

Nottinghamshire Federation of WIs

Health and Safety Policy

November 2023

Author

Board of Trustees

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of **Nottinghamshire Federation of WIs**


Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members, hirers and contractors.
- b) Keep Trent Bridge House (County House) and any equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to staff, volunteers and users.
- d) Provide clear instructions for usage, storage and handling of cleaning materials.
- e) Provide food safety standards (see section 3.9)

It is the intention of the Board of Trustees to comply with all 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 Board of Trustees 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 Board of Trustees recognises 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to understand that there is a duty on them to comply with the practices set out by the Board of Trustees 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.

Signed: (on behalf of the Board of Trustees) 

Name HELEN ROSE

Position FEDERATION CHAIRMAN

Date 21/11/23

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 (County 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 the secretary's office and in the hallway to the right of the front door, 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
- Procedures in case of Flooding
- Safety during in-house functions
- Training in use of hazardous substances and equipment
- Risk Assessment and Inspections
- Information to contractors
- Information to hirers
- Insurance

Part 3: Arrangements and Procedures

3.1 Fire Precautions and Checks

Evacuation maps are clearly displayed in all meeting rooms. Detail includes:

- location of the nearest telephone
- location of hand-held torch
- location of firefighting equipment
- location of external assembly point(s).

The Office & Finance committee is responsible for testing of equipment and during its scheduled monthly meeting will minute the results and action as completed.

Fire Officer duties shall be the responsibility of the most senior person on-site.

Fire Brigade Contact Tel. no: 999 or 112 from a Smart Phone

Company hired to maintain and service fire safety equipment:

Nottinghamshire Fire Safety Ltd

Flexspace Unit 3

Enterprise Close

Millenium Business Park

Mansfield

NG19 7JY

Tel no: 01623 825516

Service record(s) can be found in the Secretary's Office.:

List of Equipment and its location:

Item	Test interval (e.g. weekly/ monthly/annual)	Location
Fire Exits	Weekly	Main front door
		Office entrance
		Back office exit
		Attic Roof
Firefighting appliances:	Annually	
Water & CO2		Right-hand side of 2 nd Floor landing
Water		Left-hand side 2 nd Floor landing
Water (6 ltr)		Outside Trent Room on 1 st Floor landing
Water and CO2		1 st Floor landing near Members Room
Water		Main front Door on Ground Floor
Fire Blanket & Dry Powder		Kitchen on Ground Floor

CO2		Kitchen on Ground Floor
Water and CO2		Front Office on Ground Floor

3.2 Procedure in case of accidents

The First Aid Box is located in the kitchen and maintained by the Vice-Chairman. A formal log of date / time of bi-monthly checks should be maintained and kept with the First Aid Box.

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.

3.3 Cleaning Materials

- Store products away from food in a secure cool, dry and dark place.
- Never decant concentrates into an unlabelled container.
- Never re-use a concentrate container and dispose of it safely.
- Follow instructions on the product label.
- Always replace the cap back on the container immediately.
- Do not store products in greater quantity than necessary.
- Use protective gloves when handling.

3.4 Safety Rules

It is the intention of the Board of Trustees to comply with all 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.

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

For all events, whether at Trent Bridge House or at a third party venue, the person in charge should use the Events Safety Checklist, as per this policy, available from the office, to ensure safety is communicated. The form should be completed, signed and filed.

The committee has carried out Risk Assessments. The following practices **must** be followed in order to minimize risks:

- **Make sure that all emergency exit doors are clear as soon as the House is to be used and throughout the hiring.**
- **Deadlocks shall be tested weekly.**
- **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 whilst unattended.
- **Do not** bring onto the property any portable electrical appliances which have **not** been Portable Appliance Tested. This includes personally owned equipment and that of visiting speakers / demonstrators.
- **Do not** attempt to move heavy or bulky items (stacked tables or chairs) alone.
- **Do not** attempt to carry or tip water boiler when it contains hot water. Leave it to cool and empty using a jug.
- **Do not** allow unnecessary people in to the Kitchen
- **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 Chairman of the Board of Trustees or her representative
- **Record** every accident in the accident book, (located with the first aid box) and report to Chairman of the Board of Trustees or her representative

- **Be aware and seek to avoid** the following risks:
 1. Creating slipping hazards on polished or wet floors – mop spills immediately
 2. Creating tripping hazards such as umbrellas, mops, handbag straps and other items left in rooms, in corridors and on stairs
 3. Use adequate lighting to avoid tripping in poorly lit areas
 4. Risk to individuals while in sole occupancy of the building
 5. Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 6. Creating toppling hazards by piling equipment e.g. in store rooms

3.5 Climate Change – In case of Flooding

Although most unlikely, with the increase of floods in recent years it is apposite to be aware of procedures in the case of flooding at Trent Bridge House (County House).

If heavy rain is forecast and flooding of the River Trent or low lying land and roads is expected:

- Check local news, weather forecasts and be aware of water levels in close proximity to Trent Bridge House
- Follow agreed plans to deal with flooding such as;
- Moving important documents to safety
- Putting flood protection equipment in place e.g. outside pantry door
- Turning off the gas, electricity and water supplies if it's safe to do so
- Evacuating the building

Evacuation

If the emergency services say to evacuate the building it is important to adhere their advice. On evacuation, at the earliest convenient time, notify the federation secretary and the federation chair.

When flooding subsides:

- Listen to weather reports and only return to the building if you are told it is safe
- Beware of sharp objects and pollution in flood water
- Contact our insurance company immediately and ask their advice before starting to clean up if the property or contents are damaged

The insurance company might give advice about replacing or clearing away damaged items.

Health Precautions around Flooding:

Flooding can contain pollutants which can affect health and well being. Don't eat any food that was in the flood water.

- Wash your hands after contact with flood water, sewage or anything these have contaminated
- Cover cuts or open sores
- Use rubber gloves when cleaning up
- Use disinfectant to clean surfaces and tables where you want to put food
- Contact your GP if you or a colleague has a stomach upset after flooding
- Decontaminate footwear by washing and treating with a mild disinfectant

Contamination caused by sewage in flood water

Where sewage is clearly visible in flood waters, or in material deposited by flood waters, decontamination should involve:

- Remove excess liquid (pumping/sweeping)
- A thorough clean-up to remove any debris or faecal contamination
- Leave the contaminated areas to dry
- apply a mild disinfectant

Disinfectants should remove all traces of bacteria within 24 to 48 hours.

Electricity

If any electrical wiring has come into contact with flood water, a qualified electrician will need to check the safety of the system, and the safety of appliances.

Insurance

Contact our building insurance company as soon as possible. They may offer advice about replacement or cleansing damaged items.

External flooding

If there was flooding to the gardens, paved areas and other external areas:

- clean and disinfect patios and driveways but keep off these areas for three hours after disinfection
- don't hose the garden as this will saturate the ground and prolong the life of the bacteria
- do not dig or rake the affected area as this will spread contamination further into the soil where lack of light will prolong the life of bacteria
- it is best to let nature take its course as ultra violet radiation in sunlight is very effective in killing bacteria

3.6 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.

3.7 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

3.8 Safety with Asbestos

Asbestos may be present in any house or building built pre the year 2000 as it was used in a variety of building materials.

A very small amount is present in County House, under the stairwell, as a fire retardant. Public Health England (PHE) does not recommend the DIY removal of asbestos without advice. Should removal be necessary more information should be obtained from our local council prior to any work being undertaken.

3.9 Review of Health and Safety Policy

The Board of Trustees will review this policy annually. Trustees with responsibility for aspects of Health and Safety will report to the Board of Trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

3.10 Events not at Trent Bridge House

Each committee that organizes an event that is not held at Trent Bridge House must ensure that the necessary health and safety procedures are in place for the event and the venue it is held at.

On a Risk Assessment basis control measures may need to be put in place.

- All venues should have their own Risk Assessments and safety rules in place that must be adhered to. **These must be seen before finalizing your event.**
- Some venues will provide an on-site first aider. Other venues will require you to provide your own, on a risk assessment basis - you must ensure that sufficient First Aid is in place for the needs of your event. If medical assistance is required the person in charge should contact the NHS helpline on 111
- Your speakers and demonstrators must have their own electrical equipment PAT tested as required by current legislation.
- Venues must not have more attendees than their risk assessment allows
- Fire evacuation routes must be checked before allowing your attendees in to the premises
- A full list of all attendees is required at each event to enable checks to be made in the event of an evacuation of the building
- Clear housekeeping and emergency evacuation procedures must be stated at the beginning of the event. Sufficient stewards to be available to ensure a safe and speedy exit to a pre- determined assembly point.

3.11 Food Standards

- Please refer to the separate Food Standards Agency folders located in the Federation Treasurer's station in the back office.

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
5. Turn out all lights not required for security purposes.
6. Close all internal doors.
7. Secure all outside doors and windows.

Safety Check List for Events Irrespective of Location

Appoint a responsible member or the tutor to give the Health and Safety guidelines at the beginning of the session.

COUNTY HOUSE:

- Inform everyone where the fire exits are situated. Ground floor: exits are the front door (which should remain unlocked during the session), the main office door and the front window in the River Room. First floor: downstairs and through the front door. If this is not possible, inform everyone where to access the escape window i.e. in the attic on the third floor. **Telephones** are situated in the main office, back office, and in the Trent and Castle rooms on the first floor.
- In case of fire please ring the hand bell** (situated next to the main front door), to alert everyone in the building. Telephone 999 and ask for the Fire Service, then evacuate the building and ask everyone to assemble on the pavement by the lamp post outside the Castle railings.
- In case of an accident**, first assess the injured person, and telephone for an ambulance if thought to be necessary. Otherwise give assistance and make sure that the person concerned can return home safely. The **First Aid box** is situated in the kitchen on the shelf at the end of the working surface and is clearly labelled.
- An entry should be made in the accident/incident book which is kept with the first aid box, with as much detail as possible. The incident should be reported as soon as possible to the Federation Secretary and/or Chairman.
- The key holder should ensure that the house is open in time for the arrival of the tutor and members who should enter by the front door adjacent to the River Room. This door to be kept closed, but unlocked during the session. Please note: **If the class is upstairs, the door should be left locked.** All lights to be switched off, portable heating appliances turned off, windows closed and locked, blinds drawn and doors locked on leaving the house.
- Members are welcome to make drinks in the kitchen (milk not provided), but crockery and cutlery **must** be washed and put away after use. Any waste food and packaging should be placed in the kitchen waste bin.
- Please ensure that all appliances e.g. irons, kettles, cooker etc. are switched off after use and left in a safe position.

AT ALL LOCATIONS:

- However thorough our Health & Safety policy is, you all must do your part to do everything possible to prevent accidents and incidents which could cause injury to yourself or others e.g.:
 - Keep handbags tucked away under chairs
 - No coats on the backs of chairs – facilities for hanging coats are in the back office or Federation Secretary's office
 - Boxes of any materials to be placed safely out of the way
 - Clear up spillages immediately
 - Tidy cables out of the way
 - Keep stairways clear and check for trip hazards
 - Keep fire exits clear at all times

Safety Check List for all Contractors.

The Board of Trustees, or their appointed representative, will check with all contractors (including self-employed persons) before they commence any work that:-

- The contract is clear and understood by both the contractor and the committee
- The contractor(s) is competent **to carry out the work e.g. have appropriate qualifications, references and experience.**
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health & safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- Contractors do not work alone or on adders 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 on the Institute of Electrical Engineers.
- Contractors must have their own electrical equipment PAT tested as required by current legislation.

Signed on behalf of the Board of Trustees:

Position:

Date:

COMMENTS, if applicable: