



Prior House  
6 Tilbury Place  
Brighton  
BN2 0GY

[www.resourcecentre.org.uk](http://www.resourcecentre.org.uk)

*A really useful place for community groups*

# Health and Safety at Work Act 1974

# Safety Policy

## General Statement of policy

The policy of the Resource Centre is to provide and maintain safe and healthy working conditions, equipment and work methods for all employees and users of the Centre. In particular we seek to ensure that the Centre is both accessible and safe for disabled people.

We shall provide all necessary information and training to staff and maintain a programme to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed annually by the staff team and the management committee.

This policy was updated in February 2011.

Signed: .....

Date: .....

Director of B&H SWET Ltd (the employer)

# **Responsibilities**

## **1. Safety officer**

- 1.1 The Resource Centre Management Committee delegates overall responsibility for health and safety in the Resource Centre to Dave Witts (Company secretary) as Safety Officer.**
- 1.2 The Safety Officer should ensure that the Management Committee receives regular reports on health and safety issues, and may call a special meeting of the Management Committee where a health and safety matter requires the Committee's urgent attention.**
- 1.3 The Safety Officer is responsible for liaising with Brighton Unemployed Centre Families Project over health and safety in areas of shared responsibility within Prior House.**
- 1.4 The Safety Officer is responsible for ensuring that the Centre has adequate cover under the Employers' Liability Act 1969 and Public Liability insurance.**

## **2. Safety Co-ordinator**

- 2.1 Kate Chapman is responsible for this policy being carried out in the Resource Centre. In her absence, Dani Ahrens is responsible.**
- 2.2 The Safety Co-ordinator is responsible for arranging the following: safety training; safety inspections; monitoring of the maintenance of equipment; first aid training; and investigation of accidents.**
- 2.3 The Safety Co-ordinator is responsible for carrying out Risk Assessments of work practices, use of equipment and other hazards in accordance with HSE Risk Assessment guidelines.**

## **3. Employees**

- 3.1 All employees have the responsibility to develop, within the staff team, measures to achieve a healthy and safe workplace and to take reasonable care of themselves and others.**
- 3.2 All employees are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to the Safety Co-ordinator and the piece of equipment or area of the Centre should be closed down until it is safe to re-use.**

## **4. Front-desk workers**

- 4.1 The Front Desk worker is responsible for the health and safety of Centre users and must ensure that they are trained to use equipment (whether for hire or for use in the Centre) correctly and safely. The worker should be aware of the particular needs of disabled users.**

# General arrangements

## 5. Accidents

- 5.1 The Appointed Person responsible for taking charge in an emergency during public opening hours is the Front Desk worker. At other times, the Appointed Person is Kate Chapman or, in her absence, Dani Ahrens or Kate Page (according to availability).
- 5.2 A trained First Aider will be on duty at all times. Two members of staff will be trained as First Aiders and undertake regular refresher training.
- 5.3 The Appointed Person responsible for maintaining the First Aid box is the Safety Co-ordinator.
- 5.4 The Safety Co-ordinator is responsible for reporting accidents and diseases notifiable under RIDDOR.
- 5.5 All employees have a duty to be familiar with the First Aid manual and in particular to be aware of the techniques of resuscitation and the treatment of an unconscious person. All employees should be aware of the recommended procedure for the treatment of injuries involving the loss of blood in order to avoid the risk of spreading infectious diseases such as HIV/Aids and Hepatitis.
- 5.6 The First Aid box is on the wall next to the Office sink. It contains the First Aid manual.
- 5.7 The Accident Record book is in the Health & Safety ring-binder.

## 6. General Fire Safety

- 6.1 The Safety Co-ordinator is responsible for Fire Safety arrangements; these include ensuring that there are adequate signed escape routes from the building and that Fire Action notices are kept up to date.
- 6.2 All employees have a duty to be aware of the Fire Action instructions and the location of Fire Alarms.
- 6.3 The Front Desk worker is responsible for ensuring that, during a fire, all users and visitors follow the Fire Action instructions and leave the building safely.
- 6.4 The 'Back Office' is not fully accessible and should not be used by people with visual or mobility impairment. Other, accessible, areas of the centre should be used by staff and members of the public with visual or mobility impairments. All members are staff should be aware of this and enforce this policy.
- 6.5 The Front Desk worker is responsible for checking that escape routes and exits are clear and fire extinguishers in place each day while opening up the Centre.
- 6.6 Safety Co-ordinator is responsible for weekly checks of the smoke alarm, emergency lighting, fire exit signs and Fire Action notices.

- 6.7 Fire extinguishers are serviced annually in February by E&E Fire Protection. Tel. 552581.
- 6.8 Fire Alarms in the Centre are part of a system for the whole building and are the responsibility of BUCFP.
- 6.9 The Fire Alarm break points in BUCFP areas, the Resource Centre and in shared areas will be tested by a BUCFP worker or contractor.
- 6.10 The Safety Officer is responsible for liaising with BUCFP over Fire Action, and seeing that the Joint Fire Safety Procedure which covers areas of Prior House shared between BUCFP and the Resource Centre, is kept up to date.
- 6.11 There will be a joint fire drill once a year. A form will be completed by each organisation after the drill noting evacuation time and any problems encountered.

## **7. Hygiene**

- 7.1 Safety co-ordinator is responsible for ensuring that the toilet and sinks are cleaned weekly and that the rubbish bins are emptied weekly.
- 7.2 All employees are responsible for washing up cups and plates.

## **8. General cleanliness**

- 8.1 The Safety Co-ordinator is responsible for ensuring that floors and work surfaces are cleaned weekly.
- 8.2 The Front Desk worker is responsible for keeping public areas tidy and for cleaning up any dirt or spillages.

## **9. Floors, gangways and position of furniture & equipment**

- 9.1 Floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions.
- 9.2 Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all equipment. Filing cabinets and cupboard doors should be kept closed.
- 9.3 The Front Desk worker is responsible for all public areas, the Maintenance & Cleaning worker for staff areas.
- 9.4 Nothing should be stored in the area of the toilet directly adjacent to the central heating and hot water boilers.

## **10. Safe Practices**

- 10.1 All employees should move around the Centre and open doors with due care and generally behave with consideration towards other staff and Centre users.
- 10.2 The Front Desk worker should ensure that users behave in a safe manner and,

in particular, ensure that children do not cause hazards for themselves or others.

10.3 All employees should follow Manual Handling procedures and take care that users do not run the risk of injury through bad lifting techniques or failure to use trolleys.

## 11. General welfare

11.1 The Safety Co-ordinator is responsible for measures to enhance the general welfare of staff and users, including measures such as temperature, ventilation, general noise levels, and lighting in the Centre.

11.2 The Front Desk worker should ensure that users are aware of the law banning smoking in enclosed work premises.

# Hazards

## 12. Electricity

12.1 Main switches are in the services cupboard in the lobby. This cupboard must be kept bolted.

12.2 All employees have a duty to be aware of the procedure for Electric Shock Action. In the event of a user or visitor suffering an electric shock, the Front Desk worker is responsible for dealing with the emergency.

12.3 The Safety Co-ordinator should ensure that Electric Shock Action notices are in place.

## 13. Gas

13.1 Main switches are in the services cupboard in the lobby. The tap next to the red meter will cut off the supply only to the Resource Centre.

13.2 All employees have a duty to be aware of the procedure for Gas Leaks. In the event of a leak, the Front Desk worker is responsible for handling the situation.

13.3 The Safety Co-ordinator should ensure that the gas boilers are serviced annually.

## 14. Equipment and Machinery

### 14a Equipment used by groups inside the Centre

14.1 The Safety Co-ordinator is responsible for checking electrical cables, plugs and connections.

14.2 The Front Desk worker is responsible for ensuring that users know how to use equipment correctly and when to ask for help. The Front Desk worker must check that groups are using the equipment safely and are not causing potential hazards to other users and visitors or to staff.

- 14.3 Equipment must be used and serviced or cleaned in accordance with the manufacturers' instructions or Resource Centre notes.
- 14b Equipment for hire
- 14.4 The Front Desk worker is responsible for checking all hire equipment when it is returned to the Centre. These checks cover electrical and general safety such as broken or damaged parts.
- 14.5 The Front Desk worker is responsible for ensuring that the hirer knows how to use and transport the equipment correctly and safely and in accordance with the appropriate Resource Centre Instruction Sheet.
- 14.6 The Front Desk worker is responsible for ensuring that all laptops stored in the 'Quiet Room' cupboard are fully switched off before putting them away.
- 14c Equipment in staff areas
- 14.7 The Safety Co-ordinator is responsible for checking electrical cables, plugs and connections and other equipment.
15. Dangerous Substances
- 15.1 The Safety Co-ordinator is responsible for carrying out a COSHH assessment of all substances in use or stored in the Centre and for ensuring that all employees are fully aware of listed substances. The Resource Centre does not currently use or store any notifiable Major Hazard substances.
- 15.2 The Safety Co-ordinator should maintain full details of the usage, storage, disposal, components, hazards and First Aid measures (including Product Safety Data Sheets where appropriate).
16. Personal Safety
- 16.1 The Safety Co-ordinator is responsible for developing procedures and staff training to ensure the personal safety of staff while on duty in the Centre, while locking and unlocking the premises and while carrying cash to and from the bank.
- 16.2 The Safety Officer is responsible for liaising with BUCFP over the arrangements for locking-up Prior House and to ensure that lighting in the lobby, in the external passageway and at the front of the building are kept in good order.

## Advice

- 17.1 Health & Safety Team, Brighton & Hove Council.  
Phone (01273) 294429; e-mail [ehl.safety@brighton-hove.gov.uk](mailto:ehl.safety@brighton-hove.gov.uk)
- 17.2 Health & Safety Executive  
Phone 0845 345 0055; email [hse.infoline@connaught.plc.uk](mailto:hse.infoline@connaught.plc.uk)