

Health and Safety Policy

A copy of the Health and Safety Policy and other relevant H&S materials can be found in the large black H&S ring binder in the office. The policy can also be accessed on ownCloud/one drive

Approved by the board on the 1 April 2021

Next Review due 1 April 2022

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1. The purpose of this policy

The Lordship Hub Co-op aims to maintain a safe environment for all staff, volunteers and the public. It is the job of everyone at the Hub to not only stay safe themselves, but to watch over the safety of others, intervening or reporting unsafe practices where necessary. It is about working together as a group to make sure you have done everything you can to prevent avoidable accidents and protect people from getting hurt.

Lordship Hub Co-op will adhere to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work regulations 1999, the Safety, Health and Welfare at Work Act 2005 and other relevant health and safety legislation and codes of practice.

2. Responsibilities

2.1 The Lordship Hub Co-op Board

Overall and final responsibility for Health and Safety in the building lies with the Lordship Hub Co-op.

- Responsibility for ensuring that Lordship Hub has adequate cover under the Employers' Liability Act 1969 and Public Liability insurance and display of current certificate.
- To provide all necessary information and training to staff and volunteers and maintain a programme to foster awareness of health, safety and welfare issues.

2.2 Board Member responsible for Health and Safety is: Dave Morris.

- Will carry out regular checks of records to ensure that the Health Safety policy and procedures are being followed
- Responsible for checking that risk assessments of work practices and other hazards are carried out as necessary

2.3 Buildings Supervisor

- Has day to day responsibility for ensuring this policy is put into practice at Lordship Hub
- Ensures that the daily Health and Safety checks are being carried out
- Summarises daily Health and Safety check lists and deals with upcoming issues
- Ensures that the Lordship Hub Co-op receives regular reports on health and safety issues
- Is responsible for making sure that safety inspections, monitoring of the maintenance and use of equipment carried out and the investigation of accidents.

2.4 Office Admin and Fundraiser

- Ensures that the relevant forms are updated and available
- Is responsible for reporting accidents and diseases notifiable under RIDDOR
- Is responsible for the general H&S induction for all members of staff

2.5 Activities and Community Co-ordinator

- Ensures that regular hirers for group activities have the relevant insurances (public liability and professional indemnity insurance) and policies (child protection/adults at risk) in place and holds a current DBS if relevant.
- Is responsible for the general H&S induction for teachers/facilitator of groups/organisations and private hirers
- Ensures that relevant risk assessments for Activities and Events are carried out and kept in the risk assessment folder in the office

2.6 Volunteer Co-ordinator

- Is responsible for the general H&S induction for all volunteers
- Arranging Health and Safety, Fire and First Aid training for volunteers and staff if required.

2.7 The Cafe Managers

- Will be responsible for health and safety in the kitchen
- Will be responsible for the Health and Safety induction for staff and volunteers in the kitchen

2.8 The Board Member for Personnel

- Arranging Health and Safety, Fire and First Aid training for staff if required

2.9 All Staff and Volunteers

- Should take reasonable care of themselves and others
- Carry out the daily H&S inspection and fill out the sheet if it is their turn to do so
- Report any hazards or unsafe work practices to the Building Supervisor and remove or closedown the piece of equipment or area of the Lordship Hub until it is safe
- Carry out relevant risk assessments for activity/event managed by them

2.10 Training and Practice

- Staff and Volunteers receive a Health and Safety Induction before they start working at the Hub by the relevant member of staff and personal fire action plans are developed if necessary
- Periodically more formal training with regards to H&S, Fire safety and First Aid are made available to staff and volunteers if applicable
- Practical sessions on how to check H&S in the building and testing fire alarm equipment at staff meetings
- Quarterly practice of building evacuation procedure

3. General Arrangements

3.1 Risk Assessment

- Will be carried out for each area of our business operations and premises; this includes venue, equipment and activity
- Risk assessment templates can be found in the Risk Assessment Folder in the Office and in ownCloud
- For each significant event/activity a separate risk assessment will be done
- Risk assessments will be reviewed regularly
- A daily premises check will be carried out- a template can be found on the clipboard in the office, or under staff/building and equipment/ simple daily checklist or Morning checklist
- Prompt action will be taken to minimize the risks identified and repairs are carried out promptly by competent persons

3.2 Accidents

- The appointed person responsible for taking charge in an emergency during public opening hours this is the person responsible for the check list. They will be responsible for health and safety and Fire Marshall.
If the person leaves for the day, whoever is left in the building will take on the responsibility.
- All accidents and incidents need to be reported.
- First Aid training will be offered to members of staff. We will aim to always have a First Aider on duty. First Aiders will undertake regular refresher training.
- The appointed person responsible for ensuring that the First Aid Boxes are maintained is the Building Supervisor

- Responsible for reporting accidents and diseases notifiable under RIDDOR is the Administrator
- There should be a minimum of three first aid boxes in the premises. There is a small first Aid Box on the windowsill in the kitchen, a larger First Aid Box in the office and another larger First Aid box in the General Activities room. The boxes also contain content list and a First Aid Manual
- The Accident forms and incident book are/is kept on the dividing shelf in the office by the Administrator's desk in a black box file.

3.3 General Fire Safety

Lordship Hub Co-op has designated the Board Member with Responsibility for the Building as the person with overall responsibility for Fire Safety is the Building Supervisor.

The Board Member for responsibility for the Building Dave Morris. He will ensure that:

- The Fire Policies and Procedures are in place and regularly reviewed
- The Fire Risk Assessment is carried out by Homes for Haringey
- All items in the Fire Safety Action Plan equipment are addressed in a timely fashion by the buildings supervisor and that Fire Equipment and signage is in place
- That arrangements for Fire Training are in place and regularly reviewed by the Board Member for Personnel

For more details please refer to the Fire Safety Policy and Procedures in the red folder in the office.

3.4 Food Hygiene

- All café managers hold a current Food Hygiene Certificate.
- Volunteers who do not have a food hygiene certificates will be supervised by a staff member who does
- After two months of volunteering in the Café/Kitchen volunteers are encouraged to do a food and hygiene certificate training
- All necessary cleaning materials for the kitchen will be kept separately from the food stuffs and utensils under the sink in the kitchen

For more details please refer to our Food Hygiene Policy, kept in the policy folder in the office.

3.5 Hygiene and General Cleanliness guidelines

- Floors and work surfaces (excluding the kitchen) are cleaned at least three a times, and the kitchen floor to be cleaned daily
- Where possible floors are cleaned when the building is not open to the public
- If other people are in the building during cleaning of floors notices are put up
- Toilets and sinks in the WC areas are cleaned daily
- All cleaning equipment is put away safely and locked away, out of reach of the public

All members of staff and volunteers are responsible for keeping their working area tidy and cleaning up any dirt or spillages as soon as they become aware of them.

3.6 Floors, gangways and position of furniture and equipment

- Floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions
- Furniture and equipment must be positioned so that it does not pose a hazard to passer-by and consideration given to space needed by wheelchair users

- In staff areas filing cabinets and cupboard doors should be kept closed when not in use, and objects which are heavy or unstable should be placed on lower shelves

3.7 Safe Practices

- All employees should take care not to risk injury through bad lifting techniques or failure to use the chair trolley. Basic guidance should be offered to volunteers in manual handling training during their induction.
- All employees and volunteers should move around Lordship Hub and open doors with due care and generally behave with consideration towards other staff, volunteer and Hub users, and as far as possible ensure that users behave in a safe manner, and in particular that children do not cause hazards for themselves or others

3.8 General Welfare

- All members of staff are responsible for measures to enhance the general welfare of staff, volunteers and users, including measures such as temperature, ventilation, general noise levels and lighting in Lordship Hub.
- All staff and volunteers should ensure that users are aware of the law banning smoking in enclosed work premises.

4 Hazards

4.1 Cleaning Materials

- All cleaning materials are to be labelled and if possible kept in the original containers.
- Cleaning materials should be kept in lockable areas if practicable and possible; currently the storeroom and the locked toilet
- Cleaning materials necessary for daily use in the kitchen are kept under the sink in the kitchen, away from food stuffs

4.2 Hazardous Materials

- All materials are assessed in accordance with the Control of Substances Hazardous to Health (COSHH) regulations
- Hazardous materials must remain in their original labelled containers and be kept in a locked in the cleaning cupboard. Currently the tool cupboard in the storeroom or in the staff toilet.

4.3 Electricity

- Main fuses are in the electric cupboard in foyer, which is kept locked kept clear of flammable materials
- Electricians are checked annually by Homes for Haringey
- Procedure for Electric Shock Action should be part of the First Aid Training

4.4 Gas

- The emergency gas cut off for the kitchen is next to the cooker on the wall under the shelf to the right.
- The mains switch is behind the green cover where the gas meter is. The gas meter is outside of the building to the right as you walk down the front steps, situated in the Gabion wall behind the Wild Flower Garden Bed.
- Homes for Haringey will ensure that the gas boiler is serviced annually
- All employees and volunteers should note the following advice:

If you smell gas, think you have a gas leak, or are worried that fumes containing carbon monoxide are escaping from a gas appliance, please evacuate the building, call the emergency service and then the Building Supervisor.

The free Gas Emergency Services emergency line is: 0800 111 999

5 Equipment and Tools

5.1 Equipment at Lordship Hub

- All equipment will be checked regularly before usage
- The Activities and Community Coordinator and in their absence other staff will instruct regular group and private hirers in using equipment needed safely to not cause potential hazards to other users, visitors, staff or volunteers
- Equipment must be used and serviced or cleaned in accordance with the manufacturers instructions or Lordship Hub notes

5.2 Electrical Equipment

- Will be PAT tested yearly through Homes for Haringey and labelled as such
- Will be checked for cables, plugs and connections by all staff when appropriate

5.3 Ladders and Steps

- No one should stand on a chair to reach as there are steps for this purpose
- There are three sets of steps/ladders in Lordship Hub; small steps for use in the Kitchen - kept in the Kitchen, Medium steps and large steps for use in the whole building kept in the locked Electric Cupboard in the foyer
- DO NOT use the large ladder unless you have been shown how to do so safely. It must be locked in place
- For use of the large ladder, it is recommended that someone remains at the bottom of the ladder while another person is using it.
- DO NOT use any of the ladders if you are alone in the building, except in an emergency and then you must have a mobile phone in your pocket.
- NEVER place a ladder on any surface other than the floor.

5.4 Tools

- Sharp or bladed tools should be stored in an appropriate package in the Tool Cupboard in the Store Room.

6 Safety and Security

6.1 Keys

- Should be signed for and a record will be kept at Lordship Hub in the red folder in the office
- Keys should not be lent to a third party
- Loss of keys should be reported to the Office Staff or Board Member for Health and Safety immediately
- A teacher/facilitator or in certain cases workmen or other people may be assigned keys for opening and closing. They will need to sign a keyholder agreement. Refer to Office Staff.
- Keyholders should be familiar with the operation of the door entry system, fire alarm, CCTV and the location of the telephones

6.2 Door Entry System

- The entry codes for the main entrance, store room and office doors should not be given to volunteers unless agreed by Office Staff.

6.3 Storage Room

- The door should be kept locked while the building is open to public, as staff and volunteers personal belongings are kept here as well as all the stock and other equipment.
- All Managers will ensure that the area store room is kept in a reasonable state and doesn't constitute a risk to health and safety, with particular attention to how stock is placed on shelving i.e. heavy items on the lower shelves. The floor must always be kept clear.
- The steps should be used to reach or pass items from the highest shelves.

6.4 Lone Working

When ever possible, staff and volunteers should arrange not to work alone at Lordship Hub, especially not after dark. However, this may not always be possible.

If you are working alone, always have your keys and mobile phone at hand

When opening or locking the building please take the following precautions:

Opening

- Be aware of your surroundings.
- Be observant e.g. look at the windows, padlocks for signs of disturbance.
- If you are worried, do not enter the building, ring another member of staff or Key Holding Board member for advice.
- After entering the building make a visual check of systems e.g. look at the fire alarm panel to ensure it is not showing a fire or smoke event- flashing lights/loud alarm sound.
- Once inside the main building make a brief visual check of all the rooms, ensure they are suitable for use.
- Open the padlocks on the terrace area and Community Room grill to ensure Fire Escape access is available. Open the latches on the door leading to the veranda.

Locking

- Try and arrange for someone to be with you when you lock up the building in the evening, particularly when it is dark. Ask the volunteer on the last shift to wait with you or a member of a group or activity that you are waiting for as key holder.
- Make a habit of checking that ALL doors and windows are closed and locked securely. Including the high electric windows above the Foyer.
- Check that that all the lights are off in the rooms and that electrical items are switched off where possible
- Check you have all your belongings before you leave the building
- Set the alarm. It will give a different exit tone if you have the front door open or closed. You have 20 seconds to exit the building and shut the door before the alarm sounds at the monitoring service.
- Lock the door (two turns)

If you feel unsafe at this point, unlock the door and re-enter the building. Call either another member of staff or Key Holding Board Member for advice, or the Police if necessary.

7. Advice on Health and Safety

- A copy of the training manual for Level 2 Health & Safety Manual and Fire Safety booklet are kept on the dividing shelf in the office by the Administrator's desk in a black box file.

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