



HEALTH AND SAFETY POLICY

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

CONTENT

GENERAL STATEMENT

ORGANISATION AND RESPONSIBILITIES

1. Morlan's responsibilities
2. Responsibilities of Morlan's workers
3. Responsibilities of Hirers and visitors

ARRANGEMENTS

1. Accidents and first aid
2. General safety at Morlan
3. Smoking
4. General fire safety
5. Electrical system and equipment
6. Gas equipment
7. Hazardous substances
8. Lighting
9. Using the kitchen
10. Contractors

GENERAL STATEMENT

Morlan's policy, as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its workers¹ and to provide such information, training and supervision as they need for this purpose.

Morlan will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all who hire the Centre or who attend events here. will endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of Hirers and visitors. However, these people are also expected to behave sensibly and responsibly whilst at the Centre, and to follow instructions given to them, in whatever form they may be given. Health and safety matters within the event itself are the responsibility of the Hirer's Designated Person, as is the behaviour of all persons attending the event, in whatever capacity.

The policy, and the way in which it is operated, will be reviewed regularly and will be updated and adapted as necessary, but particularly:

- following any changes in legislation
- as Morlan will develop or following any changes to the the building itself
- following a totally unexpected accident or a dangerous occurrence.

Morlan will consult with workers on a regular basis in order to seek their views on health and safety matters. When needed, specialist advice will be sought when assessing dangers in the Centre and what safety measures are needed to guard against those dangers.

Adopted: November 2008

Updated: August 2010

¹ Note: the term worker (workers) is used throughout this document for simplicity; it refers to both paid and voluntary workers alike.

ORGANISATION AND RESPONSIBILITIES

1. The Responsibility of Morlan

Overall and final responsibility for health and safety lies with Morlan's Board of Management. Health and Safety issues are delegated to Morlan's Manager as Health and Safety Officer. The Health and Safety Officer should:

- be familiar with Health and Safety Regulations for community centres
- be familiar with and observe the Health and Safety Policy and arrangements
- ensure so far as is reasonably practicable, that safe systems of work are in place
- ensure that the Morlan is kept clean and tidy
- ensure that all equipment are properly maintained and in good condition and that everyone that uses them receives appropriate training, if needed
- ensure that all entrances and exits are maintained
- ensure adequate fire fighting equipment are available and maintained
- ensure that safety equipment and clothing are provided and used where this is required.

2. The Responsibility of Morlan's Workers

Morlan's workers have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst in the Centre. They are therefore kindly asked to:

- comply with safety rules, operating instructions and working procedures
- report any fault or defect in equipment immediately to Morlan's Manager
- report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- not misuse anything provided in the interests of health and safety
- use protective clothing and equipment when it is required.

3. The Responsibility of Hirers and Visitors

Although Morlan will endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of Hirers and visitors, these people are also expected to behave sensibly and responsibly whilst at the Centre, and to follow instructions given to them, in whatever form they may be given. Health and safety matters within the event itself are the responsibility of the Hirer's Designated Person, as is the behaviour of all persons attending the event, in whatever capacity.

Copies of Morlan's *Terms and Conditions of Hire* and *Emergency Plan* are available to every Hirer. The Hirer's signature on the booking form constitutes acceptance of the responsibilities noted in these documents.

It is the responsibility of the Hirer's Designated Person to ensure that people attending the event leaves safely in an emergency. If Morlan has arranged the event, it is the responsibility of Morlan workers to inform visitors of the appropriate procedure.

ARRANGEMENTS

This section sets out the arrangements to minimise as far as is reasonably practicable risks to the health and safety of workers and visitors.

1. Accidents and First Aid

A First Aid Box is located in the kitchen of the Coffee Bar (on the bottom shelf) on the ground floor and in the Gegin on the first floor.

All accidents and incidents must be entered in the Accident Book which is located in the Manager's office. Any incident that almost caused an accident should be drawn to the attention of the Manager so that the problem may be dealt with and resolved.

Steps to take:

- If you suffer a minor accident, you should administer First Aid to yourself, or ask for assistance if required.
- If you are treating someone, you should be aware of the possibility of catching HIV or hepatitis if that person is bleeding. It is essential to wear suitable gloves before treating anyone who is bleeding, disposing of them carefully afterwards (a box of gloves is located next to the First Aid Boxes).
- If the accident is more serious, and it cannot be treated on site, arrangements should be made to take the person to Bronglais Hospital's Emergency Department – either in private transport or by calling for an ambulance (if there is any uncertainty, call an ambulance). The phone in the Manager's office can be used if the Manager is present. Dial 999 and give the following address:
MORLAN CENTRE, QUEENS ROAD, ABERYSTWYTH SY23 2HH.
- If the person is unconscious or seriously injured, no attempt should be made to lift or move him/her; this should be left to the professionals unless it leaves the person in more danger.
- Any serious accident will be investigated, so no changes should be made to the site of the accident, except for safety reasons, until authorisation to do so is given by a responsible person.

2. General Safety at Morlan

Morlan will ensure that the building, including the windows, floors, stairs and outside areas, will be regularly inspected and any defects noted will be immediately reported and procedures put in hand for repairs. Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.

Morlan workers and visitors are also expected to take reasonable care of their own health and safety, and the health and safety of those who could be affected by their actions. Much of this is common sense but some general guidelines are noted here:

- Take care when approaching closed doors and when walking up or down stairs.
- Do not leave or place any item where it could cause people to fall or trip, or where it blocks escape routes or fire exits.
- Storerooms and other storage areas should be kept neat and tidy. Heavy or breakable items should be kept on the floor or on the lower shelves. Steps/ladder should be used to reach higher storage areas.
- Use a stepladder (kept at the back of hall) when opening or closing windows in the hall.
- Take reasonable care when moving loads, including furniture or the stage. Do not attempt to move the stage without additional help.
- Try to avoid carrying heavy loads but, if this is essential, remember to bend at the knees, not the back, when lifting the load so as to reduce the strain on the back. Do not carry an excessive load in order to avoid doing an additional journey, and ensure that the load is not so big as to restrict your vision.
- If you need to use a ladder, only do so when it can be safely secured. This may necessitate the use of ladder ties or two person operation.

3. Smoking

In accordance with the law, no smoking is permitted within the Morlan.

4. General Fire Safety

Morlan's policy is to fulfil its obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, Morlan will:

- undertake an annual assessment of fire risks
- take every reasonable step to ensure that a fire can be detected in a reasonable time and that people can be warned – smoke alarms and fire alarm activation points are located throughout the building
- take every reasonable step to ensure that people in the building can get out safely – by ensuring that no obstacles are placed in front of fire exits
- provide appropriate fire fighting equipment and ensure the equipment undergoes an annual maintenance with a reputable company
- prepare an Emergency Plan so that Hirers know what to do if there is a fire (a copy is located in every room, on the Morlan website and copies are also available from the office).

The circumstances of any fire in the Morlan will be investigated, and steps taken to reduce the possibility of a similar fire occurring again.

5. Electrical System and Equipment

All portable appliances will be inspected regularly (as recommended) by a certified electrician (PAT tested). Plugs, cables and sockets will also be inspected regularly to ensure there are no loose connections, worn flexes or trailing leads. Any repairs required will also be carried out by a certified electrician.

Every five years, the fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body, and any necessary remedial work will be carried out.

Because of the dangers of using faulty electrical equipment, workers (and visitors if applicable) are asked to observe the following:

- ensure that they are using the equipment correctly
- report any faults immediately to Morlan's Manager, including any plugs, cables or sockets that are not in a satisfactory condition
- switch off and disconnect electrical equipment that are not in use.

On no account should anyone:

- attempt to use or repair faulty equipment
- overload electrical circuits
- position cables across areas where people will walk without covering them with appropriate safety covers
- position portable heaters close to flammable material or leave them in an empty room without turning them off.

6. Gas Equipment

Morlan's gas boilers and any other gas equipment will be maintained and checked annually by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety will be carried out.

7. Hazardous Substances

If possible, Morlan will ensure that hazardous substances are not used in the Centre. Where this is not possible, hazardous substances will be locked away and only used by persons with the

appropriate experience. Such substances should never be mixed and they should never be stored in unmarked containers.

With regards to the photocopier, all substances, such as the toner or ink, will be kept according to the manufacturer's instructions. Physical contact with such substances should be avoided.

Personal protective equipment will be provided where appropriate.

8. Lighting

In order to ensure that Morlan is adequately lit, regular inspections will be carried out to ensure that all lights are working and are replaced as necessary. The necessary safety precautions will be followed for replacing bulbs at high levels, calling out a qualified electrician when necessary.

9. Using the Kitchen

Care should be taken when using the kitchen to prepare drinks, and hygiene procedures should be followed.

A separate sink is provided for hand washing as well as paper towels. This sink should only be used to wash hands.

10. Contractors

Anyone entering Morlan for the purposes of carrying out work, other than an employee or voluntary worker, will be regarded as a contractor. All contractors, including the self-employed, are expected to:

- have their own health and safety policy (where required by law) and be able to provide a copy on request
- show where necessary that any equipment or machinery has been inspected and tested to ensure its safe operation
- not use subcontractors without the express permission of Morlan's Board of Management. Responsibility will remain with the contractors.