carried out six monthly.

A check of all fire fighting equipment shall be carried out annually.

4. First Aid

Minor injuries can be treated on the spot and to facilitate this, a fully stocked first aid box is available for use. **Drugs such as Aspirin, Paracetamol or similar shall NOT be kept in a First Aid box.**

In the event of the injury or illness being serious then medical assistance shall be sought from the Ambulance Service. In the event of an ambulance being required then dial '999' giving the location of the premises and the details of the injury.

The address is 101 Holly Place, Eastbourne, BN22 0UT

5. Injuries

All injuries must be reported to Centre Manager as soon as possible and a record made in the Accident Book.

6. Manual Handling

On occasion those employed or volunteering to support TCA to manage WTCC will be required to move and lay out tables and chairs.

All volunteers will be given directions on how to put up tables and will be expected to use the chair trolley to move chairs around the premises. Chairs must not be carried or stacked more than five high.

7. Electrical Safety

Employees, volunteers and service users other than those trained are not permitted to repair, alter or otherwise interfere with electricity appliances other than to undertake the simplest of jobs such as replacing a fuse or light bulb.

All portable appliances belonging to TCA, connecting to the mains power supply are regularly checked and maintained under a PAT testing programme, and will have stickers attached to them indicating that testing has taken place and the date after which the appliance should not be used.

Regular PAT Testing survey is undertaken by an external Company and details recorded.

8. Risk Assessments

Risk assessments are undertaken to identify Hazards and Risks that may be present and may affect those using the centre. These risk will be categorised into High, Medium and Low and will be addressed by the Company accordingly. Risks identified in the High Category should be addressed immediately.

9. Slips, Trips and Falls.

The main causes of slips, trips and falls in the workplace are uneven floor surfaces, unsuitable floor coverings, wet floors, changes in levels, trailing cables, poor lighting, and poor housekeeping.

Those working and volunteering at WTCC should

- Clean up all spillages immediately. Use a cleaning agent if required. If the floor is wet, use appropriate signs to tell people the floor is still wet and that extra care is needed.
- Try to place equipment to avoid cables crossing pedestrian routes and use cable guards to cover cables where required.
- Make sure rugs or mats are securely fixed and that edges do not present a trip hazard.

10. Smoking Policy

WTCC is a 'no smoking' premises. Smoking is not permitted inside or immediately outside the building. This is also the case for staff/visitors using vaping equipment or e cigarettes.

11. Substances Hazardous To Health

All such substances will be subject to a COSHH (Control of Substances Hazardous to Health) assessment. These Assessments will be made available to persons likely to be in contact with the substances.

12. Visitors

WTCC is a rentable venue and we will not always have control over who is entering the building. The named person making the booking will be responsible for ensuring the health and safety of group while in the building.

They will be expected to sign a booking form and to have relevant policies if working with vulnerable children or adults.

Date of Policy	DRAFT November 2016
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Policy produced by	Alice Matthews SCDA
Policy ratified by	Draft to be ratified 06/12/16