

The Sulgrave Club

Health and Safety Policy and Procedure

Purpose

The Sulgrave Club is committed to ensuring the health and safety of all staff, volunteers and young people arising from work-related activities. This policy and procedure outlines what the responsibilities of the Sulgrave Club and staff/volunteers are to ensure a safe working environment.

Legal Framework

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 (HASAWA), the Regulatory Reform Fire Safety Order 2005, the COSHH regulations 2002, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Covid-19

Regarding Covid-19, we will adopt health and safety arrangements in line with Health & Safety legislation and current government guidance, and we will follow any sector specific guidelines issued by the National Youth Agency (NYA), to ensure the appropriate management of our premises and the safe delivery of our services.

Policy

Our statement of general policy is:

- To provide adequate control of the Health and Safety risks arising from our work activities.
- To consult with our employees and volunteers on matters affecting their Health and Safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction, and supervision for workers.
- To ensure all workers are competent to do their tasks and to give them adequate training.
- To prevent accidents and work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

Responsibilities

- The overall and final responsibility for Health and Safety lies with the Chairman of the Management Committee.
- The day-to-day responsibility for Health and Safety is delegated to the Club Manager.
- Health and Safety responsibility and responsibility for acting on concerns about health, safety, risk, and fire risk are also given to the Vice Chairman and to the Building Manager.

The Sulgrave Club will ensure:

- All employees, volunteers, and young people (where appropriate) are given induction training, as well as provided with appropriate supervision and support on all Health and Safety matters pertaining to the activities of the Club both on and off-site.
- Where specific jobs require specialist training, that specialist training will be provided.
- Before undertaking any activity with risk, young people will be given a safety briefing.
- All equipment provided is safe and acceptable for use by staff members, volunteers, and young people.
- The use of all potentially dangerous equipment (e.g., pool cues, gym equipment, knives, scissors, etc.) will be monitored by an appropriate staff member to prevent misuse and/or endangering persons present in the Club.

Employees and volunteers will ensure they:

- Cooperate with supervisors and managers on Health and Safety matters.
- Do 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.
- Monitor the relevant entrances to the building to ensure the Club remains secure.

Health and Safety risks arising from our work activities

Our approach to managing risk is via our Health & Safety Inspections and Risk Assessments.

Consultation with employees and volunteers

- We consult with our employees and volunteers through regular staff meetings.
- The employees' and volunteers' representative is Nick Sazeides.

Safe plant and equipment

The Building Manager will be responsible for:

- Identifying all plant / equipment needing maintenance and / or safe storage.
- Ensuring effective maintenance procedures are drawn up.
- Ensuring that all plant / equipment is covered by the Club's insurance.
- Ensuring equipment is safely stored in locked storage facilities.
- Checking that new plant and equipment meets Health and Safety standards before it is purchased.

The Cleaner will be responsible for:

- Clearing all spillages once the Club is closed.

- Removing and disposing of rubbish in the appropriate bins.
- Ensuring that surfaces for food preparation are left at a suitable hygienic standard before the next club opening.
- Ensuring hallways and stairwells are left clear of rubbish once the Club is closed.
- Ensuring all floor surfaces in the Club are cleaned with the appropriate equipment.
- Cleaning the Club toilets and making sure they are useable the next day.
- Filling in the relevant cleaning rota when all work has been completed.

The Club Manager will be responsible for:

- Ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported to the Club Manager.

Safe handling and use of substances (COSHH)

We looked at the use of chemicals in the workplace and established that we only use proprietary products such as paints and cleaning materials and confirmed that if the following points were followed, this would be enough to comply with the legislative requirements:

- Follow the usage instructions on the containers.
- Use and select personal protective equipment (PPE) as advised by the manufacturer.
- Follow the storage information, taking account of any particularly vulnerable group like children.
- Ensure this safety information is not obscured in any way.
- Instruct any employees or volunteers on the safe use of the chemicals including the requirement to use the relevant PPE.

Asbestos

- An asbestos register of known or presumed asbestos on site and a management plan for that asbestos has been drawn up and is maintained by the Building Manager. This register and plan will be made available to all contractors working on site.
- The Building Manager will ensure that only competent (and if necessary licensed) contractors follow the agreed safe methods when carrying out work that might disturb asbestos.
- Contractors will be asked to complete an asbestos safe operating procedure form and agree to a method of work that will not disturb asbestos, or if that is not possible, will ensure that any disturbance is properly controlled as required by the Control of Asbestos regulations 2012 and the standards in the HSE guidance and codes of practice.
- Contractors will be properly informed about asbestos in any part of the building they work in and given access to the asbestos register before commencing work involving drilling, cutting, or abrading of surfaces or any access to roof voids, suspended ceilings, floor ducts, or service ducts.

- Employees and volunteers are informed of the location of asbestos, instructed on the need to avoid disturbing it, and on the importance of closing off areas and reporting damage or defects.

Gas

All gas supplies should be installed by a Gas Safe Registered gas fitter. Gas supplies to appliances should be by fixed piping or armoured flexible tubing. Gas cylinders should be located outside buildings, secured, and protected from unauthorised interference.

Electrical Equipment

- Prior to use all portable electrical equipment should be visually inspected by employees or volunteers to identify any damage to the equipment, plug, or cable. If defects are identified, then the equipment is to be put out of use until it is checked to ensure safe operation, or the defect is remedied.
- Portable electrical equipment, including the personal property of employees and volunteers on Club premises, will be tested annually by a competent person. No equipment should be used unless it has been tested.
- The Building Manager will ensure that all electrical equipment is constructed and maintained to prevent danger as far as is reasonably practicable and complies with the standards detailed in the Electricity at Work Regulations 1989.

Display Screen Equipment

All employees and volunteers will be informed of the various ill-health conditions associated with the use of display screen equipment and the correct use of computers, positioning of desks, chairs, and screens etc. to avoid these problems.

Manual Handling

Manual handling is defined as the transporting or supporting of heavy or large items or lifting or supporting people.

- The Club Manager is responsible for informing employees and volunteers of safe lifting techniques.
- Employees and volunteers are reminded to reduce loads whenever possible and to seek assistance if necessary. Wherever possible manual handling will be avoided or done by mechanical means, so that the risk of injury is reduced.
- All employees and volunteers that carry out unavoidable manual handling tasks on a regular basis will be trained. Only employees and volunteers who have received manual handling training are to participate in tasks involving the lifting of persons.
- Under no circumstances will young people be allowed to move heavy items of furniture or equipment.

Lone Working

The Sulgrave Club recognises there will be instances where employees and volunteers will have to work alone and / or out of view of other colleagues. Please refer to the Club's "Lone Working Policy" which outlines what we consider to be safe professional practice when faced with lone working situations.

Staff:Child Ratios

Building based work

There should be a minimum of three staff in the building when working with children and young people of any age.

There should be a minimum of 1:15 staff to children when working with children in school years 3 to 6 in the building.

There should be a minimum of 1:20 staff to young people when working with young people in school years 7 and above in the building.

Off-site work

There should be a minimum of two staff when working off-site with children and young people of any age.

There should be a minimum of 1:7 staff to children and young people when working off-site with children and young people of any age.

Variations

Depending on the needs and abilities of the children and young people, and the nature of the work being undertaken, there may need to be more staff than the minimum specified above. This should be determined at the risk assessment stage for all activities.

Risk Assessments

Risk Assessments will be carried out for all activities by the Club Manager and one other member of staff. They will:

- Identify potential hazards associated with Club activities.
- Identify who could be at risk from those hazards.
- Identify how risks are managed at present and what further steps might be required to reduce risks further.
- Be recorded.
- Be reviewed annually.

Risk assessments should specifically consider the risks posed to young people under 18, pregnant and breastfeeding mothers, and individuals with disabilities or additional needs, identifying any additional controls that are required to be put in place.

Information, instruction, and supervision

- The Health and Safety law poster is displayed on the ground floor notice board located in the main entrance hallway of the Club.
- Leaflets and other information are available from the Club Manager.
- Safety information for children and young people should be displayed on the appropriate notice boards in the Youth Activity area of the Club.

- Health and Safety advice is available from the Chairman of the Management Committee.
- Supervision of workers and trainees will be arranged / undertaken by the Club Manager.
- The Chairman of the Management Committee is responsible for making sure that our employees and volunteers working at other locations under the control of other employers are given relevant Health and Safety information.

Accidents, Incidents, First Aid, and work-related ill health

- The first aid boxes are stored in the following locations:
 - ❖ Ground floor staff room
 - ❖ Ground floor kitchen
 - ❖ First floor sports cupboard
 - ❖ First floor office
- First aid kits for off-site work are also stored in the office.
- The Club Manager is responsible for re-stocking all first aid kits.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept by the Club Manager in the office.
- All incidents, other than accidents and cases of work-related ill health, are to be recorded in the incident book. The incident book is kept by the Club Manager in the office.

Reporting incidents and record keeping (RIDDOR)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 require employers and people in control of work premises to report certain serious workplace accidents, occupational diseases, and dangerous occurrences.

The reportable incidents under RIDDOR include:

- Workplace deaths (excluding suicide).
- Injuries to workers that result in incapacitation for more than seven consecutive days.
- Injuries to non-workers that result in them being taken directly to hospital for treatment, or specified injuries to non-workers that occur on hospital premises.
- Occupational diseases.
- Certain 'dangerous occurrences' (near-miss incidents).
- Incidents involving gases.

In reporting the incident, the following must be included:

- The date of the report.
- The date, time, and location of the incident.
- Personal details of the person reporting the incident; name, job title, DOB, contact number.

- Club details; name, address and contact details.
- Personal details of all those involved; name, job title, DOB, contact number.
- A thorough description of the injury, illness or occurrence.

Times and methods of reporting:

- Incidents should be reported online to the Health and Safety Executive (HSE) within 10 days of an incident.
- For fatal accidents or specified injuries reports can be made over the phone.
- Accidents resulting in incapacitation for more than seven consecutive days should be reported within 15 days of an incident.
- Cases of occupational disease should be reported once a confirmed diagnosis has been made.

For more detailed information, please visit the HSE website:

<https://www.hse.gov.uk/riddor/>

First aid training

There should be a minimum of one first aid trained member of staff present during all Sulgrave Club activities, both on and off-site.

First aid qualifications should be at the level of Emergency First Aid at Work (EFAW), First Aid at Work (FAW), or higher and provided by an accredited training provider.

First Aid training should be provided for all staff at least once every three years.

The appointed persons / first aiders are: *Nick Sazeides, Nataleigh Taylor*

Monitoring

The Club Manager is responsible for:

- Reporting relevant accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Investigating work-related cases of sickness absence.
- Acting on any incidents / investigation findings to prevent recurrence.

Fire and emergency

In the event of an emergency, the procedure is as follows:

- For the employee, volunteer or young person discovering the fire, they should notify the whole building by setting off the fire alarm if they have not done so already.
- All persons present on the premises should evacuate the building through the nearest available fire exit, leaving all personal belongings behind if necessary.

- All persons from the Sulgrave Club should assemble at 308 Goldhawk Road, where a register will be taken to ensure all persons present at the Sulgrave Club have left the premises.

Fire safety responsibility

- The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.
- Section 156 of the Building Safety Act 2022 requires all businesses to record a fire risk assessment and fire safety arrangements in full – regardless of size, sector, and no. of employees.
- It also requires every business to have a designated ‘Responsible Person’ who is responsible for ensuring the above. The Responsible Person may appoint an external supplier to carry out the fire risk assessment, but it must be carried out by a Competent Person.
- The Chairman of the Management Committee is the designated Responsible Person.
- Escape routes are checked by the Club Manager / Building Manager every week.
- The fire extinguishers are maintained and checked by Premier Fire Protection annually.
- Fire alarms are tested by the Club Manager / Building Manager every week.
- Emergency evacuation will be tested every six months by doing an evacuation drill.
- It will be the responsibility of the Fire Marshall on duty to notify the Fire Brigade in the event of a fire and pass all relevant information on to the Fire Brigade once they have arrived.

The appointed Fire Marshalls are: *Nick Sazeides, Nataleigh Taylor*

Personal Emergency Evacuation Plans (PEEPs)

A Personal Emergency Evacuation Plan (PEEP) is used to document how children, young people, and adults will be evacuated when they have difficulty responding to a fire alarm or escaping from a building unaided. Each PEEP must be specific to the individual and their needs. It must consider the following points:

- The individual. What is the issue and how can they be helped?
- How will they get to a place of safety (the fire assembly point)?
- What do we need to do in terms of equipment or procedures to help them?
- Do they need help to aid their evacuation?
- Do they / their parents or carers agree with the plan?
- Has it been properly communicated to all involved with the plan?

Not all risk can be completely mitigated, but it can be managed by identifying areas where evacuation might be problematic and providing relevant information and instructions.

When a PEEP is identified as necessary, it should be completed by the Club Manager at the earliest possible opportunity using the appropriate form attached. (Appendix A for a child or young person. Appendix B for an adult.)

Consultation and Commitment to Review

The Sulgrave Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers, and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and young people through a Youth Forum.

The employees' and volunteers' representative is Nick Sazeides.

This policy was updated, reviewed, and approved by the Management Committee of The Sulgrave Club at their bi-monthly meeting on Tuesday 7th May 2024.

Review date: May 2025

Appendix A: Personal Emergency Evacuation Plan – Child or Young Person

Appendix B: Personal Emergency Evacuation Plan – Adult

APPENDIX A

Personal Emergency Evacuation Plan (PEEP) Child / Young Person

Date of PEEP:					
Date to be reviewed:					
New PEEP (tick as appropriate)		Revised (change in circumstance)		Annual update	

Name of child / young person:	
D.O.B.:	
PEEP Lead:	
Those involved in developing the PEEP:	

Consider	Yes	No	Comments
Does the child/young person have difficulty identifying or reading emergency exit signs?			
Does the child/young person experience difficulties hearing the fire alarm?			
Is the child/young person likely to experience difficulties independently travelling to the nearest emergency exit?			
Does the child/young person experience difficulty using stairs?			
Is the child/young person dependent on a mobility aid for walking or a wheelchair?			
If the child/young person uses a wheelchair, do they have difficulty transferring from this without assistance?			

Can the child/young person raise the fire alarm upon discovering a fire?	Yes		No	
If no, detail the procedures agreed with the child/young person about how they will inform someone of this:				
How is the child/young person to be informed of an emergency evacuation?				
Existing alarm		Visual alarm		
Vibrating pager		Other (specify)		
Provide details of how the child/young person would know if there was a fire:				
Provide details of the Exit Route Procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included: (consider attaching a building plan with all routes clearly marked)				
Provide details of the persons designated to assist the child/young person in the evacuation and the nature of assistance to be provided by each person:				
Provide details of the methods of assistance (e.g. transfer procedures and methods):				
Equipment provided for use during evacuation: (include details of where this is stored)				
Training in use of equipment provided by:				
Persons receiving training:				
Date:				
Date to be reviewed:				
Comments:				

Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the child/young person and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for fire evacuation?		
Has the fire safety competent person informed all relevant staff of these arrangements?		

If no to the any of the above, please explain and detail next steps:

Record the length of time of practice evacuation:

I am aware of the emergency evacuation procedures and am in agreement with the plan set out above	Signature of parent/carer
I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis	Signature of Club Manager

The completed Personal Emergency Evacuation Plan should be held:

- **By the Club Manager (Responsible Person for Fire Safety)**
- **By the Fire Marshall (this may be the responsible person)**

APPENDIX B**Personal Emergency Evacuation Plan (PEEP) Adult**

Date of PEEP:					
Date to be reviewed:					
New PEEP (tick as appropriate)		Revised (change in circumstance)		Annual update	

Name of person:	
D.O.B.:	
PEEP Lead:	
Those involved in developing the PEEP:	

Consider	Yes	No	Comments
Does the person have difficulty identifying or reading emergency exit signs?			
Does the person experience difficulties hearing the fire alarm?			
Is the person likely to experience difficulties independently travelling to the nearest emergency exit?			
Does the person experience difficulty using stairs?			
Is the person dependent on a mobility aid for walking or a wheelchair?			
If the person uses a wheelchair, do they have difficulty transferring from this without assistance?			

Can the person raise the fire alarm upon discovering a fire?	Yes		No	
If no, detail the procedures agreed with the person about how they will inform someone of this:				
How is the person to be informed of an emergency evacuation?				
Existing alarm		Visual alarm		
Vibrating pager		Other (specify)		
Provide details of how the person would know if there was a fire:				
Provide details of the Exit Route Procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included: (consider attaching a building plan with all routes clearly marked)				
Provide details of the persons designated to assist the person in the evacuation and the nature of assistance to be provided by each person:				
Provide details of the methods of assistance (e.g. transfer procedures and methods):				
Equipment provided for use during evacuation: (include details of where this is stored)				
Training in use of equipment provided by:				
Persons receiving training:				
Date:				
Date to be reviewed:				
Comments:				

Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the person and the responsible person/designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		
Have any issues been satisfactorily resolved?		
Has a copy of this form been sent to the person responsible for fire evacuation?		
Has the fire safety competent person informed all relevant staff of these arrangements?		

If no to the any of the above, please explain and detail next steps:
Record the length of time of practice evacuation:

I am aware of the emergency evacuation procedures and am in agreement with the plan set out above	Signature
I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis	Signature of Club Manager

The completed Personal Emergency Evacuation Plan should be held:

- **By the Club Manager (Responsible Person for Fire Safety)**
- **By the Fire Marshall (this may be the responsible person)**