**WRITTLE COMMUNITY ASSOCIATION GENERAL POLICY & RISK ASSESSMENT**

*The Writtle Community Association is committed to protecting the safety and health of its employees, contractors, customers, the community and other third parties in relation to its activities, so far as is reasonably practical. Its policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and contractors and to provide such information, training and supervision as is needed for this purpose. It is committed to continuous review and improvements of its management and health and safety, taking into account new legislation and changes in work practices. The policy will be amended as changes arise. All employees and contractors are to make a positive contribution to health and safety matter and will be actively involved in policy matters, practices and procedures.*

*The allocation of duties for health and safety and the implementation processes for these are set out within this policy and risk assessment document. Writtle Community Association will use suitable methods to communicate health and safety to all relevant personnel and all employees and contractors are required to read and understand this policy which is provided to them at their appointment.*

*Responsibility for ensuring this policy is put into practice: WCA Committee and WCA Manager*

|  |  |
| --- | --- |
| Health and Safety Law: | Sheet available from WCA Manager |

|  |  |
| --- | --- |
| First Aid Box and Accident Book are Located: | Kitchen (First Aid) and Fire Documents Cabinet (Accident Book) |

|  |  |
| --- | --- |
| Challenge 25 Notices Displayed: | Entrance Hall and Bar |

|  |  |
| --- | --- |
| Consideration for Neighbours Notices Displayed: | Entrance Hall |

**Hazards relating to All Areas**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the Hazards?** | | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | | **Action by Who?** | **Action When?** | **Done** |
| Slips, Trips and Falls | | Users of the hall and car park may be injured if they trip over objects or slip on spillages.  Garden area has 2 raised metal plugholes, which the preschool gates set back into. These could cause trips, especially when the grass is long and users are unaware they are there. | General good housekeeping. All areas are well lit. There are no trailing leads or cables. Areas kept clear (e.g. no boxes left in walkways). Spillages cleaned promptly, wet floor signs utilised. Bar floor areas only washed out of hours staff know about proper use of detergents, correct detergent rates to avoid residue – wash, leave, rinse etc. Floors maintained in good condition. In the bar, drainage channels and drip trays provided where spills likely. | Ensure all are aware of their responsibilities.  Bright coloured covers or something similar for the plugholes, to make users aware of these so that trips are avoided. | | WCA Manager | Inspect regularly |  |
| Fire | | Anybody trapped could suffer potentially fatal injuries from burns and/or smoke inhalation. | Fire risk assessment, management and recovery plan in place. See separate documentation from Communicate UK. | Ensure the actions identified as necessary by the fire risk assessment are done. | | WCA Manager | Ongoing |  |
| Manual Handling | | Users may injure back through poor lifting technique and unstacking chairs which are very difficult to get apart could cause bruising or fingers to be trapped. | Trolleys available to move chairs. Notice displayed on inside of storage cupboards about lifting techniques and users informed of these. Bar stock stored at suitable levels so that correct lifting techniques can be used. Chair users advised to proceed with caution and new chairs will be purchased as soon as financially possible. | Consider trolley for moving tables but storage space may be limited. | | WCA Manager | ASAP |  |
| Stored equipment / Falling objects | | Users may be injured by stacked chairs or tables which could topple. | Users are aware they must stack chairs and tables to minimise toppling hazard. Heavy objects stored at low levels. Bar stock stored at suitable heights and arrangements so that objects will not be dropped or fall and cause injury. | No further action needed. | |  | N/A |  |
| Hazardous Substances | | Anybody cleaning may risk skin irritation or eye damage. Vapours may cause respiratory issues. Allergic reactions/ consumption of hand sanitiser or soap. | Cleaners are externally sourced and will have their own procedures. Users will bring their own cleaning equipment when necessary, which should be covered in their own risk assessments. Products kept on site are stored securely in cleaning cupboard. Glasswasher cleaner is kept behind the bar which is secured from public access and bottles are labelled with hazardous substance stickers for bar staff’s awareness. Bar staff told about skin care when washing glasses, handling dishwasher chemicals etc. PPE available. | Even though cleaners are external and provide their own products, they are aware of community centre procedures and asked to adhere to these. Users cleaning or using sanitiser are reminded to check for dry, red or itchy skin on her hands and, if finding any, to go to doctors for advice and to tell the WCA Manager. | | WCA Manager | Ongoing |  |
| Electricity | | Users risk electric shocks and burns from faulty equipment, sockets and installation. | Ongoing repairs completed by qualified electrician. Portable equipment checked prior to any usage. PAT testing completed on annual basis and items marked accordingly. Staff & volunteers aware of location of fuse box and how to switch off electricity supply in case of emergency. Hall users know they are responsible for any equipment used on site. | Continual monitoring of equipment, sockets and cables to ensure in good repair. | | WCA Manager | Ongoing |  |
| Gas | | 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 (located in the outside store where meters are displayed) and how to switch supply off in case of emergency. | Equipment inspections carried out on an annual basis. | | WCA Manager | Annually |  |
| Asbestos | | User could inhale fibres and cause damage to lungs. | New building built in 2020 so Asbestos check not required, as now illegal to use during construction of buildings. | No further action required. | |  |  |  |
| Windows and doors | | Windows open outwards at the bottom edge, giving easy access for a child to climb/ fall out. Glass door panels, which can be misleading as an open entrance and cause people to walk into them. | Window restrictors have been fitted to all windows with low bottom edge openings within a child’s reach. Marking now added to door to show that glass panels are in place. | No further action required. | |  |  |  |
| Car Park Barrier | | Users may injure themselves or others when operating the barrier due to it being a manually operated barrier that is not very well counterbalanced and could come down on top of somebody if not well controlled. | The barrier is locked in place to prevent general use. This can only be operated by the WCA Manager and WCA committee members who have been shown how to operate the barrier safely. A log is kept of people who have been shown how to use the barrier safely and are authorised to do so. Cleaners are advised to park in front of the barrier when it is locked into place closing the car park. | Consider training the cleaners of safe usage of the barrier if they are finding it difficult parking further away from the building because of bringing cleaning equipment in and out. | | WCA Manager | Ongoing |  |
| Working at Height (e.g. changing lightbulbs) | | Users 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 storage cupboard door. | Stepladder to be checked regularly and make users aware they are responsible for using stepladder safely. | | WCA Manager | Inspect 3 monthly |  |
| Noise | | Bar staff suffer hearing damage from live and recorded music. | Bands and DJs’ speakers located away from seating areas and bars. Staff allowed to take regular rest breaks in designated quiet area to reduce noise exposure. Acoustic screening available for rooms to be partitioned if necessary. Noise Limiter active during hires set at 90 decibels. | C Suitable ear plugs to be made available for staff if requested. (so that they can still hear drinks orders). | | WCA Manager | Ongoing |  |
| Violence and Threatening Behaviour | | Committee members, manager, bar staff, volunteers and tenants may suffer assault, threats and abuse from members of the public entering the building. | All bar staff are trained or advised to provide a polite, non-confrontational service. Contact details retained from all bookings and organisation who use the facilities. Staff adhere to legal requirement not to sell alcohol to intoxicated customers. Regular glass collection implemented during events. Cashing up done after hours/out of customers’ sight. | K Keep good liaison with local police and check latest advice. Report any incidents to the police and accident/incident log and alcohol refusal sale book kept onsite and updated if any occurrence takes place. | | WCA Manager | Ongoing |  |
| Workplace Temperature | Kitchen users may suffer from ill health if they overheat in hot working conditions. Building users may also suffer from overheating during hot weather conditions. | | Drinking water available.  Windows can be opened to let out steam/hot air. Extractor fan fitted. Regular breaks from kitchen advised to all users. Use of fans recommended during hot weather spells. | Air conditioning unit to be considered for main building in the future. No further action required. |  | |  |  |
| Water - Legionella | Users at risk of  causing Legionnaires Disease or Pneumonia, potentially fatal illnesses. | | Water Temperatures tested on a monthly basis making sure cold water is below 20c and hot water is above 50c. A log is kept for this. |  | WCA Manager | |  |  |

**Hazards relating to Kitchen and Bar**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the Hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by Who?** | **Action When?** | **Done** |
| Knives / other sharp  kitchen equipment | Kitchen users may suffer from cuts or equipment could be used inappropriately as a weapon. | Minimal knives are permanently kept on the premises. Users can bring their own knives for cutting cake, catering etc. and a knife can be brought in to use in the bar for cutting lemons/lime/fruit when it is functioning. Users must behave responsibly and knives are used at their own risk. Plastic knives are recommended where possible. Equipment is stored safely when not in use. First aid box is readily available. Incident/Accident Book available to note any occurrences. | No further action needed. |  |  |  |
| Contact with hot oil, hot  surfaces or steam | Kitchen users may suffer from scalding or burn related injuries. | Users informed of risks of release of steam and hot oil usage, emptying and  storage. Urns and kettles are not be moved or removed from the kitchen and kept out of reach of children. First aid box is readily available. Potential hot water risks highlighted by taps. Use of long sleeved attire encouraged. | Heat resistant gloves to be purchased. | WCA Manager | ASAP |  |
| Food preparation and storage | Users at risk of  poisoning themselves or  others. | Good practice is followed. 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’. Fridge and freezer temperatures checked on a daily basis and kept in a log book. | Maintenance of standards. No further action needed. |  |  |  |
| Ice Machine | Users at risk of  poisoning themselves or  others. | Ice machine to be cleaned and sanitized at the frequency recommended by the manufacturer. Scoops to be kept outside the ice machine on a tray. | Maintenance of standards. No further action needed. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject to Review, Monitoring and Revision By:** | WCA Manager | **Review Frequency**: | Every 12 months or sooner if work activity changes |