



Health and Safety Policy – Partners and Hirers

Introduction

ETNA Community Centre regards the health, safety and welfare of its employees, volunteers, clients, and visitors as paramount. It aims to ensure, so far as is reasonably practicable, a safe and secure environment for all persons working in or visiting ETNA Community Centre.

The policy will be formally reviewed to take account of changes in the law, good practice, and its own working experiences.

Health and Safety (H&S) will be regularly addressed at Board meetings as part of the risk register.

Staff will be informed of any development, which affects their health and safety in any way.

This policy has been written with reference to current Health & Safety legislation and good practice guides, including:

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
- Manual Handling Operations Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Food Hygiene (England) Regulations 2006
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Health and Safety (First-Aid) Regulations 1981
- Equality Act 2010 (*where relevant to accessibility and evacuation arrangements*)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 (*where applicable*)

Employer responsibility

ETNA has responsibility for the Health & Safety (H&S) of all its employees, volunteers, and visitors. This responsibility is delegated to the Centre Director (CD) who is entrusted with the implementation of all statutory requirements and methods for enforcing the requirements contained in this policy.

Employer responsibilities include:

- Promoting an environment where H&S good practice is seen as a vital and integral part of the working environment and provision of services.
- Considering H&S with regard to the use of the premises.
- Considering H&S during the purchase, hire and use of all new equipment.
- Considering H&S when contracting with any individual or organisation.
- Carrying out risk assessments where relevant.
- LBRuT to carry out 2 year PAT testing of all electrical appliances and 5-year fixed electrical wiring test.
- Annual servicing of electrical items such as, platform lift, dishwasher, Quooker tap etc.
- Ensuring induction and training on H&S for all employees and volunteers.
- Ensuring ongoing regular training for existing staff and volunteers.
- Facilities Checklist to record actual and potential risks which must be dealt with quickly and effectively.

Delegation of responsibility to the Centre Director and Office Staff

The CD has responsibility for the production of and maintenance of the Health & Safety Policy in conjunction with the board of trustees, and plays a lead role in receiving, maintaining, and disseminating information to other staff with regard to changes in H&S legislation and the policy.

- Ensuring that areas of work meet current environmental standards.
- Ensuring that the emergency grab pack is up to date and available on each floor of the Centre for visitors.
- Ensuring that efficient systems for the reporting and recording of all accidents are in place.
- Ensuring that first aid boxes are provided on each floor and are fully maintained.
- Ensuring that staff have completed a minimum of a one-day Emergency First Aid Course.
- Ensuring that all walkways and fire exits are kept clear at all times.
- Organising induction and training on H&S.
- Ensuring that all new staff and volunteers have read the H&S policy and are aware of reporting procedures as well as location of H&S policy and statement.
- Carrying out regular safety audits.
- Carrying out risk assessments of working environments and practices.
- Ensuring that all workstations comply with H&S guidelines.
- Ensuring that all equipment purchased meets current H&S guidelines.
- Maintaining all equipment and arranging PAT testing of all electrical equipment carried out by LBRUT every 2 years.
- Maintenance of all fire safety equipment carried out by LBRUT annually.
- Annual testing of fire alarm system and weekly tests of the system logged on Facilities Checklist.
- Fire drills will be carried out at least twice per year (every six months), in line with the Fire Risk Assessment, to ensure staff, volunteers and regular users are familiar with evacuation procedures. Fire drills will be coordinated by the Centre Director or a delegated responsible person.
- A written record will be kept of each fire drill, including the date, time, duration of evacuation and any issues identified. Actions arising from drills will be reviewed and addressed promptly.
- Facilities Checklist – to record faults with regard to: lighting, signs, clear walkways and exits.
- Completing entries in the accident book and the correct filing of these entries in accordance with the Data Protection Act.
- Rendering unusable and disposing of old, potentially dangerous items.
- Ensuring that responsibility for the above is passed to another person during his/her absence and that the staff are aware of this information.

Individual employee's and volunteers' responsibilities

- Taking reasonable care to ensure that they do not endanger themselves or anyone else who may be affected by their activities at work.
- Co-operating with meeting the employer's legal obligations.
- Not intentionally or recklessly interfering with anything provided in the interests of health, safety, or welfare.

Temporary workers, trainers & contractors

Temporary workers, trainers and contractors must be informed of H&S emergency procedures operating on site. Breaches of safety must be monitored and recorded with any accidents reported.

Visitors

- Anyone visiting ETNA for a group/activity/event or charity are the responsibility of the person they are visiting, and they must take responsibility for the visitor's health, safety, and welfare whilst they are at ETNA.
- It is a legal requirement that in the event of an emergency alarm, the host ensures that visitors are evacuated from the building in line with the relevant procedures.
- It is the responsibility of the host to organise a PEEP evacuation plan for guests that need assistance leaving the building in the event of an emergency.
- All contractors to be logged in the guest book.

Emergency and Fire Procedure

The CD is responsible for the production and maintenance of the Fire Risk Assessments and the consequent procedures and for ensuring actions identified by those risk assessments are carried out in conjunction with LBRuT.

To ensure the safety of staff and clients, the CD will develop a strategy for the safe evacuation of the premises that takes into account the different visitors to the Centre.

Fire drills will be carried out at least twice per year (**every six months**). A record A record must be kept of the time and date of the drill and how long the evacuation took, in the Facilities Checklist. Each group/individual/charity must take responsibility for their clients.

ETNA premises must be equipped with a suitable fire alarm system including fire & smoke detectors.

Fire call points must be tested weekly. System to be serviced annually.

Procedure on discovering a fire or hearing the fire alarm

- Any person discovering a fire - must first raise the alarm by operating the nearest manual call point.
- Once the alarm has been raised, all people should immediately isolate/turn off any that may present danger if left unattended and shut doors as they leave the building.
- Grab the EMERGENCY GRAB PACK (located near the exits).
- Leave the building by the nearest exit without diverting for any reason, and proceed to the assembly point.

The corner of Riverdale and Rosslyn Road on the pavement on the opposite side of the property. This will ensure you are not too close to the building if an explosion occurs.

- The Fire Brigade must be contacted by calling 999 from a place of safety as soon as possible after hearing the fire alarm. **The alarm is not directly linked to emergency services.**
- On reaching the assembly point a check by the lead to ensure all staff, members, contractors, and visitors have evacuated safely.

After the event:

- Do not return to the building unless it is safe to do so.
- Contact Vanessa or Karina if it is out of hours to inform them of the incident, and call the LBRuT FM Team 0208 891 7007

Working Hours: If the ETNA staff team are on site – they will coordinate the evacuation and check each floor to ensure it is clear.

Out of Hours: It is the responsibility of each group/individual and charities to ensure safe evacuation for themselves and their visitors.

ETNA cannot guarantee a first aider will be available at the time of the accident/event.

Emergency Evacuation for people with response impairments - PEEP

Some individuals may have difficulty leaving the building in an emergency because of mobility problems, breathing problems, severe deafness, blindness etc. If it is not practicable for them to leave unaided, staff or the group organiser must assist them to get to a place of relative safety.

Where required, it is the responsibility of the host to ensure appropriate arrangements are in place to support guests who need assistance evacuating the building. This may include the use of a Personal Emergency Evacuation Plan (**PEEP**).

Accident Reporting and First Aid

First aid kits: can be located on each floor in the kitchen – look for the FIRST AID sign. It is important that any items used from the first aid kit are reported to the ETNA Office as soon as possible so they can be replaced.

Call 999: if someone is not responsive and needs medical attention.

Defibrillator: is located at the front of the property – **call 999** to gain access to it.

First Aider

If a First Aider is on site and they render first aid as required/seek medical assistance. They should maintain a written record of first aid treatment given, and when required provide information for any subsequent accident investigation. Plus, fill in the ETNA First Aid Book.

Reporting:

Minor Events:

Minor events which only require in-house first aid or have no observable injury must be recorded in the First Aid Book at the time of the occurrence or as soon as possible afterwards. Usually, the casualty should complete it but when this is not possible the manager or first aider should complete it on their behalf.

You must notify an ETNA staff member, in person or by email.

Serious Incidents:

All events that result in, or have the potential to cause, personal injury, disease or threaten the health or safety of any person must be reported to ETNA Centre Director or Office Manager, at the earliest recorded and subsequently investigated.

CD or OM to report to the Enforcement Authority any reportable event under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

RIDDOR Forms will be completed and reported to the Chair of Trustees within three working days, and the insurance company (where relevant). Such events will be considered at the next committee meeting.

The manager in charge at the time of the accident shall be the ETNA representative nominated to report the event under the RIDDOR Act 2013. The national RIDDOR Incident Contact Centre is to be notified by phone or email.

Tel: 0345 300 9923 Email: riddor@natbrit.com Website: hse.riddor.gov.uk

Records of reportable events arising at work will be archived for a minimum of 25 years unless there are legislative requirements that prescribe longer times such as for COSHH and Asbestos [40 years].

Suspect Packages

If an unusual or unexpected package is received, check that it is correctly addressed and confirm with the addressee whether it is expected. If the package is not expected, treat it as a suspect package.

Do not touch, move, or continue opening the package. Put it down immediately, move away from the area, and inform colleagues in the immediate vicinity.

Evacuate the area in line with the emergency procedures and isolate gas supplies where safe to do so. Contact the police and follow their instructions. Inform the electricity and gas suppliers as appropriate.

Gas leaks

Any sign that a gas leak exists or that gas may be collecting in the premises must be treated as a potentially explosive situation.

Do not use a mobile phone or any other electrical apparatus or equipment including the Fire Alarm;

- inform all persons in the immediate vicinity at once and vacate the area.
- open windows and doors to ventilate the area.
- do not go to the gas mains cupboard.
- follow the evacuation procedure.
- call 999 if appropriate.
- inform gas emergency services 0800 111 999 from an outside phone.
- check if anyone has symptoms, e.g. dizziness, fatigue, faintness.

Bomb evacuation

In the event of a bomb being discovered within, or in the immediate vicinity of, premises occupied by ETNA, the staff team will co-ordinate the evacuation in conjunction with the emergency services.

Do not use a mobile phone or any other electrical apparatus or equipment including the Fire Alarm.

The building must be evacuated in accordance with the standard procedure and any police guidance.

Lockdown Protocol

In the event of the need to either carry out a partial or full 'lockdown' of the Centre the below procedures should be followed. If staff members are not on site it is your responsibility to do the following:

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.

- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

Tell

Call **999** - What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

This policy should be read alongside ETNA's Safeguarding and Data Protection,

It will also be reviewed sooner if there are significant changes in legislation, best practice, or incidents that require review.

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