



Nottinghamshire Federation of WIs

Health and Safety Policy

January 2019

Author

Board of Trustees

Part 2: Organisation of Health and Safety

The Nottinghamshire Federation of WIs Board of Trustees has overall responsibility for health and safety at Trent Bridge House, Beastmarket Hill, Newark, Notts, NG24 1BN

The person(s) delegated by the Board of Trustees to have day-to-day responsibility for the implementation of this policy is/are:

Name: Federation Chairman

Name: Federation Secretary (also the Federation Chairman's Representative)

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

Should anyone using Trent Bridge House come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the appropriate person listed on the Emergency Contacts form found in both the front office and back offices, to ensure the fault is effectively and safely rectified. As soon as possible, the fault should then be reported to both the Federation Chairman and Secretary for inclusion at the next Trustees meeting. Where equipment is damaged, a notice should be placed on it clearly warning that it is not to be used and it should be placed in the Federation Secretary's office, if possible.

The Board of Trustees have responsibility for specific items:

- First Aid box
- Reporting of Accidents
- Fire precautions and checks
- Training in use of hazardous substances and equipment
- Risk Assessment and Inspections
- Information to contractors
- Information to hirers
- Insurance

3.2 Procedure in case of accidents

The First Aid Box is located in the kitchen and maintained by the House Keeper.

The accident book is kept with the First Aid Box in the kitchen. This **must** be completed whenever an accident occurs.

Any accident must be reported to the Chairman of the Board of Trustees.

3.4 Contractors

The Board of Trustees or their representative 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 Board of Trustees 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.
- Contractors must have their own electrical equipment PAT tested as required by current legislation.

3.5 Insurance

The company providing the House's Employer's Liability and Public Liability insurance cover is:

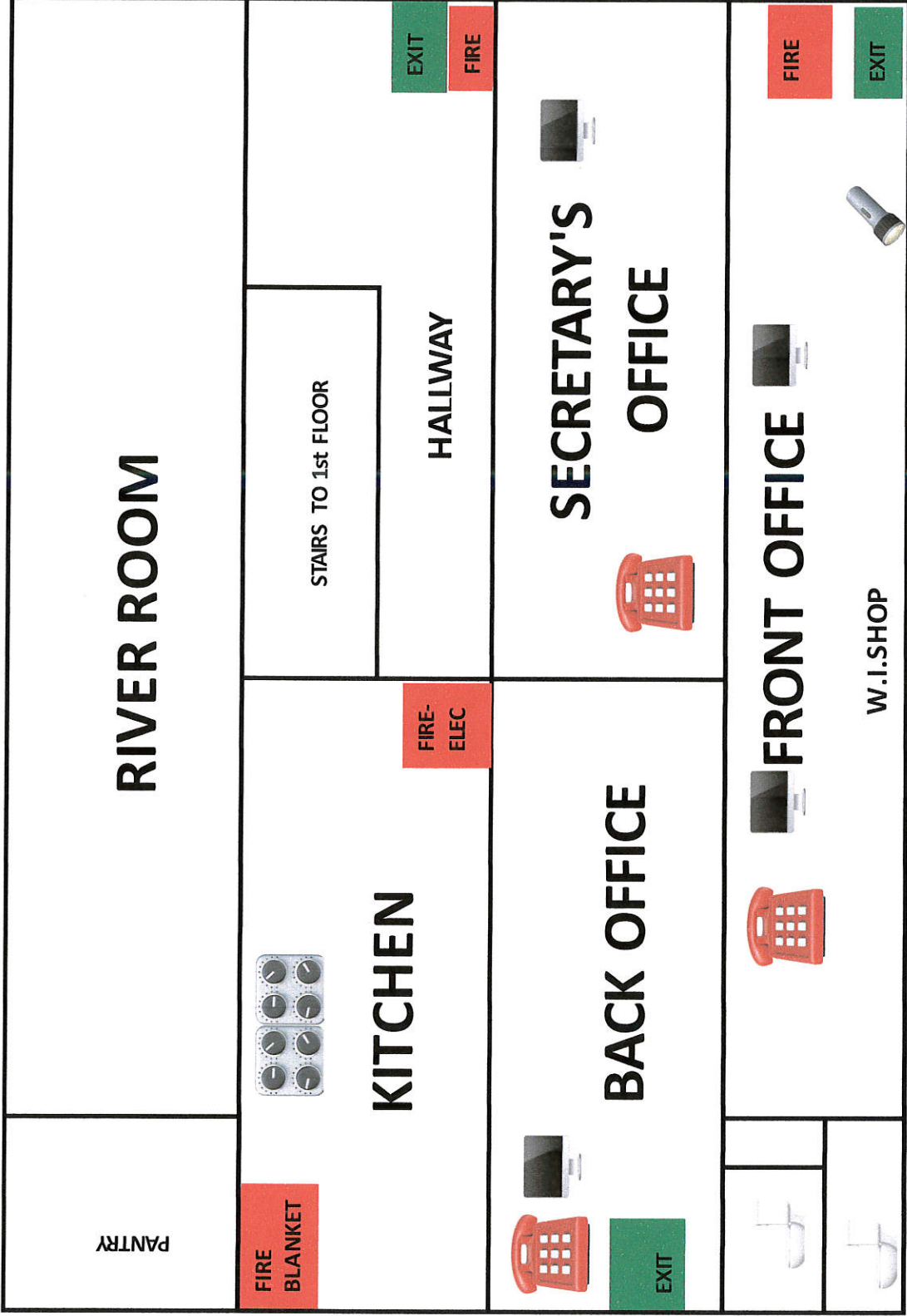
NFU Mutual
NFU Office Agriculture House,
LLANELWEDD
BUILTH WELLS
POWYS
LD2 3TU

Telephone number 01982 552618
Policy number 080X3419040/N14
Renewal Date. 31st January annually

Any risks excluded or special conditions users should be aware – None known

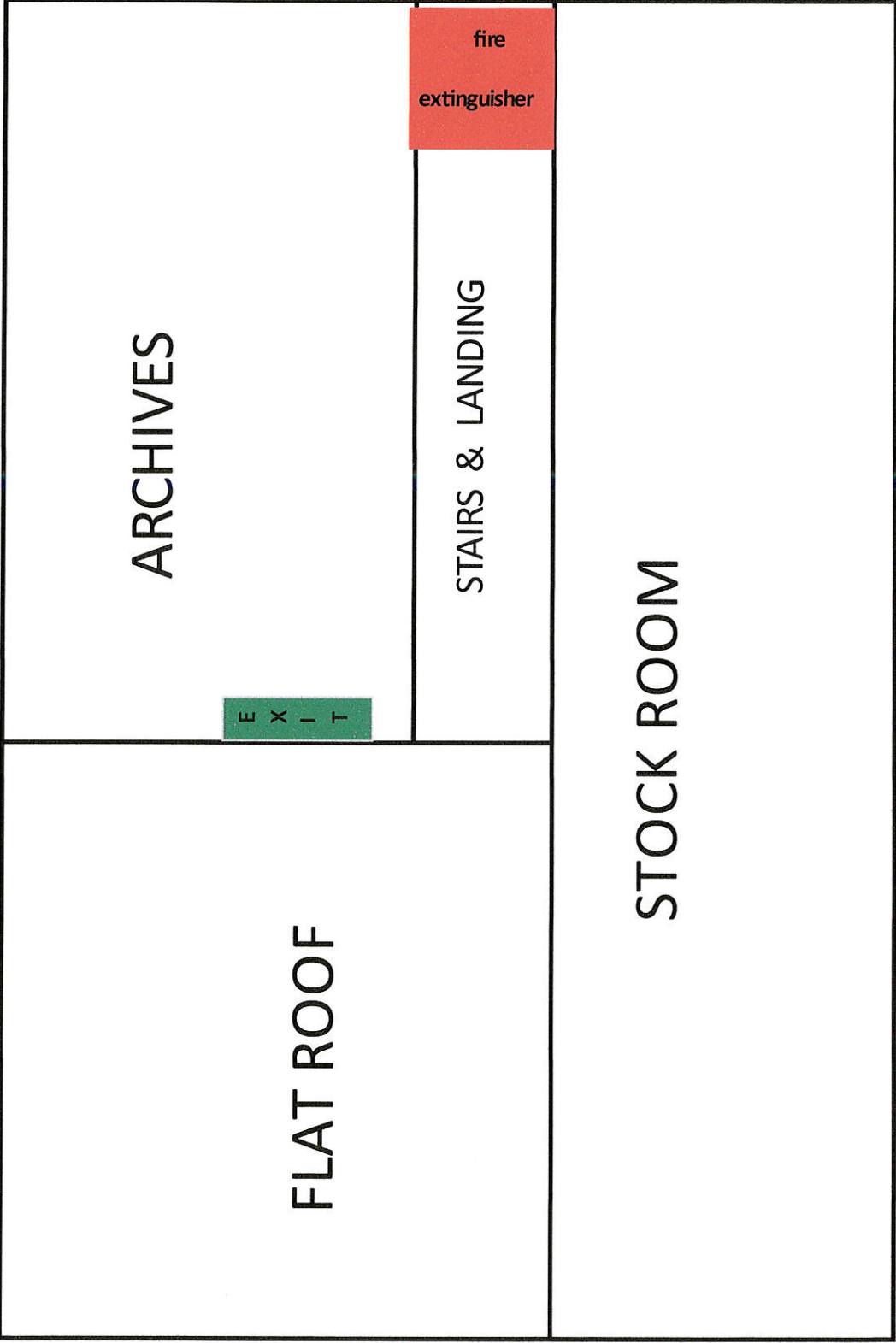
END OF SESSION at TRENT BRIDGE HOUSE CHECKLIST

1. Re-lock rear exit and front exit
2. Check that taps have not been left running
3. Check cooker is turned off. Empty and dry urn if used
4. Check that all electrical appliances are turned off and unplugged. Leave the answerphone plugged in please and the fridge in the kitchen and the deep freeze in the back office
5. Turn out all lights not required for security purposes.
6. Close all internal doors.
7. Secure all outside doors and windows.



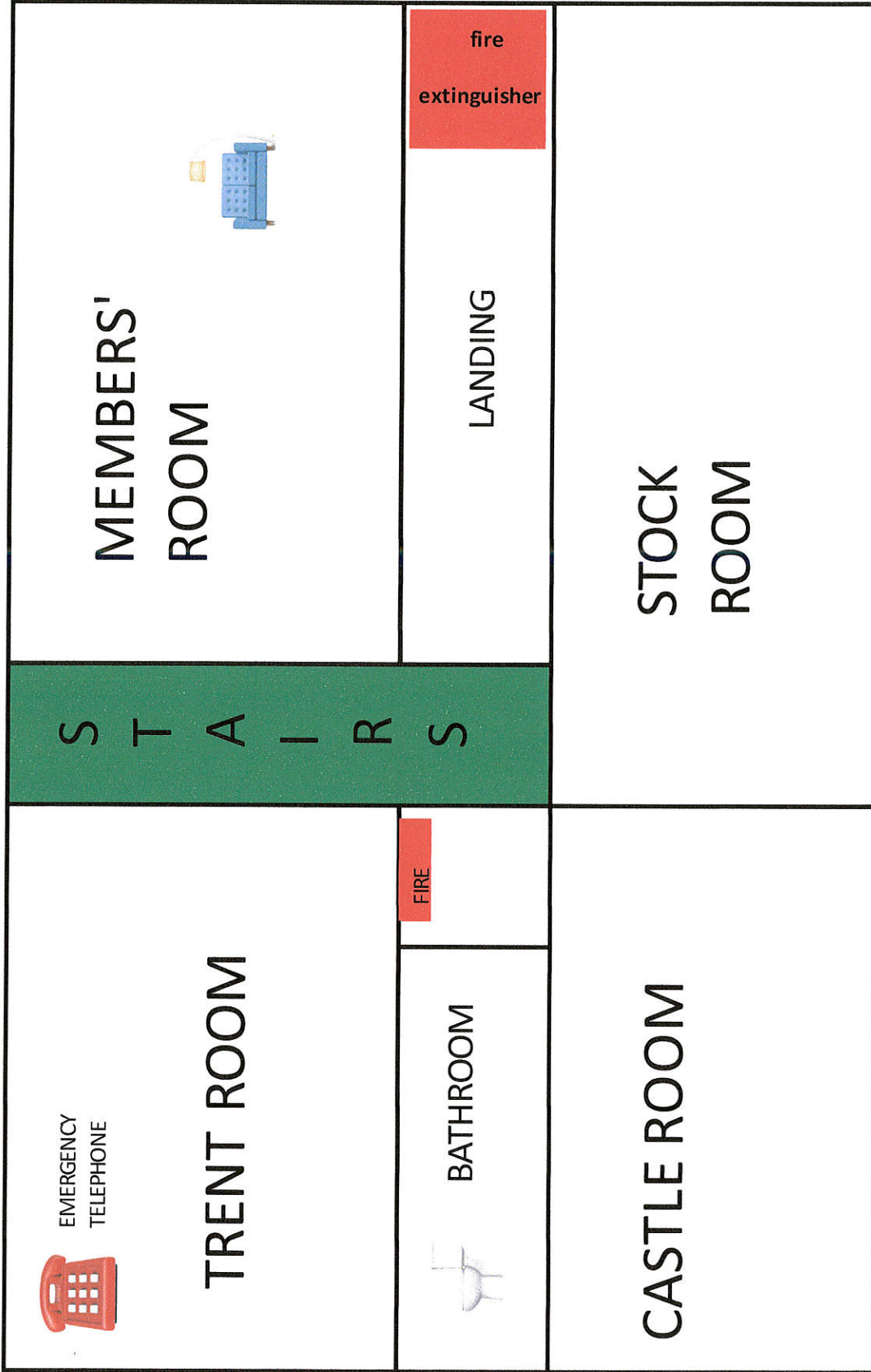
GROUND FLOOR LAYOUT

In case of evacuation please assemble at the Castle Gates



2nd FLOOR LAYOUT

In case of evacuation please assemble at the Castle Gates



FIRST FLOOR LAYOUT

In case of evacuation please assemble at the Castle Gates

Health & Safety Awareness

Checklist for Organisers

Date of Assessment / Inspection:

Venue:

Carried Out By:

-
- | | | |
|---|---|--------------------------|
| Fire Safety: | ❖ Means of escape | <input type="checkbox"/> |
| | ❖ Equipment to deal with fire | <input type="checkbox"/> |
| | ❖ Fire detection (if fitted) | <input type="checkbox"/> |
| | ❖ Fire drill | <input type="checkbox"/> |
| | ❖ Visual instructions | <input type="checkbox"/> |
| Electrical Equipment | ❖ Check location of plug sockets | <input type="checkbox"/> |
| | ❖ Possible trip hazard | <input type="checkbox"/> |
| | ❖ All electrical equipment should be regularly tested and labelled | <input type="checkbox"/> |
| Control of Substances Hazardous to Health (COSHH): | | |
| | ❖ Any substances left for use by hirer should have been assessed under the COSHH regulations by the hirer | <input type="checkbox"/> |
| First Aid: | ❖ Fully equipped First Aid Box available (see list overleaf) | <input type="checkbox"/> |
| Manual Handling Regulations: | ❖ Tables | <input type="checkbox"/> |
| | ❖ Chairs | <input type="checkbox"/> |
| | ❖ Equipment easily movable | <input type="checkbox"/> |
| | ❖ Easy access for supplied equipment | <input type="checkbox"/> |
| | ❖ Easy access for less mobile | <input type="checkbox"/> |
| Risk Assessment: | ❖ Specific risks identified | <input type="checkbox"/> |
| | ❖ Risks addressed | <input type="checkbox"/> |
| | ❖ Risk Assessment form completed | <input type="checkbox"/> |
| | ❖ Copy of form sent to tutor | <input type="checkbox"/> |

Signed by Organiser

First Aid Boxes

The Health & Safety Executive state that the decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- two sterile eye pads;
- two individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large sterile individually wrapped unmedicated wound dressings;
- six medium-sized sterile individually wrapped unmedicated wound dressings;
- at least three pairs of disposable gloves

This is only a suggested contents list.

Fire / Evacuation Drill

Alert tutors / organisers to the fire / evacuation procedures in the venue.

INSPECTION 20-10-2014.
DATE

County House

CARRIED OUT BY

Ran Stoddard
ASneath