

THE VICTORIA INSTITUTE

Registered Charity Number: 521068



POLICY STATEMENT ON HEALTH AND SAFETY

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1 Policy of the Council of Management of the Victoria Institute.

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members, visitors and hirers.
- Keep the Victoria Institute premises and equipment in a safe condition for everyone in the building.
- Provide such training and information as is necessary to staff, volunteers and users.
- It is the intention of the Council of Management to comply with all Health and Safety legislation and be proactive in preventing injury, ill health or any danger arising from activities and operations within the Victoria Institute.
- The Council of Management (i.e. the Trustees of the Victoria Institute) considers the promotion of the health and safety of employees at work and those who use the premises, including contractors who may work there, to be of great importance.
- Prevention of accidents depends on a committed attitude of mind to safety as well as the operation and maintenance of equipment and safe systems of work.
- The Council of Management will encourage employees, contractors, visitors and Hirers to engage in the establishment and observance of safe working practices.
- Employees, contractors, visitors and Hirer s will be expected to recognise that there is a duty on them to comply with the practices set out by the Council of Management, with all safety requirements set out in the Terms and Conditions of hire, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.
- The Council of Management will review this policy annually after each AGM and also as required by any change of circumstances.
- Individuals with responsibility for aspects of Health and Safety will report to the Council of Management regularly, including any accidents, faults, misuses or other matters which could affect health and safety of Hirer s or employers. These reports and subsequent actions will be recorded in the minutes of the Council of Management meetings.

2 Responsibilities for Health and Safety

2.1 Overall Responsibility

The Council of Management has overall responsibility for health and safety in the Victoria Institute and for the implementation of this policy. It is the intention of the Council of Management to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations in the Victoria Institute.

2.2 Users' Responsibility

All users of the Victoria Institute are expected to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices, at the Victoria Institute. They will be required to sign the application for hire form as evidence that they agree to the hiring conditions.

2.3 Employees', Contractors', Hirers' and Visitors' Responsibility

It is the duty of all employees, contractors, hirers and visitors to: take care of themselves and others who may be affected by their activities, do everything they reasonably can to prevent injury to themselves and others co-operate with the Council of Management in keeping the premises safe and healthy, including the outside space.

2.4 Encountering Faults, Damage etc

Should anyone using the hall come across any faults, damage or other situations which might cause injury and cannot be rectified immediately, they should inform a Council of Management member or the Community Centre Manager as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be reported immediately to the Community Centre Manager.

2.5 Reviews, Checks and Inspections

Routine reviews, checks and inspections of safety procedures and equipment are conducted by the Council of Management or their nominees in response to observations, incidents or risks brought to the attention of any member of the Council of Management.

3 Safety Information

3.1 Fire Precautions and Checks

3.1.1 Emergency Evacuation Procedure

A copy of the Victoria Institute Emergency Evacuation procedure is attached as Appendix 1 and is also displayed in each of the rooms.

3.1.2 Service Record for Fire Safety Equipment

The service record for the fire safety equipment is available from the Community Centre Manager.

3.1.3 Map of Institute

A schematic of the hall showing the location of fire exits, fire extinguishers.

3.2 Risk Assessments

The Council of Management carries out an annual risk assessment to assess and examine all activities. A decision is made as to whether precautions are satisfactory or whether further precautions are necessary. These risk assessments also help the Council of Management to comply with various laws and regulations contained in a wide range of legislation.

It is also the duty of each user of the Victoria Institute to perform its own risk assessment prior to using the facilities booked.

4 Safety Practices

4.1 Best practices

The following are best practices and should be adhered to in order to minimise risks:

- Make sure that all emergency exits are clear and unlocked during the use of the building.
- Do not operate or touch any electrical equipment where there are signs of damage.
- Secure steps, ladders and mini scaffolding properly before use.
- Do not use steps, ladders and mini scaffolding unless another person is present.
- Do not leave portable electrical Equipment operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Move heavy items e.g. tables and chairs using the proper equipment.
- Do not stack chairs more than seven high.
- Do not allow children in the kitchen except under close supervision.
- 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 the Community Centre Manager.
- Report every accident in the accident book and to the Community Centre Manager.

4.2 Awareness of Risks

Be aware and seek to avoid the following risks:

- Creating slipping hazards on steps or wet floors: mop spills immediately.
- Creating tripping hazards via items left in the entrance ways, corridors kitchen, main hall, Sir Thomas Storey Room, Victoria Room, IT Room, Cottam Room and storage areas.
- Avoiding tripping by using adequate lighting.
- Risks to individuals in sole occupancy of the building.
- Risks involved in handling kitchen equipment.
- Creating hazards by overloading storage cupboards

5 In Case of Accidents or Emergencies

5.1 Maintenance

Any person using the building or carrying out maintenance should always carry a fully charged mobile phone.

5.2 Nearest Accident and Emergency / Casualty Department

The nearest Accident and Emergency/Casualty department. is:

Royal Lancaster Infirmary

5.3 Defibrillator

There is a defibrillator outside the doctor's surgery on Hornby Road in Caton.

5.4 First Aid Box

There are two First Aid Boxes:

- One is located in the kitchen and contains medication for burns.
- One is located in the corridor opposite the kitchen door and is covered by a CCTV camera.

5.5 Accident Book

Blank forms to add to the Accident Book is in the first aid box located in the corridor opposite the kitchen door. This must be completed whenever an accident occurs. All accidents, even minor ones, must be recorded in the Accident Book or, if not possible, reported to the Community Centre Manager.

6 Insurance

A copy of the Employer's Liability and Public Liability Insurance certificate for the Victoria Institute is displayed on the IT Room notice boards.

It is also the duty of each Hirer of the Victoria Institute to purchase its own insurance.

7 Pre-Work Requirements

The following should be completed, on site, by any person or contractor before any work is commenced:

- A risk assessment for the work to be completed.
- Confirmation of adequate liability cover for themselves.
- Familiarisation with this Health and Safety Policy.

8 APPENDIX 1 – Emergency Evacuation Procedure

Fire Safety - Evacuation Arrangements

An integrated mains powered (with battery backup) fire alarm system is installed throughout the main building and the flat (above the Institute). The kitchens have heat detectors and smoke detectors are fitted to all rooms.

Common areas are provided with smoke detectors and manual call points are located on exit routes. The fire alarm panel is located in the front porch, accessed via the Main Hall.

Weekly testing of the system is undertaken on a Wednesday morning at about 9:30 hours. The alarm will sound but no action is required by users, visitors or contractors. At other times, please treat the alarm as genuine and evacuate the building.

Please check your potential evacuation routes in daylight hours.
At all times please ensure your vehicle is parked in a designated parking bay to ensure that access by Emergency Vehicles is not impeded.

Action in the event of fire:

On discovering a fire, persons should immediately retreat from the fire, raise the alarm at the nearest call point and evacuate the building.

From a safe place, inform the Fire Services of the full address for the location of the fire: **Victoria Institute, 2-4 Brookhouse Road, Caton, Lancaster, LA2 9QT**

On hearing the alarm signal:

All persons present should immediately and calmly evacuate the premises by the nearest available safe escape route to one of the three external doors and proceed to the Fire Assembly Point in the **War Memorial Garden**.

Persons evacuating must:

Not stop to collect any personal belongings

Ensure the door is closed behind you

Assist any person who needs help, if safe to do so

Proceed directly to the Fire Assembly Point and remain there until instructed by a member of the Council of Management

Otherwise;

Obey any instructions given by the emergency services.

All hirers must ensure that they have read and signed to agree to abide by the conditions stipulated in the Victoria Institute policies and procedures. These are available from the website and from the Community Centre Manager.

THE VICTORIA INSTITUTE

Registered Charity Number: 521068

Funders:

Big Lottery

Awards for all

Post code lottery

Cottam trust

Thrive Renewables

Flood relief fund

The Co-operative Group Ltd

Asda

Station Hotel, Caton

Trustees:

Please see our website:

<http://www.victoria-institute.org.uk/contact>