

**Nottinghamshire Federation of WIs**

**Health and Safety Policy**

**February 2020**

**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:

1. Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members, hirers and contractors.
2. Keep WI House and any 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 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 secretary’s office and back office, 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

**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 House Keeper is responsible for testing equipment and keeping log book.

Fire Brigade Contact Tel. no: 999

Company hired to maintain and service fire safety equipment:

Nottinghamshire Fire Safety Ltd

Bestwood Lodge

Arnold

Notts NG5 8PD

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 2nd Floor landing |
| Water |  | Left-hand side 2nd Floor landing |
| Water (6 ltr) |  | Outside Trent Room on 1st Floor landing |
| Water and CO2 |  | 1st 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.

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 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.

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.**
* **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
* **Report** every accident in the accident book , located (with the first aid box) and 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

**3.4 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

**3.6 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.

**3.7 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 too. You should see these 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.
* 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.

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

1. 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
2. Turn out all lights not required for security purposes.
3. Close all internal doors.
4. Secure all outside doors and windows.

**Check List for courses held at County House**

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

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.

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