

# THAXTED DISABLED CENTRE

## Health and Safety Policy

### 1. PURPOSE

This policy has been prepared and published to reflect the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to Trustees, managers and volunteers.

### 2. RESPONSIBILITIES

- 1) The Chairman of the Centre has ultimate responsibility for the implementation of the Centre's policy.
- 2) The Centre Manager is responsible for the day to day safe operation of the Centre
- 3) All Trustees and volunteers are required to operate safely and within the confines of this policy.

### 3. PROCEDURE

1. The Centre will at all times maintain a First Aid kit
2. Whenever the Centre is open to members there will be a First Aider present
3. No medication will be administered by any volunteer (even first aiders) to members
4. There are defibrillators available at the Tennis Club and outside the Tourist Information Centre for use under instruction by emergency services
5. The Centre has been inspected by the Fire Service and all recommended equipment and safety requirements have been met. This includes provision of appropriate fire extinguishers and a fire evacuation button. Instructions on fire safety and evacuation are displayed inside the main entry door.
6. The Centre Manager will appoint a Fire Marshall who will:
  - Take responsibility for maintaining up to date fire evacuation instructions
  - In the event of a fire call the Fire Service
  - in the event of an evacuation will take the register of members in attendance and liaise with the Fire Service to confirm if any person is unaccounted for.
7. In the event of a fire there are 2 points of exit. The volunteers under the direction of the Centre Manager will help all members to vacate the building and meet at the gate to the meadow off the car park.
8. The Centre Manager and volunteers will not undertake any lifting or carrying role for which they are not equipped, trained or fit.
9. No member of the Centre team will use specialist or maintenance equipment which is provided for use by tradespeople/contractors who may be requested to undertake jobs in the premises.
10. A step ladder is available for use at low level heights (to stand at 1 metre maximum above floor level)
11. The Centre maintains an accident record book which is held in the office.

#### **4. TRAINING**

The Centre will provide training as necessary for the Centre Manager and any other individual with specific responsibilities under this policy.

#### **5. MONITORING**

Monitoring will take place during normal Trustee visits to the Centre and by the reporting of any incidents through to the Management Committee.

Adopted: