



Registered Charity No. 1029170
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Policy on Health and Safety

The Jericho Community Association recognises and accepts its health and safety duties as an employer for providing a safe and healthy working environment so far as is reasonably practicable for all its employees under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997 and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

Policy Objectives

The Jericho Community Association will take all reasonable practicable steps to meet its responsibilities, paying particular attention to the provision and maintenance of:

1. a safe place of work and safe access to and egress from it.
2. a healthy working environment.
3. plant, equipment and systems of work that are safe, and regularly maintained.
4. safe arrangements for the use, handling, storage and transport of articles and substances.
5. sufficient information, instruction training and supervision to enable all employees and volunteers to avoid hazards and contribute to their own safety and health at work.
6. reasonably practical safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from the Jericho Community Association's activities.
7. making suitable and sufficient assessments of the risks to the health and safety of employees and of persons not in the employment of the Jericho Community Association arising out of or in connection with the Jericho Community Association's activities.
8. making specific assessments of risks in respect of new and expectant mothers and young people under the age of eighteen and vulnerable adults.

9. providing information to other employers whose workers are on the Jericho Community Association's premises of any risks to which those workers may be exposed.

Management responsibilities

The Centre administrator and JCA Committee are responsible for ensuring that the health and safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

Employees' responsibilities

It is the duty of all employees under the Section 7 of the Health and Safety at Work Act to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions. Every employee MUST:

1. Take care of his/her safety whilst at work
2. Take care for the health and safety of all members of the general public who may be affected by his/her actions and omissions, with particular consideration for the needs of persons engaged in activities organised by the Jericho Community Association.
3. Comply with all safety instructions issued by the JCA or issued with products
4. Co-operate with the Jericho Community Association so as to enable it to carry out its own responsibilities successfully.
5. Not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.
6. Report to the JCA at the earliest opportunity, and record in the appropriate book, all injuries, accidents or dangerous occurrences at work including those involving the public and participants in activities organised by the Jericho Community Association. All incidents will be reported at the next committee meeting.

Visitors and contractors

On arrival, all visitors should be directed to the appropriate member of staff or host user/hirer of the building. This person will take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Contractors will be given instructions on safe working practice and safe evacuation in the event of emergency. Any concerns relating own safety or suspected unsafe working practices by the contractors must be reported to the Centre Administrator, or a member of staff who will investigate and report on unsafe incidents to the Jericho Community Association committee.

First aid and accident reporting.

First Aid

Appropriate first aid boxes are provided in the cafe and the office.

Accidents

1. In the event of an injury or illness, those present should call for a member of staff or ring for an ambulance directly by dialling 999.
2. All accidents must be reported to the Centre Administrator, or another member of staff immediately or as soon as practicable.
3. All accidents must be entered in the accident book situated in the Community Association office.
4. The procedures for 'notifiable' accidents as shown in Appendix A must be followed.
5. The Centre Administrator will investigate incidents and accidents, writing a detailed report for the Association's Management Committee to consider the actions necessary to prevent a recurrence.

Fire drills and evacuation procedures

1. All staff must know the fire procedures, position of fire appliances and escape routes.
2. The alarm system will be tested quarterly by Oxford City Council and in the interim parts of the system will be checked by the Administrator on a weekly basis. The results will be entered in a log book.
3. The Centre Administrator shall arrange for fire drills and fire prevention checks to be carried out at least once every three months and entered in the logbook.
4. People leaving the premises shall ensure fire prevention closedown checks for the parts of the premises that they have been using, including common areas.

In the event of a fire:

1. Persons discovering a fire should sound the nearest alarm.
2. The first duty of all staff is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
3. All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
4. The assembly point for the whole building the entrance to St Barnabas Church. No-one should leave the assembly point without the permission of a member of staff.

5. If a fire occurs the Fire Brigade must be called immediately by dialling 999.
6. When the Fire Brigade arrives they will be advised of the location of the fire and whether all persons are accounted for.

Bomb warnings

If anyone receives a bomb warning they should try to record exactly what is said and find out from the caller

1. the approximate location of the bomb
2. the likely time of detonation
3. whether the police and fire brigade have been notified

The fire alarm will not be sounded but the building will be evacuated taking into consideration any information from the bomb warning. The police must be notified immediately.

Food hygiene

When handling or preparing food those concerned will:

1. Regularly wash hands before and during food preparation but especially after using the toilet.
2. Inform the responsible person of any skin, nose, throat or bowel problems.
3. Ensure cuts and sores are covered with waterproof dressings.
4. Keep themselves clean and wear clean clothing.
5. Not smoke
6. Never cough or sneeze over food.
7. Clean as they go, keep all equipment and surfaces clean.
8. Prepare raw and cooked food in separate areas and keep perishable food covered and either refrigerated (less than 8 degrees C) or piping hot (above 63 degrees C).
9. Ensure waste food is disposed of properly, keep the lid on the dustbin and wash their hands after putting waste in it.
10. Avoid handling food as far as possible.
11. Say if they are unable to follow any of these rules.
12. Advise the Administrator of any defects or concerns regarding the facilities e.g. uncleanliness, refrigeration operation, cracked food preparation surfaces.

Cleaning materials, general machinery and high-risk areas

All portable machinery must be switched off and unplugged when not in use.

Wandering cables should be avoided.

Warning signs should be used in the event of slippery floors.

Where appropriate staff should use protective clothing and equipment and report any loss or defect in these.

Safety inspections

The Centre Administrator should carry out regular health and safety inspections of the building, including an inspection of the accident book, on a six monthly basis and make a report of any problems to the next meeting of the Association, which should take the necessary action.

General

All thoroughfares and exits must be left clear at all times.

Corridors and fire exits must not be blocked by furniture or equipment.

Cars must not be parked so as to cause any obstruction or hazard to the building.

Hazards or suspected hazards or other Health and Safety matters should be reported to a member of staff immediately or as soon as practical. If the hazard is serious immediate action must be taken to protect to prevent injury.

Appendix A – Accident Reporting

All accidents that occur on premises under the control of the Jericho Community Association must be recorded.

Accidents involving employees at work or contractors

Any accidents, required completion of Accident Book (HMSO B1 510).

For accidents reportable to the Health and Safety Executive:

If accidents result in incapacity for work for more than three days the staff member should complete form F2508 with copies to: Health & Safety Executive, and the Community Association Chair

If accidents result in fatality, fracture, amputation or other specified injury (see 4 below) then the staff member should immediately notify the Health & Safety Executive, and Jericho Community Association Chair.

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then that person in control of the premises is responsible for reporting the accident, in compliance with RIDDOR legislation.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his or her behalf who is responsible for reporting the accident.

Accidents to members of the public.

For all accidents, complete Accident Book (HMSO B1 510) and form Acc.1.

For accidents reportable to the Health and Safety Executive:

If accidents results in fatality, fracture, amputation or other specified injury or anyone has gone to hospital (See Section4) then immediately notify the Health and Safety Executive, and the Jericho Community Association Chair.

Follow up within 7 days with complete F2508, copies to: Health and Safety Executive; and the Jericho Community Association Chair.

Specified major injuries or conditions

Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand: any bone in the leg or ankles, but not a bone in the foot. Amputation of: a hand or foot: or a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.

Other specified injuries and conditions:

1. The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.

2. Either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
3. Loss of consciousness resulting from lack of oxygen
4. Decompression sickness requiring immediate medical treatment.
5. Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
6. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
7. Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

If in doubt, any injury will be reported.

Dangerous occurrences

The Health and Safety Executive and the Jericho Community Association Chair will be informed in the event of any of the following:

Collapse/overturning of machinery/explosion/collapse of closed vessel/boiler/electrical explosion/fire

Occupational diseases

Poisoning/skin disease/lung diseases/infections.

On receipt of a written diagnosis from a doctor, report the disease using form F2508A to the Health and Safety Executive and the Jericho Community Association Chair.

If in doubt, any occupational disease will be reported.

Appendix B

Fire Prevention

The Fire Brigade has provided advice on the following:

The number and width of escape routes.

Emergency lighting and its maintenance.

The most suitable way of raising an alarm in the event of fire.

The contents of fire instruction notices.

The number and types of fire extinguishers or other fire-fighting appliances that should be provided.

Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes.

The maximum number of people who should be allowed in the premises at any one time.

The arrangement of seating and gangways in rooms so as to allow free and ready access direct to fire exits.

Exit doors are always unlocked.

Escape routes and exit doors are clearly sign-posted and marked so that anyone not familiar with the building can quickly see the way out.

Escape routes and exit doors will never be allowed to become obstructed or hidden by chairs, stage props, curtains, etc.

Maintenance of fire equipment:

Fire extinguishers, hose reels and fire alarm systems (where provided) are regularly maintained by specialist fire engineering firms.

Staff will be trained to use this equipment.

Equipment will be kept in its proper position and always clearly visible and unobstructed.

Close-down checks

Close-down checks are made of all parts of the premises at the end of an evening or session to ensure that:

No smouldering fires or cigarettes left burning.

Heaters and cookers turned off.

Television, and other electrical apparatus turned off and unplugged.

Lights off.

Internal doors closed.

Outside doors and windows closed and secured.

Other steps taken to prevent fires:

- Smoking not allowed in building.
- Heating appliances fitted with adequate and secure fireguards.
- Portable heaters must be securely fixed and kept away from combustible materials.
- Convector type heaters are not covered with clothes and curtains.
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician.
- Sufficient socket outlets provided to obviate the need for long trailing flexes.
- Damaged leads replaced.
- Cooking operations supervised by a reliable person.
- Portable electrical appliances are checked and tested by a competent electrician. Faulty units are repaired or replaced.
- All parts of the premises kept clear of waste and rubbish, particularly store rooms, attics and boiler rooms.

Appendix C

Display screen equipment

In some cases it will be clear that the use of display screen equipment is more or less continuous on most days. Where use is less continuous 'user' status will apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment.

- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job.
- The individual normally uses display screen equipment for continuous spells of an hour or more.
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is important.
- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

Staff using display screens are entitled to request an eyesight test which will be paid for by the Community Association. If as a result of the eye tests a staff member requires spectacles solely for use with display screen equipment they are entitled to reimbursement of the cost of a basic pair. If they wish to choose more costly spectacles (e.g. amore expensive frame) the Community Association will only reimbursed the cost of basic spectacles.

If as a result of tests a member of staff requires spectacles for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, the Community Association will make no reimbursement except for the cost of the eyesight test and the report.

The member of staff involved will pay the optician and then obtain reimbursement, attaching the receipt(s) and any other reports to form DSE1, and give these to the Community Association Chairs who will arrange reimbursement.

Agreed at the JCA Management Committee, 11 April 2011

Signed

Chair