



FRYERN COMMUNITY ASSOCIATION

Health and Safety Policy

GENERAL STATEMENT

1. Fryern Community Association will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
2. The Fryern Community Association Safety Officer has overall responsibility for Health and Safety. The Contracts Maintenance Officer and the Caretaker (out of hours) are responsible for ensuring the day-to-day application of the policy to the Fryern Community Association amenities.
3. The FCA recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees (including voluntary helpers and others) who may be affected by the activities of the FCA.
4. The FCA will seek, as and when appropriate, independent, technical advice on Health and Safety to support in delivering the Employer's responsibilities for ensuring safe working conditions.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Sufficient information, instruction and training for employees and voluntary helpers to carry out their work safely.
3. Systems of work that are safe and with assessed and managed risks.
4. Access to specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, when known, to contractors to enable them to carry out their work in a safe environment for them and others that might be affected by the contractors' activities.
6. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
7. Care and attention to the health, safety and welfare of employees, voluntary helpers and members of the public who may be affected by the Fryern Community Association activities

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK as the Fryern Community Association Safety Officer:

1. Ensure he/she is informed of relevant Health and Safety policy legislation.
2. Advise the FCA on the resources and arrangements necessary to fulfil the Fryern Community Association responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health and Safety at Work Policy and to ensure that regular consultations are carried out with staff.
4. Ensure that arising issues of Health and Safety are reported to the parish clerk and discussed and resolved at the relevant committee meetings of the Parish Council.
5. Ensure that risk assessments are carried out for all new working practices and premises, with subsequent review if there are changes to the premises or practices to ensure that any necessary additional/corrective/protective measures can be implemented. These to be maintained in a file of risk assessments.
6. Make effective arrangements to ensure those voluntary helpers working for the FCA comply with the Fryern Community Association Health and Safety at Work Policy.
7. Maintain a central record of notified accidents.
8. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
9. Act as the contact and liaison point for the Health and Safety Inspectorate.

The Parish Maintenance Contracts Officer will:

1. Ensure that a system is put in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
2. Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances as well as provision of appropriate data sheets/COSHH data.
3. Implement emergency procedures i.e. evacuation in case of fire or other significant incident, by ensuring escape routes are well signed and kept clear at all times and that evacuation plans are tested from time to time and updated as necessary.

All employees, members and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care for their own Health and Safety, and use appropriate personal protective clothing/equipment especially if it has been provided for a particular activity.
3. Where appropriate, ensure that appropriate First Aid materials are available.
4. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
5. Not misuse any equipment, tools or materials so as to cause risks to Health and Safety for themselves or other people who may be affected by such activities.
6. Report any accidents or hazards to the Clerk or Contracts Maintenance Officer.

Construction (Design and Management) Regulations 2015

It is Fryern Community Association policy to comply fully with the CDM regulations and all other relevant health and safety regulations. It is the responsibility of all FCA employees dealing with "construction" work to ensure they are aware and understand their roles and responsibilities as stated within the regulations.

A full list of the CDM regulations can be found at <http://www.legislation.gov.uk/ukxi/2015/51/contents/made>

The industry guidance documents can be downloaded from <http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/>