

INSTITUTE

CIO No: 1181396

BORROWDALE INSTITUTE HEALTH & SAFETY POLICY

July 2021

APPROVED BY :

Name: Malcolm Stonestreet

Position: Chair of Trustees

Signed:

Date:

Review Date: July 2022

1. General Statement of Policy

This document is the health & safety Policy of The Borrowdale Institute, Rosthwaite, Keswick, CA12 5XB.

Our policy is to:

- a). Provide healthy and safe working conditions, equipment, systems and environment for Trustees, hirers, users and other visitors.
- b). Keep the institute building and equipment in a safe condition for all users.
- c). Provide such advice and information as is necessary for Trustees, hirers, users and other visitors.

It is the intention of the Borrowdale Institute Trustees to comply with all relevant Health & Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Borrowdale Institute Trustees considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

To this end the Trustees will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

Malcolm Stonestreet

Chairman

On behalf of The Trustees

July 2021

2. Organisation of Health, Safety & Environment

The Borrowdale Institute Trustees has overall responsibility for health, safety and environment at the Borrowdale Institute, Rosthwaite and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the Institute building come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chairman or Booking Secretary, as soon as practicable so that the problem can be resolved.

Should any equipment be damaged during use or otherwise found at fault a notice should be placed on it warning that it is not to be used and the Chairman or Booking Secretary informed as soon as practicable.

The following persons have responsibility for specific items:

First Aid Box:	Chairman
Reporting of accidents:	Chairman
Fire precautions and checks:	Treasurer
Electrical Checks:	Treasurer
Fire Risk Assessment:	Treasurer
Information to contractors:	Chairman
Information to Hirers/Users:	Community Development Worker
General maintenance:	Chairman
Cleaning and hygiene:	Community Development Worker
Insurance:	Treasurer
Waste contract	Treasurer
Management of records	Secretary

A plan of the building is attached indicating the location of electrical switchgear, oil boiler, fire exits, extinguishers and fire assembly point.

3. Arrangements and procedures

3.1 Licences

The Institute is licensed for the playing and performing of copyrighted music and associated media as licensed by the PPLL & PRS

The licence reference is **CUS-02100599** and the term is 1st July 2021 to 30th June 2022.

The Community Development Worker is responsible for holding and renewing the required licences.

3.2 Fire Precautions and Checks

The Trustees carried out a Fire Risk Assessment in February 2021 in accordance with the Regulatory Reform (Fire Safety) order 2005. This will be updated annually.

The Fire Risk Assessment is available on the Borrowdale Institute website.

The nearest telephone is located in the community room, if this is not accessible there is a public telephone adjacent to the public toilets within 50metres of the building. Fire should be reported to the emergency services on **999 or 112**, the post code of the Institute is **CA12 5XB**.

The person responsible for testing fire alarm and fire fighting equipment is the Treasurer.

The company responsible for maintaining and testing the fire detection system is:- Beacon Fire Protection Ltd, Unit6b, Redhills Business Park, Penrith, CA11 0DT, Tel: 01768 863551

The company responsible for maintaining the fire fighting appliances is: Westmorland Fire Extinguisher Company, 71 Harehills, Leeds, Tel:- 03453000440, westmorland@anderstore.com

It is the responsibility of the Hirer, user to ensure that in the case of the need to evacuate the building that they account for all personnel in order to satisfy themselves and the emergency services that all personnel are accounted for.

3.3 Checking of Equipment, Escape Routes and Fire Doors

Weekly: - Sounding alarm and checking operation of fire panel.

Monthly: - Checking escape routes are clear, clearly sign-posted and that fire doors open and close correctly and seals are intact. Testing of Emergency Lighting

Six Monthly- Testing of the complete fire detection system

Annually :- Examination of extinguishers.

3.4 Checks to other Equipment

Monthly:- First Aid Box, step ladders, escape lighting.

Quarterly:- Service of wheelchair lift

6 Monthly:- Gutters and drains, window cleaning, light cleaning.

Annually:- Electrical test to portable appliances, oil boiler and controls, locks, windows, terrace handrail.

3.5 Procedures in case of accidents

The location of location of the nearest Accident & Emergency/ casualty for minor incidents is Crossthwaite Road, Keswick. This is a small walk-in centre. Larger A&E departments are situated at West Cumbria Infirmary, Whitehaven which is 60 - 70 minutes drive or Penrith which is 40 minutes drive.

The First Aid Boxes are located in the Entrance Lobby and the kitchen. The person responsible for maintaining these is The Chairman.

The Accident Book is located in the Entrance Hall and must be completed whenever there is an accident.

The person responsible for completing RIDDOR forms and reporting accidents, dangerous occurrences or near misses in accordance with The reporting of Diseases and Dangerous Occurrences Regulations 1995 is The Chairman.

3.6 Safety Rules

The attached Standard Conditions of Hire for the building contain health & safety aspects. All hirers will be expected to read the conditions and should sign the hiring form as evidence that they agree to the Conditions of Hire.

The Standard Conditions state that all statutory or local regulations and rules for public safety must be observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not at any time be obstructed. Illuminated fire exit signs must be on for public entertainment.

A safety check is carried out by the Trustees as specified herein.

3.7 Use of Lift

The lift is primarily for the use of those personnel in a wheelchair or others who are incapable of ascending or descending the stairs unaided. The lift may be used by others with agreement with the Booking Secretary or the Trustees.

The maximum weight capacity of the lift is 4 person or 400kg.

3.8 Contractors

The Trustees will check with contractors (including self-employed) before they commence work that:

The contract is clear and understood by both parties

The contractors are competent to carry out the works and have the appropriate qualifications, experience, referees.

The contractor holds adequate public liability insurance (minimum £1m)

The contractor has seen the Health & safety File and is aware of any hazards which may arise.

The contractor does not work alone at height

The contractor has their own Health & Safety policy

The contractor knows who he should take instruction from and who should agree that work is complete and satisfactory

All electrical works shall be carried out to the current I.E.E. Regulations and by a qualified and certified tradesman

All heating works shall be carried out by a qualified and certified HETAS tradesman.

Where appropriate a hot work permit shall be utilised.

3.9 Insurances

The company providing Employer's Liability and Public Liability insurance cover is:

Allied Westminster

Policy :VH88/0047440/ BS70506

Renewal date:- 1st May 2021

The wheelchair lift has a separate Engineering Inspection policy, the details are:

Company:- Bureau Veritas (via Allied Westminster policy as above)

Reference: AV407428

Renewal date: 1st May 2021

The Trustees may from time to time take out specific insurances for specific tasks which may fall outside the normal cover.

3.10 Food Preparation and Food Hygiene

Preparation and selling of food for charity functions does not require certification or inspection by the Local Authority, however if food and beverages are to be prepared on the premises it shall be carried out in strict accordance with the Food Safety & Hygiene (England) Regulations 2013.

All areas shall be maintained in a clean and sterile manner, knives and chopping boards used only for their designated purposes and all waste removed from the premises and deposited in the correct bins outside of the building as waste is produced. waste shall at no time be allowed to accumulate.

3.11 Use by Schools and other organisations involving young persons

When the Institute is used by schools or other organisations involving young persons, this policy shall be supplemented by the Health & Safety Policy & Procedures of that organisation.

3.12 Waste Management

The Trustees shall make the necessary arrangements for the safe storage and removal of waste from The Institute in accordance with The Environmental Protection Act 1990. The Trustees shall make all necessary arrangements for the removal of waste Electrical and electronic equipment from The Institute in accordance with The WEEE Regulations 2012

3.13 COSHH Regulations

The Trustees shall ensure that no substances of a corrosive or otherwise potentially harmful nature are not brought into the premises or stored in the premises without a corresponding COSHH data sheet.

3.14 Provisions for Pandemics

The Trustees shall comply with and make all practical measures to comply with national and local regulations and arrangements during a medical pandemic. This shall include the provision and maintenance of any hand washing/sanitising equipment and any paperwork or procedures to comply with "Track & Trace".

3.15 Building Health & Safety File

The Trustees shall provide and maintain up to date a Health & Safety file for the building, the file shall, but not exclusively include:

Plans and layouts

Equipment details and data sheets

COSHH data sheets for materials used in construction

Data on proprietary items used in construction

3.16 Authorities

The following authorities may be of assistance in giving Health & Safety advice or be the enforcing body:

The Health & Safety Executive Tel:- 0300 003 1747 www.hse.gov.uk

Allerdale Borough Council, Allerdale House, Workington, CA14 3YJ

Tel:-03031231702

Cumbria County Council, Cumbria House, 117 Botchergate, Carlisle, CA1 1RD

RIDDOR: Incident Contact Centre, Caerphilly Business park, Caerphilly, CF83 3GG. Tel:0845 3009923. www.riddor.gov.uk