

HEALTH & SAFETY POLICY

General Statement of Policy

1. The WOODLEY PARK CENTRE is responsible for providing comfortable and safe places for staff (which includes members of the management team), volunteers & participants in our activities to work.
2. Staff & volunteers have a responsibility to take reasonable care of themselves when working.
3. The WOODLEY PARK CENTRE will help staff & volunteers keep safe by providing information and training.
4. A member of the management team will be responsible for Health & Safety and ensuring implementation and maintenance of this policy.
5. The WOODLEY PARK CENTRE aims to meet the Health & Safety at Work Act (1974)

Scope of the Policy

1. This policy applies to:
 - a) All members of the management team, staff & volunteers
 - b) All people attending WOODLEY PARK CENTRE events or activities
2. All new members of the management team, staff & volunteers will be made aware of this policy.

Health & Safety Policy Details

1. Electrical Fixtures

- a) No sockets shall have more than one properly fused plug on it
- b) All frayed or damaged wires will be replaced
- c) All electrical items will be unplugged before repair & maintenance is carried out
- d) All wires shall be safely placed away from passages or potential Crush Zones
- e) No more than 13 amps 3120 Watts load shall be placed on any socket

2. Fire

- a) The WOODLEY PARK CENTRE is a no smoking premises
- b) All staff & volunteers will be made aware of evacuation procedures
- c) An appointed member of staff will regularly check that Emergency Exits are clear and will be responsible for calling emergency services if necessary
- d) All staff and volunteers will be made aware of fire extinguisher locations and the type of fire they may be used on

- 3. Comfort**
 - a) The workplace will not be less than 16 degrees centigrade
 - b) The workplace will have sufficient ventilation to ensure the comfort of everyone present
 - c) The workplace will have adequate light to ensure the comfort of everyone present
 - d) All staff & volunteers can have an adequate lunch break, and an adequate supply of drinking water will be provided

- 4. Storage**
 - a) All storage units will comply with British Standard
 - b) Storage units will remain closed unless in use
 - c) Storage units will only be moved using correct lifting techniques

- 5. First Aid**
 - a) One member of WOODLEY PARK CENTRE staff will be trained in First Aid
 - b) There will be a First Aid box available on the premises
 - c) All injuries will be recorded in the accident book

- 6. Kitchen & Washroom Facilities**
 - a) Correct use of the kitchen will be demonstrated
 - b) The WOODLEY PARK CENTRE will provide suitable & sufficient toilets & washing facilities with hot & cold water, soap & suitable means of drying available. Each toilet will be in a separate, lockable room

- 7. Transport**
 - a) Staff & volunteers will not be covered while travelling to and from the premises
 - b) Staff & volunteers have a responsibility to ensure their safety whilst travelling on WOODLEY PARK CENTRE business
 - c) Drivers carrying staff, volunteers or participants will ensure that the vehicle is safe and legally registered for road use
 - d) Drivers and passengers are covered by insurance
 - e) Drivers drive safely and within law and are not under the influence of alcohol or drugs

- 8. Stress**
 - a) The WOODLEY PARK CENTRE will encourage interpersonal relationships that reduce stress to avoid the experience of bullying and encourage a cooperative, supportive environment
 - b) The WOODLEY PARK CENTRE will seek to ensure that enough staff & volunteers are present to assist participants to derive the maximum benefit from our activities, which will reduce the stress workload on staff & volunteers

- 9. Hazardous Substances**
 - a) If there is no way of avoiding the use of a hazardous substance, proper protective equipment will be provided

- 10. Risk Assessment**
 - a) A member of the management team will carry out risk assessments to cover all staff, volunteers & participants, including those under 18 years, for all activities and events