



HEALTH AND SAFETY POLICY

Version 1 September 2018

Introduction

Safeguarding the health, safety and welfare of all those managing, using and visiting Holmfirth Tech is paramount at all times.

The Directors of Holmfirth Tech Ltd, as trustees of the charity and owner of non-domestic premises, recognise and accept their general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable. They will take reasonable measures to ensure The Tech, and any equipment or substances provided there, are safe for the purposes for which users of the building are expected to use them.

The Directors have no responsibility under the Health and Safety at Work Act for risks created by the work activity of others, such as those maintaining the building, or for the activities organised by those who use The Tech.

Policy

Holmfirth Tech Ltd's policy is to take reasonably practicable measures in relation to the management and operation of The Tech and comply with all legislative requirements relating to the duties which it has, in order to:

- provide healthy and safe working conditions, equipment and systems for our employees, volunteers, activity leaders, users and hirers of The Tech;
- keep The Tech and equipment in a safe condition for all users;
- provide all necessary support and information to employers, volunteers, users, hirers, activity leaders and outside contractors.

The nature of the premises means that it may not always be possible to retrospectively meet all current regulations and Codes of Practice. In such cases, the Directors will set out, and monitor progress against, plans to comply and/or minimise any risks arising from the ability to comply at any given time.

The Directors will work in the furtherance of these aims by:

- identifying and assessing risks;
- recording assessments and regularly reviewing them;
- eliminating or controlling risks;
- monitoring compliance and work conditions;
- establishing a clear, sensible and practical safety organisation and arrangements.



DUTIES

All Directors, employees, volunteers, hirers, activity leaders, contractors and users of the facilities are expected to recognise and accept their duties:

- to follow health and safety instructions and to report dangers;
- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- as regards any duty imposed on the Directors, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

GENERAL RESPONSIBILITIES:

All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.

Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Feedback? Book for the attention of the Directors.

Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the Directors' attention.

Activity leaders, hirers and employers are responsible for:

- complying with all conditions of use, as set out in the Booking Form, and for ensuring that their activity, participants or users conducts the activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Activity leaders, employers and hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular activity;
- ensuring familiarity with fire safety checks (e.g. keeping fire exits, stairways and passages clear) and evacuation procedures;
- designating a responsible person at each event who will take charge of evacuation in case of emergency;
- ensuring that highly flammable substances are not brought into or used in any part of the premises;
- seeking the consent of the Directors before erecting or mounting anything internally that may contain combustible materials and ensuring that any allowed materials are not placed near light fittings or heaters;
- checking that, if any portable electrical equipment is brought onto the premises, it is safe for use and has been appropriately examined or tested.

Contractors and employers are responsible for:

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- safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- having regard to the safety of The Tech's users when working on or in the premises and or in respect of anything left or stored on the premises;
- advising the Directors of any flammable or toxic substances that may be used in the course of work on the premises.

The Directors are responsible for:

ensuring that all Directors, employees and volunteers of Holmfirth Tech Ltd, Activity Leaders, Hirers, Contractors and Users of The Tech are aware of the Health and Safety Policy;

- ensuring that the Health and Safety Policy is fully implemented;
- monitoring compliance with Health and Safety guidelines;
- regularly assessing and reviewing risks and recording such risks;
- keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- making such representations to Employees, Volunteers, Activity Leaders, Hirers, Contractors and Users of The Tech, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- cooperating with Employees, Volunteers, Activity Leaders, Hirers, Contractors and Users of The Tech in pursuance of Health and Safety requirements.

The Directors will assign responsibility for implementing this policy as required and accept that their overall responsibility cannot be delegated. They will ensure that risk assessments are carried out regularly, the results of the assessment reported to Board Meetings at least annually and this policy reviewed will be reviewed annually.

PROCEDURES

The H&S policy document will available to download from Holmfirth Tech Ltd's website <https://holmfirthtech.wildapricot.org/admin/website>

All activity leaders and hirers will be expected to read through the whole of the Conditions of Use as set out in the Booking Form and sign the form as evidence that they agree and accept these conditions.



The Conditions of Use and the Activity Leader Guide will inform all activity leaders and hirers about safety procedures at The Tech, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents and accidents).

Employees and volunteers will be told of their responsibilities through the Employee and Volunteer Handbooks.

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

GENERAL GUIDELINES

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

PREMISES

The entrance, stair ways and passages must be clear of obstacles and hazards at all times.

Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.

Spills must be cleared up quickly to prevent slipping.

Any floor coverings should lie flat and edges of mats, rugs or carpets should not be allowed to curl up.

Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up. Essential on-floor leads must be covered or secured with suitable tape to the floor.

Any concerns regarding any electrical installation, plug, lead etc must be notified to the Directors immediately.

Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.

Fire extinguishers shall not be moved. They will be regularly serviced and all users of The Tech should fully acquaint themselves with the position and mode of operation of all extinguishers.

All activity leaders, employers and hirers must make themselves aware of the procedure to follow in the event of fire.

All activity leaders, employers and hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.

All activity leaders, employers and hirers should have a method to account for the number of persons present during their hire.

If the kitchen equipment is in use it should not be left unattended, even for a short time.

Kettles should not be over-filled, nor should the leads be left to trail over the edge of the work top.

Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.

All cleaning solutions etc. must be kept out of the reach of children.



Due care should be exercised in the car park area and especially the ramp access to the car park.

All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.

Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.

All persons should exercise care in storage areas, both while removing and replacing items.

Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.

When moving tables and chairs users should be mindful of the potential for injury to hands or fingers if due care is not exercised.

Activity leaders, employers and hirers are responsible for the safety of people participating in their activities or events on the premises during the period of their use of The Tech and should supervise as necessary.

Working Practices

You are responsible for protecting yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability or which exceeds 25kg in weight.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.

Similarly, with reaching to remove or replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:

- Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- Ask for help if necessary.
- Do not work at height, on steps or ladders until they are properly secured and another person is present.
- Wear suitable protective clothing, dust masks or eye protection when undertaking tasks that may involve contact with toxic substances or dust or debris etc.

If you are required to be alone in The Tech, you should ensure that:



- Someone else knows where you are and what time you are planning to leave the building.
- The external doors are locked.
- You have an operational mobile phone with you at all times.

Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Warm air dryers are provided.
- Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.
- Other food hygiene regulations should be followed

First Aid

A well stocked and appropriately labelled First Aid Box is available in the Office.

Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the Office.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

Feedback Book

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Feedback Book for the Directors' attention.

The book is kept in the Office.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Feedback Book for the Director's attention.



Risk Assessment

Carrying out risk assessments is the way in which we ensure our building complies with health and safety legislation as they provide a measure of indemnity to the Directors from liability in case of fire or accident.

Each activity or event is assessed carefully to identify any risks or potential causes of harm to users, employees, volunteers and others who use The Tech and what reasonable precautions need to be taken to reduce those risks.

A risk assessment record is maintained and will show the answers to three questions:

- What could go wrong?
- What would be the consequences and for whom?
- What could be done to make sure it doesn't go wrong?

Risk can never be eliminated but our aim is to achieve the lowest level of risk. To do this we must decide whether a hazard is significant and whether we have it covered by satisfactory precautions so that the risk is low.

A hazard is anything that can cause harm.

A risk is the chance, high or low that somebody will be harmed by the hazard.

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RISK CHECKLIST



QUESTIONS YOU SHOULD ASK		YES	FURTHER ACTION NEEDED	N/A
Car park	Is the car park surface maintained to minimise slip and trip risks?			
	Are vehicle and pedestrian routes and flows and car park and site entrance and exits clearly marked?			
	Is the car park well lit?			
	Can emergency vehicles gain access?			
Movement around the building	Are paths, steps and any ramps to and from the building properly maintained to minimise slip and trip risks?			
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?			
	Have you provided matting to minimise rainwater etc being carried into the building?			
	Do rooms and corridors have sufficient lighting?			
	Are corridors clear of clutter?			

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	Are there any trailing electrical leads or cables?			
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?			
	Is internal flooring in good condition, eg are carpets fixed?			
	Where any doors contain glass, is this made from a safety material?			
	Are all stairs fitted with handrails?			
Electrical equipment and services	<p>If you have any fixed electrical installations:</p> <p>Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use?</p> <p>Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?</p>			
	<p>If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc):</p> <p>Has any damaged electrical equipment been taken out of service or replaced?</p>			

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	Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use?			
Gas equipment and services	If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?			
	If mobile gas appliances are available for use (eg heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place?			
Asbestos	Does the hall contain any asbestos?			
	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?			
	Is there a system in place (eg fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?			
	If damaged asbestos has been identified, have arrangements been			

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	<p>made to ensure it is either repaired, encapsulated or removed?</p> <p>(The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by HSE.)</p>			
	<p>Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished or demolished?</p>			
Fire	<p>Has a fire risk assessment been completed and are adequate fire safety measures in place?</p>			
	<p>Has an evacuation plan been implemented and tested?</p>			
	<p>Is the fire alarm tested regularly?</p>			
	<p>Are fire drills carried out at least once a year?</p>			
	<p>Are regular checks made to ensure escape routes and fire exit doors are unobstructed; and adequate and effective for the number of people using the hall (including those who are disabled or vulnerable?)</p>)?		

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	Are combustible substances or waste stored safely?			
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?			
Legionnaires' disease	Do you or users do anything that involves spraying or sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)			
	If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?			
	Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)?			
Responsibility	Do users have all the information about the building they need to operate safely?			

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Additional issues		Yes	Further action needed	N/A
Hazards noted:		Action taken and when:		
Name (and position):		Signature:		Date:

This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the hall.