



North Stoneham Community Group
Health & Safety Policy
June 2022

North Stoneham Community Group Health and Safety Policy

Statement

North Stoneham Community Group recognises and accepts a responsibility to provide a safe, healthy environment for all its trustees, volunteers and attendees.

Health and Safety Policy

Trustees will be responsible for the overview of this policy and the implementation of this policy where appropriate.

Duty of Trustees

It is the duty of trustees to take care of their own safety and for that of the persons who may be affected by their actions.

Every trustee must:

- Comply with all health and safety instructions laid down by the organisation
- Report all accidents, near misses or hazardous situations to the Secretary or Safeguarding Lead as soon as practicable.
- Wear safety and protective equipment or use protective equipment where these are provided for use.
- Meet the statutory safety obligations including those which states, "No person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

Duty of Volunteers

Volunteers working for North Stoneham Community Group should take care for their own safety, and for that of other persons who may be affected by their actions, as could reasonably be expected of them.

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Electricity and equipment

All electrical appliances will be tested by an approved electrical contractor.

Information on how to use equipment will be available to all trustees/volunteers. It is the responsibility of employees/volunteers to ensure that they are familiar with the instructions for operating equipment before doing so.

North Stoneham Community Group will not accept responsibility for accidents resulting from the misuse of equipment or using incorrect equipment for a given task (e.g. climbing on chairs instead of ladders).

- Stairs, corridors will be adequately lit
- Furniture, furnishings, fittings, walls, kitchen and toilet areas will be regularly cleaned
- Rubbish will be stored in suitable receptacles
- Floors will be kept clear of all obstacles which might impede access or egress
- North Stoneham Community Group trustees and volunteers should not carry out maintenance on any electrical equipment.

Control of Substances Hazardous to Health Regulations (COSHH) 1988

Wherever possible, North Stoneham Community Group will replace hazardous substances with those which are less harmful.

North Stoneham Community Group will obtain hazard data sheets from the suppliers of all hazardous substances and produce relevant information for all trustees and volunteers who may use or come into contact with the substances.

Recording of Incidents

A central register of accidents, near misses and injuries will be held by the Secretary. The register will include the date of the accident/incident, name, sex, age and occupation of the person injured, and brief description, name of person recording accident and name of witnesses.

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In the first instance, any accidents/incidents must be reported to the First Aider and a copy of the details must then be recorded in the central register held by the Secretary.

First Aid

All North Stoneham Community Group projects and events must have first aid provision, which will be delivered by a third party.

Fire Precautions

North Stoneham Community Group accepts a duty to take adequate precautions against fire and other emergencies. North Stoneham Community Group will provide information about actions to be taken in case of such emergencies.

Emergency exits and exit routes will be clearly marked.

Emergency exits and exit routes will be kept clear of obstruction at all times.

Notices concerning emergency and evacuation procedure will be clearly displayed.

North Stoneham Community Group trustees and volunteers will be given instruction to be familiar with their individual role in case of emergency, the location of emergency exits and the location of firefighting equipment.

Contractors

The health, safety and working practices of the employees of contracted companies (e.g. cleaners, window cleaners, builders) remain the responsibility of their direct employers.

Contractors will be informed of any substances or activities in North Stoneham Community Group premises which may pose a threat to their health and safety.

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Lone Working

Lone working is not permitted by North Stoneham Community Group.

Supplements

This statement of Safety Policy does not serve as a complete and comprehensive source of information on the health and safety arrangements. Reference is, therefore, made to additional information relating to safe systems of work for specific work processes.

Reference

Health & Safety at Work Act 1974

Offices, Shops & Railway Premises Act - 1963

Electricity at Work Regulations - 1991

Workplace (Health & Safety Welfare) Regulations - 1992

Provision and Use of Work Equipment Regulations - 1992

Health & Safety (Display Screen Equipment) Regulations - 1992

The Control of Substances Hazardous to Health Regulations (COSHH) - 1988

Management of Health and Safety at Work Regulations - 1992

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Health & Safety Executive

Local Office Responsible for ECS House

Environmental Health Department

Eastleigh Borough Council

Civic Offices

Leigh Road

Eastleigh, SO50 9YN

Tel: 023 8061 4646

Area Office:

Health & Safety Executive

Priestley House

Priestley Road

Basingstoke

RG24 9NW

Tel: 01256 404000