

**Newburn Activity centre – Health and safety policy.**

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Newburn Activity Centre recognises and accepts its legal duty as an employer to ensure , as faras is reasonably practical, the health, safety and welfare of all of its staff and customers at the facility.

Newburn Activity centre is committed to providing a safe working environment as part of its core aims and objectives. Such an environment will enable an efficient and effective delivery of service.

Newburn Activity centre will pay particular attention to

: providing safe working practices and procedures on all aspects of the centre through regular revision and updating of operation procedures.

: Providing up to date COSHH data on all substances hazardous to health.

: Providing a healthy working environment

: Providing adequate welfare facilities

: Provide practical health and safety training to all staff.

: Provide adequate PPE and clothing. Where appropriate.

: Identifying and assessing the risks associated with the activities of the centre with the aim of eliminating or controlling the risks as far as reasonably practical.

Employees will take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions at work. They will cooperate with management so far as is necessary to enable them to comply with any statutory requirement imposed on them. And not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.



2, Responsibilities – General manger

The general Manger has ultimate responsibility for ensuring the health and safety and general welfare at work to all Newburn Activity Centre employees.

And will ensure through effective delegation to manager and staff, the effective implementation of the health and safety policy.

This will be achieved by

: Ensuring the adequate resources are made available to enable the policy to be implemented.

: Ensuring that health and safety is an integral part of the overall management culture by developing a positive attitude to health and safety among employees by visibly demonstrating commitment to achieving a high standard of health and safety performance.

: appoint a competent person to assist the organisation to apply the provision of health and safety.

: Ensuring the establishment and maintenance of health and safety management systems within all areas, which will ensure the assessment of risks and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to control the risks.

: Ensuring all employees are informed and made aware of their responsibilities and duties.

: Ensuring that the effectiveness of the health and safety policy and of the procedures in place are monitored on an annual basis or when there are any significant changes to the working environment.

: The general manager is also responsible for ensuring that those with delegated health and safety responsibilities carry them out effectively.

: Co-operating at all times with the employees in conjunction with the relevant manager to provide and maintain a safe and healthy working environment.

: Ensure that at least two fire drills are carried out each year.

: Ensuring the testing of the fire alarm weekly.

: Ensure that all accidents are correctly investigated and recorded within the accident book and that information is passed onto senior management.



3, Responsibilities – managers

: communication – adequate communication channels are maintained so that information concerning safety matters , including the results of risk assessments , which may affect any or all employees is communicated to them.

: Matters concerning safety raised by an employee are thoroughly investigated and where necessary, effective action is taken. Matters which cannot be effectively remedied are referred the general manager for advice and guidance.

: Regular meetings are held where any matters relating to health and safety may be discussed.

**Training**

: A training programme exists to instruct persons under your control in the requirements of the health and safety and in the safe systems of work relevant to their place of work and work activity.

: Persons under your control are adequately trained to carry out any task required of them in a sfe manner.

**Accidents and ill health**

All accidents, ill health or near miss incidents must be investigated, recorded and reported where necessary.

**Housekeeping**

: A safe means of access and egress to the workplace is provided

: The workplace is maintained in a clean and tidy with effective cleaning schedules implemented.

**Work Environment**

: Adequate provisions are made with respect to heating, lighting and ventilation.

: Sufficient work space is available to allow work activities to be carried out safely.

First Aid

: Adequate first aid provisions are available and maintained under the control of a competent person.

: There is a required number of trained and qualified first aid personal available,



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**Hazardous substances**

: Any hazardous substances that are used are transported, stored and or handled are done so correctly and in accordance with centres procedures

**PPE**

: All items of personnel protective equipment are suitable for their application, adequately maintained and in good condition.



4, Responsibilities – employees

: Employees will inform the manager of any situation or condition at work, which he or she considers to be unsafe, unhealthy or could become unsafe.

: Have a regard for their own safety and welfare and that of others that may be affected by their actions or omissions at work.

: Not indulge in any activities that could create a hazardous or unsafe condition, which could compromise either themselves, other employees, or equipment.

: Adhere to the procedures and safe working practices.

: Properly use, maintain and store the PPE supplied by Newburn Activity Centre

: Immediately report any accident, incident or dangerous occurrence, regardless of severity to their manager so it can be investigated and all reasonable and practical measures can be taken to remove or minimise the cause.

: Not indulge in any kind of horseplay.

: Not drink any form of alcohol in the workplace or enter the workplace in an intoxicated condition.

: Employees must act with due care for their own safety and that of any other person including members of the public, who may be affected by their acts.

: Cooperating with managers to enable the centre to comply with any health and safety legislation or other relevant legislation that may be in force.

: In accordance with risk assessments, use correctly and for intended purpose.

: Report any injury, dangerous occurrence or disease contracted to their manager immediately. To allow the incident to be recorded and where necessary investigated.

: stopping any work activity where the employee genuinely believes there is a risk of injury or immediate danger to themselves.

: Maintain all areas to a satisfactory and safe standard.



5, General arrangements

**Information, instruction and training**

The health and safety training provided is specifically aimed at providing knowledge, skills and attitudes to perform their duties successfully. This should be supplemented by specific training such as on the job training, formal training and by written instruction.

: Newburn activity Centre recognises that additional training may be required on an ongoing basis. Such training could include

Fire safety, manual handling, first aid, COSHH

**Communication**

Newburn activity Centre will communicate with employees on health and safety by one or more of the following. Verbal instruction, email, meetings and notice boards.

**Cleanliness**

All employees to work in a safe and tidy manner. Toilets, washing facilities and drinking water are provided for your comfort and convenience. Please keep them clean and sanitary.

Keep rooms clean, do not leave debris, food scraps etc accumulate.

Spillage of any liquids should be cleaned up immediately

All debris and waste must be disposed of safely and as soon as it is practically possible to do so. At no time should waste materials or equipment be a danger to you, other employees or customers.

Materials and equipment must be stored safely and areas regularly inspected that it is not becoming untidy.

**Waste disposal**

For unusual types of waste, review risk assessments and COSHH/data sheets

Non-hazardous waste should be disposed of into a skip or appropriate container as soon as practical and should not be allowed to build up and create a hazard.

Safe stacking and storage

All materials, products and equipment should be stored in a manner that does not create a hazard.

Safe passage should be maintained at all times

Materials should be kept away from doorways and fire exits and should be stored safely when not us



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**Passageways and exits**

All exits and passageways are to be kept clear at all times unless there has been prior notification to management and all those affected have been informed for their own safety.

All fire exits should be adequately lit and marked with the correct signage.

**Visitors and members of the public**

All visitors are required to sign in on arrival. Visitors must follow our safety guidelines as well as their own company risk easements/procedures

**Welfare**

Newburn Activity Centre must provide a suitable toilet and washing facilities and request that employees ensure that they maintain these facilities in a suitable hygienic condition.

Supplies of drinking water are available, all clod water taps provide suitable drinking water.

**First aid**

Sufficient numbers of trained first aid persons and equipment to deal with accidents and injuries will be provided.

In all cases a sufficient number of first aiders should be designated.

It should be noted that health and safety ( first aid ) regulations 1981 only place legal responsibility on employers to provide first aid for their employees.

Additionally Newburn activity centre are equipped to meet the first aid requirements of persons other than employees. This could be customers/contractors/visitors

Accident and incident reporting

Accident reporting must be followed and all accidents/incidents to employees and others must be recorded in the accident book. Managers are responsible for investigating all accidents, dangerous occurrences ort near misses. With the objective of identifying the cause and the appropriate steps to prevent a recurrence.

Safe operating procedures

Newburn activity centre recognises that it has a responsibility to provide a safe and healthy working environment.



**Safe operating procedures**

Newburn activity centre recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that safe operating procedures are developed, understood and followed.

Employees are reminded that failure to follow safe operating procedures correctly will be viewed as serious. And may be dealt with by disciplinary action

Where necessary safe operating procedures will be developed to supplement risk assessments.