



LIST OF HEALTH & SAFETY DOCUMENTS – WINGS HALL

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HEALTH & SAFETY POLICY STATEMENT

Ref: H&S 101

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of Wings South West, Registered Charity No 1082938.

Wings South West recognise their responsibility to ensure, so far as is reasonably practicable, the health and safety of all their staff, volunteers, and service users, and have nominated the undersigned to control and review these matters.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe equipment and environment.
- To ensure safe handling and use of materials.
- To provide information, instruction and supervision for employees to enable them to recognise and minimise hazards to themselves and other persons and contribute positively to Health and Safety at work.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To have an auditable procedure and record of Health and Safety incidents and near misses.
- To review and revise this policy as necessary at regular intervals.

The implementation of the policy is the responsibility of all management and supervisory staff and only with the co-operation of every employee and within it, taking care of their own safety and that of other workers, can the Charity provide a safe and healthy working environment.

A copy of this statement is issued to all employees and is available on request by Wings Hall user groups.

Name

Signed
(On behalf of Wings South West Trustees)

Date

EMERGENCY INFORMATION

Ref: H&S 102

(To be issued to all staff and volunteers)

ACCIDENT

Our **first-aid** officers are the current Staff. Other recognised workers/volunteers are First Aid trained. The first-aid box, with the accident book placed below it, is situated in the kitchen.

In case of accident:

- Take appropriate first-aid action and consult first-aid officer immediately.
- Call doctor or ambulance if necessary.
- Report all accidents (however slight) in the accident book; completed entries should be given to the Administrator.
- Notify parent/carer if treatment is administered.

FIRE

See Fire Action Plan in Health & Safety Policy folder.

ILLNESS

Contact first-aid officer immediately, notify parent/carer and the doctor if necessary. The doctors' phone numbers may be found under 'Telephone Information for Staff' on the notice board in the Admin Office.

BREAK IN

Security representatives are Encompass 01237 472084; Police 101 or 999

SECURITY

The building is protected by an alarm system. Each employee is responsible for security in his or her own working area. This includes following the daily Opening and Closing Procedure.

INCIDENT

In the case of an incident, the Emergency Incident Plan must be followed, together with the Post Incident Plan. These procedures can be found in the blue folder entitled 'Policies and Procedures' on the shelf above the Administrator's desk.

TELEPHONE INFORMATION FOR STAFF

(Also found in the office)

Ref: H&S 103

Fire/Police/Ambulance 999 (non-emergency 101)

Bideford Medical Centre 01237 476363

Wooda Surgery 01237 471017

Encompass Security 01237 472084

Safeguarding Officer, Andy Best

Deputy Safeguarding Officer, Steph Fry.....

MASH (Multi Agency Safeguarding Hub)..... 0345 1551071

Emergency (out of hours) Social Services Duty Team 0845 6000388

Wings Hall 01237 472000

1st Aiders (see ref: H&S 104)

Andy Best. (Operations Manager)

Dan Bowser.....

Lucy Bowser

Wendy Lennon

Steph Fry (Education manager)

CEO

Paul Bowser.....

Trustees

Jo Sawle.....

Barry Jones.....

Vera Reason.....

Ian Rogers

Susan Ley

Anne Bowser.....

David Archer.....

Administrator (vacant)..... 01237 472000

Health & Safety Co-ordinator/appointed 1st Aider: Andy Best.....

FIRST AID OFFICERS

(See Hall notice board)

Andy Best

Dan Bowser

Wendy Lennon

Steph Fry

Lucy Bowser

These general arrangements are a supplement to the Wings South West Safety Policy.

1 ACCIDENT REPORTS **FONT IS NOT CALIBRI 12**

An accident is any unplanned event during any Wings Activity, however caused, which results in personal injury to a member of staff, volunteer or young person, or damage to property.

All accidents, however minor, are to be reported to the employee's/volunteer's immediate supervisor. Details should be entered into the accident book (kept below the first aid kit in the kitchen) and completed entries should be placed in the 4-drawer cabinet in the Admin Office. A Manager must be informed of the accident. If relevant, RIDDOR Form 2508 should be completed by the Chair of Trustees or deputy. If relevant, an incident report should be also completed and stored on the shared drive.

2 ACCIDENTS

In the event of an accident, the most senior responsible person present should:

- 2.1 Ensure a suitably qualified First Aider renders first-aid and, if in doubt, call an ambulance. First-aiders and first-aid equipment are available.
- 2.2 Stop the process or activity which caused the accident and preserve the plant or equipment for investigation.
- 2.3 Record the details of the accident in the accident book; give the completed entry to the Administrator and inform a manager about the accident. If relevant, RIDDOR Form 2508 must be completed by the Chair of Trustees or deputy.

3 NEAR MISSES

A near miss is any unplanned event which could have resulted in personal injury to a member of staff, volunteer or young person, but thankfully did not.

- 3.1 A near miss is any unplanned event which could have resulted in personal injury to a member of staff, volunteer or young person, but thankfully did not.
- 3.2 The completed report will be stored securely online and brought to the attention of the Trustees at the next meeting.
- 3.3 The Health and Safety Manager along with Trustees shall be responsible for noting any patterns of near misses and for amending any risk assessments if necessary.

4 INCIDENTS

An incident is any unplanned event, not necessarily involving injury to persons or damage to property where staff have admonished or disciplined a young person or a group of

young people or have concerns about a young person or a group of young people. Incidents should be reported to the Health and Safety Manager as for Near Misses, and the same procedure followed.

5 FIRE

In the event of the fire follow the instructions in the Fire Action Plan (Ref: H&S 107) doing the following:

- 5.1 Stay calm
- 5.2 Raise the alarm by shouting, and by breaking the glass at any of the 3 exits (the alleyway door, the disabled access door to the left of the stage, and the door near the kitchen).
- 5.3 Evacuate the building.
- 5.4 Disabled people should use the designated disabled access to evacuate the building into Lower Meddon Street. If it is not possible to use this exit, members of staff should assist the disabled person(s) to evacuate the building via an alternative fire exit. Where a Personal Emergency Evacuation Plan (PEEP) exists, this should be followed.
- 5.5 The most senior responsible person present should check that the building is clear to the best of their ability as he/she evacuates the building.
- 5.6 The assembly point is situated in St Mary's Church car park which is reached by leaving the building and walking down Lower Meddon Street, and then along the lane beside the church wall.

6 SICKNESS

In the event of feeling unwell at work, an employee/volunteer should notify his/her supervisor. If absent through sickness he/she should comply with the terms of his/her contract, as outlined in the Sickness Absence Management Policy. Where an employee is absent through sickness specifically due to an accident which occurred at work, a manager should be informed immediately to enable the relevant authorities to be notified if necessary.

7 EMERGENCY INCIDENTS

In the event of an incident such as a power cut, gas leak, water leak, or threats to the building (eg a bomb threat), the Emergency Incident Plan should be followed, together with the Post Incident Plan. These Plans can be found on the Notice Board in the Administration Office or in the blue folder entitled 'Policies and Procedures' on the shelf above the Administrator's desk.

8 OFF-SITE WORKING

If engaged in work for Wings at premises other than those owned/run by Wings, then health and safety will primarily be the responsibility of the person whose premises they are. When working off-site other than at premises, ie street work, consideration should be given to personal safety, means of communication in case of emergency, first aid cover, information instruction and training to perform the intended task. A risk assessment should be made.

THE LAW

Health and Safety at Work Act of 1974 Section 7 states:

It shall be the duty of every person while at work:

To take reasonable care for the health and safety of their selves and of other persons who may be affected by his/her acts or omissions at work; and employees must co-operate with their employers so that they can meet their legal obligations.

Health and Safety at Work Act of 1974 Section 8 requires that no-one, employee or not, shall either intentionally or recklessly, interfere with or misuse anything, whether plant, equipment, or methods of work, provided by the employer to meet their obligation under this or any other related Act.

WHAT IS AN EMPLOYEE'S RESPONSIBILITY?

- 1 Use the proper devices and facilities provided.
- 2 Work with Health and Safety in mind at all times.
- 3 Learn to recognise and report hazards.
- 4 Keep work areas clean and tidy at all times.
- 5 Never undertake work in a manner known to be dangerous.
- 6 Learn to lift and handle materials correctly.
- 7 Always observe safety codes of practice.
- 8 Come to work sensibly dressed for the job.
- 9 Report **all** accidents and near misses, however minor.
- 10 Be alert to electrical hazards.
- 11 Observe all warning signs and notices.
- 12 Ensure the No Smoking policy is enforced.
- 13 Work within the guidelines of Risk Assessments for each activity.

SPECIFIC RESPONSIBILITIES

- Overall responsibility for Health & Safety is that of the Trustees of Wings South West.
- Issues of Health & Safety relating to the Wings Hall are the responsibility of the Health & Safety Co-ordinator
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chief Executive Officer.
- All employees, volunteers and staff must:
 - > Co-operate with supervisors and managers on health and safety matters.
 - > Not interfere with anything provided to safeguard their health and safety.
 - > Take reasonable care of their own health and safety.
 - > Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
 - > Ensure the No Smoking policy is enforced.

HEALTH & SAFETY RISKS ARISING FROM WORK ACTIVITIES

- Risk assessments will be undertaken by the Health & Safety Co-ordinator or an experienced authorised member of staff.
- The Co-ordinator will be responsible for ensuring the action required is implemented.
- The Co-ordinator will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest, by the Health and Safety Co-ordinator. Records will be reviewed by Trustees.

CONSULTATION WITH EMPLOYEES

It is the responsibility of the Health & Safety Co-ordinator to consult directly with the employees.

SAFE PLANT AND EQUIPMENT

- Managers are responsible for identifying all equipment in their areas needing attention and then reporting to the Co-ordinator, who will in turn be responsible for ensuring that all identified maintenance is implemented.
- The Co-ordinator is responsible for ensuring effective maintenance procedures are drawn up as appropriate.
- Any problems found with equipment should be reported to the Co-ordinator.
- The Co-ordinator will check that new plant and equipment meets health and safety standards before it is purchased.
- The Co-ordinator is responsible for ensuring all electrical Portable Appliance Testing (PAT) is carried out.
- It is the responsibility of the Session Leader to ensure that Personal Protective Equipment (PPE) is supplied and used correctly where the need is identified by the Risk Assessment.

INFORMATION, INSTRUCTION AND SUPERVISION

- The Health and Safety Law poster is displayed on the Notice Board in the small room by the kitchen.
- Health and safety advice is available from the Co-ordinator.
- The Co-ordinator is responsible for ensuring that Wings' employees working at locations under the control of other employers are aware that they should request relevant health and safety information relating to those locations.
- The Co-ordinator has responsibility for the employees' health and safety training and supervision.
- Volunteers are to be trained and supervised by an appropriate Manager.
- Health and Safety training is provided for new staff and volunteers as part of induction and reviewed annually. Where a Risk Assessment requires it, Health and Safety Training and information will be given to students participating in new activities.

COMPETENCY FOR TASKS AND TRAINING

- Job specific training will be provided as appropriate.
- Training records for all staff are kept in their personal folder filed in the barn.
- Health and safety training will be identified and arranged by the Health and Safety Coordinator.

ACCIDENTS, FIRST-AID AND WORK-RELATED ILL HEALTH

- The First Aid Box is kept in the Kitchen.
- Wings' employees, volunteers and current first-aiders are as listed on the Wings Hall Notice Board.
- All accidents and cases of work-related ill health are to be recorded in the accident book, which is kept below First Aid Box. Completed entries should be given to the Health and Safety Coordinator
- The Trustees are responsible for the reporting of injuries, diseases and dangerous occurrences (RIDDOR) to the enforcing authority via RIDDOR Form 2508.

MONITORING

- To check working conditions, and ensure safe working practices are being followed, the Health & Safety Co-ordinator or a nominated person who carries out spot checks and inspections at regular intervals will report and submit these inspections to the Trustees.
- The Health & Safety Co-ordinator is responsible for investigating accidents.
- The Health & Safety Co-ordinator is responsible for investigating work-related causes of sickness absences.
- The Health & Safety Co-ordinator is responsible for acting on investigation findings to prevent a recurrence.

EMERGENCY PROCEDURES - FIRE AND EVACUATION

- The Trustees are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the senior staff member present every session prior to opening.
- Fire extinguishers are maintained and inspected annually by West of England Fire Protection Service, and visually checked monthly by the Co-ordinator.
- Emergency evacuation will be tested at least annually for staff only (see p14 of Risk Assessment).
- Fire alarms will be tested monthly by the Health and Safety Coordinator and recorded.

HIRING OF WINGS HALL

The designated responsible person for each user group of the Wings Hall will be issued with:

- The Fire Action Plan (ref H&S No 107 or if using the Media room, ref H&S 107A)
- Notes for those hiring the Wings Hall (ref H&S 109)
- Responsibilities of those hiring the Hall (ref H&S 110)

and asked to sign that they have read the relevant H&S documents (ref H&S 111)

FIRE ACTION PLAN – Wings Hall

Ref: H&S 107

➤ Fire Alarm Activation

The Fire Alarm may be activated by

- (a) Tampering
- (b) Automatic activation via heat or smoke detectors
- (c) Staff breaking glass at the fire alarm points at any of the three exits
 - The door next to the kitchen
 - The blue door into the alleyway
 - The disabled access door left of the stage

➤ In the case of alarm activated by a known trigger that is not a fire threat:

E.g. known false alarm caused by tampering or known contained cause such as: -

- Burned food in the kitchen
- Young person smoking beside smoke alarm
- (a) No evacuation is necessary
- (b) Give the password to the call centre when they phone the hall to prevent attendance by the fire brigade
- (c) Reset the fire alarm by using the key from the key cupboard to turn off the activated fire alarm point, and using the key fob to reset the alarm at the panel.

➤ In the case of a fire of an unknown trigger or non-contained nature:

- (a) Avoid panic
- (b) Alert staff by shouting and by breaking the glass at any of the three fire alarm points at the exits – this will be routed to the call centre who will contact the hall, and if there is no answer the fire brigade will attend
- (c) Commence evacuation procedure

➤ Evacuation Procedure:

- (a) All staff and visitors must evacuate the building by the nearest safe exit, shutting doors behind them to contain the fire. The staff member in charge should check the toilets and kitchen and leave last ensuring all personnel have left the building. He/she should ensure the register; volunteer register and visitor book are taken.
- (b) Evacuation of disabled people. If the disabled exit cannot be used, staff should assist any disabled people to leave, following their individual fire action plans (PEEP).
- (c) The building should not be re-entered until approved by Fire Brigade.
- (d) The assembly point is situated in St. Mary's Church car park which is reached by leaving the building and walking along the lane beside the church. Once reached, a roll call should be completed by the senior staff member.

➤ In the case of fire of a minor nature but with an unknown cause:

- (a) Avoid panic
- (b) Alert staff by shouting and by breaking the glass at any of the three fire alarm points
- (c) The building should still be evacuated - commence procedure
- (d) Staff who have received appropriate training should attempt to extinguish it using the appropriate extinguisher (see list of extinguishers on p 14)
- (e) The Fire Brigade should be called if the alarm was not activated.

FIRE ACTION PLAN- Upper Room

Ref: H&S 107A

In case of fire:

- **Avoid panic.**
- **Exit the room by returning down the stairs and going out through the designated fire exit (blue alleyway door at foot of stairs).**
- **If the fire prevents exit via the Alleyway Door, extinguishers are to be used to provide an exit path IF SAFE TO DO SO. If this is not possible, people should stay in the upper room with the fire door shut until the fire brigade arrive. Fire brigade should be informed of persons trapped upstairs and, if possible, communication should be kept with someone outside the building waiting for the fire brigade.**
- **Alert staff by shouting and by breaking the glass at any of the 3 exits:**
 - the blue alleyway door (at foot of stairs);
 - the door next to the kitchen;
 - the disabled access door, left of stage.

The Call Centre will request the attendance of the Fire Brigade unless advised not to by staff or hirers.

- **If the fire is of a minor nature**, only personnel who have received appropriate training should attempt to extinguish the fire using the appropriate extinguisher. **(see list of extinguishers on p 14)**
- **Do NOT re-enter the building until approved by the Fire Brigade.**
- **The assembly point** is situated in St Mary's Church car park which is reached by leaving the building and walking down Lower Meddon Street, and then along the lane beside the church wall.

IN THE EVENT OF FINDING SHARPS/SYRINGES IN OR AROUND WINGS PREMISES AND ANY SHARPS INJURIES

NB The term 'sharps' refers to needles, blades, scalpels, knives and other sharp instruments potentially contaminated with blood or body fluids. It is safest to treat ALL as contaminated.

1 If any sharps are found and are in a place where they cannot be touched by anyone (e.g. down a grated drain), LEAVE THEM ALONE.

1.1 Report in writing to the Health and Safety Coordinator who will action as appropriate and write a report for filing in the Incident Book.

1.2 Action to be taken by the Health and Safety Coordinator:

1.2.1 Telephone Torridge District Council (01237 428700) and request that they collect the sharps as soon as possible.

2 If any sharps are found and are in a place where they could be touched easily, they need to be removed for the safety of others. Take the following action:

2.1 Collect the Sharps Box, special gloves and 'grabber' from the Office.

2.2 Put on the special gloves, and carry the 'grabber' and Sharps Box to the area where the syringe/needle has been found.

2.3 Using the 'grabber' pick the syringe/needle up with the 'grabber' and place it into the Sharps Box. *Do not attempt to disassemble needles and syringes - dispose of as a whole.*

2.4 Replace the Sharps box, together with the special gloves and 'grabber', to the Office ensuring the box cannot be tipped over.

2.5 Report in writing to the Health and Safety Coordinator who will action as appropriate and write a report which is kept in the online Incident folder.

2.6 Action to be taken by the Health and Safety Coordinator:

2.6.1 Telephone Torridge District Council (01237 428700) and request that they collect the Sharps Box and replace it with an empty one.

3 Action to be taken if someone is pricked with a sharp:

3.1 Wash affected area well with soap under running water.

3.2 Allow wound to bleed freely.

- 3.3 Report immediately to person in charge at the time.
- 3.4 If the person affected is under 18, telephone the parents and tell them you will be taking the person to hospital (specify which one) and ask them to meet you there.
- 3.5 Take the person to North Devon District Hospital A and E for further assessment and advice. If the person is under 18, meet the parents there.
- 3.6 On your return, complete the Accident Book.
- 3.7 Report the incident and what action was taken to the Line Manager, who will take further action as appropriate and return the report to the Administrator for filing in the Incident Book.

If any worker is at all worried, they should seek the advice of their medical practitioner with regard to whether a Hepatitis B vaccination should be considered.

- 4 Any incident which has involved persons on project courses should also be further reported to Andy Best (Safeguarding Lead).**

Signed: Date:
CEO

NOTES FOR THOSE HIRING THE WINGS HALL

(Issued to all Hall users)

Ref: H&S 109

DISABLED ACCESS

The disabled access is through the silver double doors positioned to the left of the stage.

Please guide those who have difficulty with the steps at the main entrance towards this door, a little way further up the street.

TOILETS

Toilets (Inc. disabled) are situated through the silver half glazed double doors opposite the stage, and then turn left through the pale blue door.

KITCHEN

If the kitchen is to be used for food preparation, (other than for making drinks and for example, serving biscuits), someone with the appropriate Food Hygiene Certificate, must be present and the activity logged in the record book found on side of worktop.

ACCIDENTS

The First Aid Kit, with the Accident Book placed below it, is situated in the kitchen.

FIRE EXITS

- Main entrance into the Hall, i.e. next to the kitchen.
- Through the half glazed double doors left of the stage, then through the double doors with push bar facing you.
- Blue door at bottom of stairs onto alleyway.

RAISING THE FIRE ALARM

- Please see the Fire Action Plan (ref H&S 107)

FIRE EXTINGUISHERS

Fire extinguishers are placed in various places, marked, throughout the main hall and other rooms. Use only if suitably trained.

ASSEMBLY POINT

The assembly point is situated in St Mary's Church car park, which is reached by leaving the building and walking down Lower Meddon Street, and then along the lane beside the church wall.

Please appoint a person responsible for administering First Aid, and to take charge in the event of an emergency including evacuation.

PLEASE NOTE There is a **No Smoking** policy throughout the building.

USEFUL NUMBERS IN CASE OF NEED TO CONTACT WINGS' PERSONNEL



Or refer to Telephone information for Staff (Ref H&S 103)

RESPONSIBILITIES OF THOSE HIRING THE WINGS HALL

(Issued to all Hall users)

THE LAW

Health and Safety at Work Act of 1974 Section 7 states:

It shall be the duty of every person while at work:

“To take reasonable care for the health and safety of their selves and of other persons who may be affected by his/her acts or omissions at work; and employees must co-operate with their employers so that they can meet their legal obligations”.

Health and Safety at Work Act of 1974 Section 8 requires that no-one, employee or not, shall either intentionally or recklessly, interfere with or misuse anything, whether plant, equipment, or methods of work, provided by the employer to meet their obligation under this or any other related Act.

WHAT IS THE HIRER’S RESPONSIBILITY?

1. Use the proper devices and facilities provided.
2. Report hazards to a Wings staff member.
3. Keep the area clean and tidy at all times.
4. Never undertake activities in a manner you know to be dangerous.
5. Lift and handle materials correctly.
6. Always observe safety codes of practice and Risk Assessments.
7. Report **all** accidents, however minor, in the Accident Book.
8. Be alert to electrical hazards.
9. Observe all warning signs and notices.
10. Ensure the No Smoking policy is enforced.
11. If schools use the Hall, there must be a member of staff present at all times.
12. DBS reference numbers will be required for staff of those organisations working with Young People or children in the Hall.

DISABLED USERS AND HIRER'S RESPONSIBILITY

- a) The person(s) in charge of such groups must be aware of the layout of the buildings, the locations of fire exits, first aid equipment, fire action plan and persons to contact in the event of an emergency.
- b) The person(s) in charge should make their own risk assessment based on the number of trained staff available, number of disabled persons using the premises, the severity of the disablement (s), activities being undertaken/supervision provided and ability to evacuate the building or deal with any emergency that may arise.



The Wings Hall
Lower Meddon Street
BIDEFORD
EX39 2BJ

Tel: 01237 472000

AGREEMENT FOR HIRING THE WINGS HALL

Ref: H&S 111

**We agree to abide by the rules and regulations covering use of the
Wings Hall, and have received the following documents:**

- | | |
|--|---------------------------|
| • <i>Fire Action Plan – Wings Hall</i> | <i>Ref No H&S 107</i> |
| • <i>Notes for those Hiring the Wings Hall</i> | <i>Ref No H&S 109</i> |
| • <i>Responsibilities of those Hiring the Wings Hall</i> | <i>Ref No H&S 110</i> |

Signed

Name

On behalf of
(If an organisation)

Date

Please note:

Two copies of this form will be required for signing:

- **One copy** to be retained by Wings South West.
- **One copy** to be retained by the individual or organisation hiring the Wings Hall.