

This is the statement of general policy and arrangements for:	Brighter Futures Community Facility
--	--

Overall and final responsibility for health and safety is that of:	Shane Owen
---	-------------------

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Employees
---	------------------

Statement of general policy	Responsibility of	Action / Arrangements
------------------------------------	--------------------------	------------------------------

As detailed within the Health & Safety Policy	HSE and all employees on duty.	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed regularly by HSC and employees.
---	--------------------------------	---

To provide adequate training to ensure employees are competent to do their work.	HSC to ensure annual training and CPD. Training plan/matrix reviewed annually. Volunteer coordinator to provide induction, training and CPD to volunteers.	Staff and volunteers given necessary health and safety induction and provided with appropriate training. Additional training on job specific roles is provided to all staff.
--	--	--

To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	HSC	Staff routinely consulted on health and safety matters as they arise at regular team meetings and via reporting/review of near misses and accidents.
---	-----	--

To implement emergency procedures - evacuation in case of fire or other significant incident. See fire and flood risk assessments on our website.	Designated Fire Safety Officers/marshal's Checks recorded in the fire log by caretaker Fire Risk assessment by Adrian Townsend (QTS)	Escape routes well signed and kept clear at all times. Emergency lighting and fire warning system checked regularly. Evacuation plans are tested from time to time and updated as necessary, then recorded in fire log book.
---	--	--

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	HSC with partnership from employees for each activity	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in various topics under H&S. All policies and guidance available both on-site and on-line
---	---	--

Health and safety law posters are displayed:	Office, Kitchen & Workshop
--	----------------------------

First-aid box's and accident books are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Main room (bar), kitchen, office and workshop
---	---

Signed:	<i>SA Owen</i>	Date:	14 - 07 - 2023
---------	----------------	-------	----------------

Subject to review, monitoring and revision by:	HSC and Trustees	Every:	12	months or sooner if work activity changes
--	------------------	--------	----	---

Brighter Futures: General Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Score
Slips and trips	Staff, volunteers and visitors may be injured if they trip over objects or slip on spillages	General good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Areas kept clear (e.g. no boxes left in walkways). Spillages cleaned promptly, wet floor signs utilised. Floors and carpets maintained in good condition. Daily checks are completed and recorded by employees prior to opening.	Ensure all are aware of their responsibilities for pre session checks and completion of session plans. Ensure building caretaker undertakes daily checks and records findings. Ensure the building repair schedule is monitored on a regular basis at Trustee meetings.		Every 12 months for policy review and monthly internal audits.	4
Fire & Flood	Staff, volunteers and visitors/. Potential fatal injuries from burns and/or smoke inhalation.	Regular checks of emergency lighting, alarm system and firefighting equipment. Practice evacuations. Fire risk assessment, management and recovery plan in place. Text and email flood warnings received on works devices from NRW. Flood plan and flood consequences assessment completed	Staff training courses are currently up to date with CPD planned. Ensure actions highlighted in Fire and Flood assessments are adhered to. Continue to work with QTS on ensuring the Fire Risk Assessment recommendations are completed.	HSC to monitor and review training annually. HSC to work through action points within the FRA and consult with Andrian if required.	Every 12 months for policy review and monthly internal audits.	4
Asbestos	Staff, volunteers and visitors through inhaling fibers.	Checked during refurbishment of building and Risk Report completed by J B Monitor.	No further action required, refer to Asbestos report as required. (report is online and in the office.	HSC to review and/or inform workers on the report contents.	Review prior to any external works being completed to the rear of the property	2

Manual handling	Staff, volunteers and visitors.	Trolleys and lifts are available to move heavy objects. Staff and volunteers trained in correct lifting techniques. Ergonomics training provided for IT users.	No further action required.		Review annually	4
-----------------	---------------------------------	--	-----------------------------	--	-----------------	---

Stored equipment / Falling objects	Staff, volunteers and visitors.	All aware of correct techniques for storage and removal to minimize toppling hazard. Heavy objects stored at low levels.	No further action required.		Review annually	2
------------------------------------	---------------------------------	--	-----------------------------	--	-----------------	---

Hazardous substances	Anybody cleaning may risk skin irritation or eye damage. Vapors may cause respiratory issues.	Cleaning equipment clearly labelled, including irritant information and correct dilution strengths. COSHH paperwork/data sheets available PPE equipment available to minimise contact. Products stored securely in cleaning cupboard. paint kept in locked COSHH cupboard.	Monitoring of cleaners, encouraging them to report issues (e.g. skin irritations). Ensuring correct POE equipment is always available. Updating of policy if change of products. Replacement of 'irritant' products as much as possible.	Cleaner to ensure items are stored in lockable cupboards each morning and data sheets kept for any items that are new to be filed on OneDrive.	Review Monthly (report from Cleaner to Trustees).	4
----------------------	---	--	--	--	---	---

Electricity	Staff, volunteers and visitors. Risk of electric shocks and burns from faulty equipment and sockets.	Original installation and ongoing repairs completed by qualified electrician. Recent EICR inspection completed and works to address issues are being undertaken as funds allow. Portable equipment checked prior to any usage. Regular checks completed by staff and volunteers. PAT testing completed on an annual basis and items marked accordingly. Staff and volunteers aware of location of fuse box and cut off. DC power is clearly labelled (Solar install). Electrical Safety Training provided to key staff.	Continual monitoring of equipment, sockets and cables to ensure in good repair by staff. Contact details of emergency electrician made available to all who may require it. EICR recommendations to all be completed by December 2023	HSC to source funding to complete all recommendations from the EIRC and progress to be reported to Trustees on a monthly basis.		6
-------------	--	--	---	---	--	---

Working at height (e.g. changing lightbulbs)	Staff, volunteers and visitors may cause themselves injury through falling from height through use of incorrect equipment or misuse of ladder.	Appropriate stepladder available. Staff and volunteers made aware of correct usage, including pre-use checks. Instructions for safe usage available on side of ladder. Working at height training provided to staff. Where possible external contractors used for WAH	No further action required.	Ladder and LOLER safety training to be updated with Caretaker before winter. (HSC research possible drone purchase for gutter inspections)	Review in Nov 2023	6
--	--	--	-----------------------------	--	--------------------	---

<p>Violence and threatening behaviour</p>	<p>Staff, volunteers may suffer assault, threats and abuse from members of the public entering the building.</p>	<p>Staff trained to provide a polite, non-confrontational service. Use of entry system and self-locking front door to minimise risk. Contact details retained from all bookings/visitors and organisation who use the facilities. Personal alarms provided to staff Group contracts and rules displayed at sessions.</p>	<p>Report any incidents to the police and keep a log on-site. Conflict and de-escalation training should be renewed at next staff training event.</p>	<p>HSC to review with staff at team meetings.</p>		<p>4</p>
---	--	--	--	---	--	----------

Kitchen Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Score
Slips and trips	Kitchen users may be injured if they trip over objects or slip on spillages	General good housekeeping – goods and equipment stored safely. There are no trailing leads or cables. Spillages cleaned promptly, wet floor signs utilised. Floor maintained in good condition. Kitchen equipment maintained to minimise leaks. Suitable cleaning materials available. Appropriate footwear worn by users.	Ensure all are aware of their responsibilities. Continue regular inspections and record findings.			4
Fire	Kitchen users may suffer from fatal injuries from burns and/or smoke inhalation.	Regular checks of emergency lighting, alarm system and fire fighting equipment. Practice evacuations. Fire risk assessment, management and recovery plan in place. Fire blankets in place and serviced regularly	Staff fire safety training courses provided. Ensure actions highlighted in separate fire risk assessment are adhered to. Ensure all equipment unplugged when not in use.			4

Knives / other sharp kitchen equipment	Kitchen users may suffer from cuts	All trained to use equipment properly. Equipment stored safely when not in use. First aid box available. Access to knives restricted to staff and approved volunteers only.	No further action required.			6
--	------------------------------------	---	-----------------------------	--	--	---

Manual handling of heavy or bulky items	Kitchen users may injure back through poor lifting technique.	Trolleys and lift available to move heavy objects. Staff and volunteers trained on correct lifting techniques.	No further action required.			2
---	---	--	-----------------------------	--	--	---

Stored equipment / goods	All kitchen users	All aware of correct techniques for storage and removal to minimise toppling hazard. Heavy objects stored at low levels. Stock rotation is monitored by Catering staff weekly. 2 step ladder located in the store room.	No further action required.			2
--------------------------	-------------------	---	-----------------------------	--	--	---

Hazardous substances	Anybody cleaning may risk skin irritation or eye damage. Vapours may cause respiratory issues.	Cleaning equipment clearly labelled, including irritant information and correct dilution strengths. COSHH paperwork / Data Sheets available. All equipment available to minimise contact. Products stored	Monitoring of cleaners, encouraging them to report issues (e.g. skin irritations). Ensuring correct equipment always available. Updating of policy if change of products. Replacement of 'irritant' products as much as possible.			4
----------------------	--	---	---	--	--	---

		securely.				
--	--	-----------	--	--	--	--

Electricity	All kitchen users at risk of electric shocks and burns from faulty equipment and sockets.	Original installation and ongoing repairs completed by qualified electrician. Portable equipment checked prior to any usage. Regular checks completed by staff and volunteers. PAT	Continual monitoring of equipment, sockets and cables to ensure in good repair by staff. Contact details of emergency electrician made available to all who			4
-------------	---	--	--	--	--	---

		testing completed on an annual basis and items marked accordingly. Staff and volunteers aware of location of fuse box and how to switch off electricity supply in case of emergency. All equipment and sockets checked to ensure they are compatible with a kitchen environment.	may require it.			
--	--	--	-----------------	--	--	--

Working at height (e.g. changing lightbulbs, reaching high shelves)	Staff, volunteers and visitors may cause themselves injury through falling from height through use of incorrect equipment or misuse of ladder.	Appropriate stepladder available. Staff and volunteers made aware of correct usage, including pre-use checks. Instructions for safe usage available on side of ladder.	No further action required.			2
---	--	--	-----------------------------	--	--	---

Contact with hot oil, hot surfaces or steam	Kitchen users may suffer from scalding or burn-related injuries.	All trained in risks of release of steam and hot oil usage, emptying and storage. Heat-resistant gloves and first aid burns kit provided. Potential hot water risks highlighted by taps. Use of long-sleeved attire encouraged.	Ensure equipment is well-maintained (e.g. pan handles). Potential sources of heat clearly marked (e.g. water boiler, hot taps).			4
---	--	---	---	--	--	---

Workplace temperature	Kitchen users may suffer from ill health if they overheat in hot working conditions	Extractors in use to control air temperature. Chilled Drinking water available. Air fans available as	No further action required.			2
-----------------------	---	---	-----------------------------	--	--	---

		required. Various work clothing provided following PPE audits every six months.				
--	--	--	--	--	--	--

Gas appliances	Kitchen users at risk of serious/fatal injuries caused by explosion or release of harmful gas.	Appliances checked prior to use, and monitored during. All users made aware of location of gas isolation tap and how to switch supply off in case of emergency. Equipment inspections carried out on an annual basis	No further action required.	NOTE: All gas items now removed, Gas supply to be capped in August/Sept 2023 by British Gas.		
----------------	--	--	-----------------------------	--	--	--

Food preparation	Kitchen users at risk of poisoning themselves or others	Good practice is followed using SFBB. All equipment and surfaces thoroughly cleaned after use with appropriate products. Food is stored safely, with particular attention paid to high-risk products (meat and dairy stored appropriately in fridge). Food heated to sufficient temperature and stored out of the 'danger zone'. All users are informed of standards and safety requirements prior to commencement.	Maintenance of standards and regular monitoring. Denbighshire Food Hygiene team asked to attend and support BF with advice and guidance.			2
------------------	---	---	---	--	--	---

Yard Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Score
Slips and trips	Staff and users	<p>General good housekeeping – goods and equipment stored safely. There are no trailing leads or cables. Spillages cleaned promptly, wet floor signs utilised. Ice melting salts onsite, Floor maintained in good condition. Ramps in place for steps Rails installed where required None slip following installed on potentially slipper surfaces. Step and ramp to multiport area has none slip added. Weather check prior to use by group leaders. Water drainage installed</p>	Ensure all are aware of their responsibilities. Leaders to check prior to all sessions	Staff to check prior to all sessions. Ball stop netting to be purchased and installed	Dec 2023	4
Manual handling of heavy or bulky items	Users may injure back through poor lifting technique.	Trolleys and lift available to move heavy objects. Staff and volunteers trained on correct lifting techniques.	No further action required.			

First floor and Loft Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Score
Slips and trips	users may be injured if they trip over objects or slip on spillages	General good housekeeping Stair nosing fitted Handrail installed to stairs Loft stairs fitted with safety rails Lighting fitted into loft	Ensure all are aware of their responsibilities.			
Fire	Users may suffer from fatal injuries from burns and/or smoke inhalation if they can not evacuate the facility.	Regular checks of emergency lighting, alarm system and fire fighting equipment. Practice evacuations. Fire risk assessment, management and recovery plan in place.	Staff fire safety training courses provided. Fire rated doors fitted. Evacuation Chair located upstairs. Windows open outwards to flat roof Emergency ladder to be purchased Automatic extinguisher located under stairs	Emergency ladder to be purchased ASAP	As funds allow	

Risk Rating = Likelihood x Severity

S e v e r i t y	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
				1	2	3	4
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

- Catastrophic ■ STOP
- Unacceptable ■ URGENT ACTION
- Undesirable ■ ACTION
- Acceptable ■ MONITOR
- Desirable ■ NO ACTION



Hierarchy of Controls

Most effective



Least effective

