

General assessment - HSC last check/review: 14/12/2021

| | |
|--|--|
| 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: | Staff members and volunteers |
|---|-------------------------------------|

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

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

| | | |
|---|--|--|
| To provide adequate training to ensure employees are competent to do their work | HSC to ensure annual training and CPD via the training plan/matrix Training plan/matrix to be reviewed annually by Trustees 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 at: | Designated Fire Safety Officers/marshal's Checks recorded in the fire log by caretaker | Escape routes well signed and kept clear at all times. Emergency lighting and fire warning system checked weekly. Evacuation plans are tested from time to time, and updated as necessary. 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 | HSE with liaison from staff 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 safe handling/use of substances and documentation available. All policies and guidance available both on-site and on-line |
|---|---|--|

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

| | |
|--|---------------------------------------|
| First-aid box and accident book 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 and workshop |
|--|---------------------------------------|

| | | | |
|--------------------|--|----------------------|--|
| Signed: (Employer) | | Date: 18 - 09 - 2021 | |
|--------------------|--|----------------------|--|

| | | | | |
|--|------------------|--------|----|---|
| Subject to review, monitoring and revision by: | HSE 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. | Ensure all are aware of their responsibilities. | | | |
| Fire& Flood | Staff, volunteers and visitors/. Potential 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. | Staff training courses up to date Ensure actions highlighted in Fire and Flood risk assessments are adhered to. | HSC to monitor and review training annually. | Every 12 months. | |
| Asbestos | Staff, volunteers and visitors through inhaling fibres. | Checked during refurbishment of building and Risk Report completed by J B Monitor . | No further action required, refer to Asbestos report as required. | N/A | | |

| | | | | | | |
|-----------------|---------------------------------|--|-----------------------------|--|--|--|
| Manual handling | Staff, volunteers and visitors. | Trolleys and lift available to move heavy objects. Staff and volunteers trained on correct lifting techniques. Ergonomics training provided. | No further action required. | | | |
|-----------------|---------------------------------|--|-----------------------------|--|--|--|

| | | | | | | |
|------------------------------------|---------------------------------|--|-----------------------------|---------------------------------|--|--|
| Stored equipment / Falling objects | Staff, volunteers and visitors. | All aware of correct techniques for storage and removal to minimise toppling hazard. Heavy objects stored at low levels. | No further action required. | Trustee on DIY days (quarterly) | | |
|------------------------------------|---------------------------------|--|-----------------------------|---------------------------------|--|--|

| | | | | | | |
|----------------------|--|---|--|--|--|--|
| 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 securely in cleaning cupboard. paint kept in locked COSHH cupboard. | 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. Ensure good supply of PPE | | | |
|----------------------|--|---|--|--|--|--|

| | | | | | | |
|-------------|--|---|--|--|--|--|
| 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. 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 to be 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. | | | |
|-------------|--|---|--|--|--|--|

| | | | | | | |
|--|--|---|-----------------------------|--|--|--|
| 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. | No further action required. | | | |
|--|--|---|-----------------------------|--|--|--|

| | | | | | | |
|------------------------------------|---|--|--|--|--|--|
| Violence and threatening behaviour | Staff, volunteers may suffer assault, threats and abuse from members of the public entering the building. | 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. | Report any incidents to the police and keep a log on-site. | HSC to review with staff at team meetings. | | |
|------------------------------------|---|--|--|--|--|--|

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. | | | |
| 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. | 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. | | | |

| | | | | | | |
|--|------------------------------------|--|-----------------------------|--|--|--|
| 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. | No further action required. | | | |
|--|------------------------------------|--|-----------------------------|--|--|--|

| | | | | | | |
|---|---|--|-----------------------------|--|--|--|
| 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. | | | |
|---|---|--|-----------------------------|--|--|--|

| | | | | | | |
|--------------------------|-------------------|--|-----------------------------|--|--|--|
| 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. | No further action required. | | | |
|--------------------------|-------------------|--|-----------------------------|--|--|--|

| | | | | | | |
|----------------------|--|---|---|--|--|--|
| 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 securely. | 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. | | | |
|----------------------|--|---|---|--|--|--|

| | | | | | | |
|-------------|---|--|--|--|--|--|
| 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 | | | |
|-------------|---|--|--|--|--|--|

| | | | | | | |
|--|--|--|-----------------|--|--|--|
| | | 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) | 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. | | | |
|--|--|--|-----------------------------|--|--|--|

| | | | | | | |
|---|--|---|---|--|--|--|
| 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). | | | |
|---|--|---|---|--|--|--|

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

| | | | | | | |
|----------------|--|--|-----------------------------|--|--|--|
| 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. | | | |
|----------------|--|--|-----------------------------|--|--|--|

| | | | | | | |
|------------------|---|--|--|--|--|--|
| 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. | | | |
|------------------|---|--|--|--|--|--|

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 | 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. Ice melting salts onsite, Floor maintained in good condition. Ramps in place for steps Rails installed where required | Ensure all are aware of their responsibilities. | | | |
| 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 | 5 |
| | | | Improbable | Remote | Occasional | Probable | Frequent |
| | | | Likelihood | | | | |

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



