**Beckermet Reading Rooms Community Interest Company (CIC)**

**Health & Safety Policy**

**Part 1 – General Statement of Policy**

Our policy is to:

1. Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
2. Keep the Reading Rooms and equipment in a safe condition for all users
3. Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the CIC to comply with all relevant health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The CIC considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The directors recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage staff, volunteers and users of the Reading Rooms to engage in the establishment and observance of safe working practices.

Staff, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the CIC, with all safety requirements set out in the Standard Terms of Hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

CIC Directors

3rd November 2022

**Part 2: Organisation of Health and Safety**

The CIC has overall responsibility for health and safety at the Reading Rooms.

The Facility Manager is delegated by the CIC to have day to day responsibility for the implementation of this policy.

It is the duty of all staff, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the CIC in keeping the premises safe and healthy, including the grounds.

Should anyone using the Reading Rooms come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Facility Manager or a director, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the entrance hall.

A plan of the Reading Rooms is displayed in the Entrance Hall as an element of the Emergency Instructions, showing all key elements.

**Part 3: Arrangements and Procedures**

A copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire-fighting equipment, and assembly point(s) is attached as Appendix A.

The CIC Health & Safety representative has the following responsibilities:

1. The receipt of accident reports.
2. Completing RIDDOR forms and onward reporting as might be required.
3. Maintenance and testing of the fire risk assessment.
4. Maintaining the First Aid Box.

List of Equipment and its location. For example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Test interval**  **(e.g. weekly/monthly/annual)** | **Location** | **Service Date** |
| Residual Current Device | Monthly |  |  |
| Emergency Lighting | Monthly |  |  |
| Fire Exits – main hall | Weekly |  |  |
| Fire-fighting appliances | Annually |  |  |
| Electrical installation | 1/3/5 years |  |  |

**Procedure in case of accidents**

* The nearest hospital Accident and Emergency/Casualty dept is West Cumberland Hospital, Whitehaven.
* The nearest doctor’s surgery is either Westcroft or Beech House, both located in Egremont.
* The First Aid Box is located in the Entrance Hall.
* The accident book is kept with the First Aid Box. This must be completed whenever an accident occurs.
* Any accident must be reported to the CIC Health & Safety representative, or any other CIC director.

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The following major injuries or incidents must be reported on RIDDOR forms:

* fracture, other than to fingers, thumbs or toes
* amputation
* dislocation of the shoulder, hip, knee or spine
* loss of sight (temporary or permanent)
* any penetrating injury to the eye (including chemical)
* injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
* any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
* unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
* acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
* acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

* electrical short circuit or overload causing fi re or explosion
* collapse or partial collapse of a scaffold over 5m high
* unintended collapse of a building under construction or alteration, or of a wall or fl oor
* explosion or fire

**Safety Rules**

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the booking secretary about safety procedures at the hall which they will be expected to follow (e.g. fi re evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

* **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**
* **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
* **Do not** work on steps, ladders or at height until they are properly secured and another person is present
* **Do not** leave portable electrical or gas appliances operating while unattended
* **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
* **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
* **Do not** stack more than five chairs
* **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
* **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
* **Wear** suitable protective clothing when handling cleaning or other toxic materials
* **Report** any evidence of damage or faults to equipment or the building’s facilities to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Report** every accident in the accident book and to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
* **Be aware and seek to avoid** the following risks:
* creating slipping hazards on stairs, polished or wet floors – mop spills immediately
* creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
* use adequate lighting to avoid tripping in poorly lit areas
* risk to individuals while in sole occupancy of the building
* risks involved in handling kitchen equipment e.g. cooker, water heater and knives
* creating toppling hazards by piling equipment e.g. in store cupboards.

**Contractors**

The management committee will check with contractors (including self-employed persons) before they start work that:

* the contract is clear and understood by both the contractors and the committee
* the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
* contractors have adequate public liability insurance cover
* contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
* contractors do not work alone on ladders at height (if necessary a volunteer should be present)
* contractors have their own health and safety policy for their staff
* the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
* any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

**Insurance**

Give details of the company providing the hall’s Employer’s Liability and Public Liability insurance cover:

Name of Insurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Renewal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any risks excluded or special conditions users should be aware of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review of Health and Safety Policy**

The management committee will review this policy annually. The next review is due in

April 2024.

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Address and telephone number of organisations that can give advice on health and safety:

* The Health and Safety Executive (see Section 10 – The HSE also have regional centres whose contact details can be obtained from their telephone line).
* The Fire Authority
* The local environmental health department.