

# Leatherhead Community Association

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## Health and Safety Policy

Approved by council: June 2024

(Next Review: June 2025)

### Part 1 The Leatherhead Community Association's commitment to Safety

The Leatherhead Community Association (the "Association") is committed to ensuring that, so far as is reasonably practicable, all activities are carried out in such a way as to safeguard the health, safety and welfare of anyone and everyone associated with or affected by them. We will work to provide a safe and healthy working environment for our staff, (whether full time or part time, permanent or temporary), and others, (volunteers, visitors, contractors and members of the public).

We manage health and safety according to the guidelines provided by the Health and Safety Executive Plan, Do, Act Methodology and strive for continual improvement in how we do that through annual review of this policy and its application.

All staff and key volunteers will be made aware of the Health and Safety Policy. To help us achieve this commitment we require anyone covered by this policy to comply with all relevant aspects of it.

#### Meeting this Commitment

We will work to meet this commitment by:

- identifying and assessing significant hazards to which people will be exposed, and arranging and introducing specific measures to eliminate or reduce the risks arising from them;
- continuing to build, adopt and review a body of safe and healthy working practices, safety precautions and accident prevention procedures;
- providing a safe and healthy working environment, with suitable welfare support and first-aid facilities;
- ensuring that all volunteers and visitors are informed of the relevant health and safety requirements;
- ensuring that all contractors comply with the relevant health and safety requirements;
- promoting awareness of health and safety matters;
- collecting and analysing information on accidents, dangerous incidents and work related ill-health and using the information to review working practices;

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- keeping the policy under review and revising it when necessary;
- monitoring the implementation of the health and safety policy.

### **Our responsibilities**

The Association recognises and fully accepts its legal obligations under the Health and Safety at Work etc. Act 1974. The Association will aim to achieve 'best practice'.

The owners of the building, acting under the auspices of The Leatherhead Institute, are responsible for the maintenance of the building and its common parts, such as toilets, lift etc. and are the employer of the building caretaker. The Association is responsible for its equipment, furniture, catering, PAT testing (arranged by the Caretaker as part of his job remit for the LCA) and necessary decorating, equipment repairs or replacement.

The Association is responsible for its own activities and those of its hirers in ensuring that the provisions of this Health and Safety Policy are respected and, in addition, that there is no smoking, use of naked lights or introduction of other dangerous materials.

The organisation, arrangements and responsibilities for implementing the policy are detailed below.

This statement will be made available to all employees and key volunteers who work for the Association.

## **Part 2. Organisation of Health and Safety**

### **Council**

The Trustees have overall responsibility for Health and Safety in relation to The Leatherhead Community Association. In particular they:

- shall ensure there is an effective Health and Safety policy in place;
- shall give full support to this policy and any person implementing it;
- shall ensure the necessary resources are made available;
- shall review the policy and the effectiveness of its implementation annually;
- set a good example on Health and Safety matters.

### **Caretaker**

- shall ensure the policy is implemented and act as the Health and Safety Officer;
- set a good example on Health and Safety matters;
- countersign all Health and Safety related Risk Assessments.

### **Health and Safety Trustee/ LCA Representative**

The Health and Safety Trustee/ LCA Representative is responsible for the execution of this policy. In particular they will:

- keep up-to-date with legislation on Health and Safety;
- consult and communicate with all interested parties (staff, Trustees, volunteers, contractors and public) so enabling the Association to meet its legal responsibilities;

- ensure staff and key volunteers are fully aware of their obligations under this policy, are correctly trained and certified in all relevant areas and reviewed regularly;
- ensure inspections, risk assessments and records are up-to-date;
- ensure fire precautions are in place;
- be responsible for first aid assessment;
- Ensure that all accidents and incidents are reported and, if required, investigated
- Ensure that Hirers are aware of their obligations and responsibilities.

### **All employees, volunteers and hirers**

All personnel have a legal obligation to take reasonable care of their own Health and Safety and for that of others who may be affected by their actions or omissions e.g. colleagues, contractors, visitors. In particular they should:-

- comply and co-operate with the Association's procedures and Health and Safety rules
- identify and report to the LCA Office staff all building and equipment defects, problems and other concerns
- report additional hazards, accidents and near misses to the LCA Office staff
- complete additional Specific Risk Assessments when and where necessary, (with advice from the Health and Safety Officer as necessary)
- not interfere with or misuse anything provided for their health, safety or welfare
- use correctly all work items provided in accordance with their training and the instructions they receive to enable them to use items safely
- not undertake any work for which they do not believe they have been properly trained.

### **Accidents at work**

All staff and regular volunteers will be advised of the location of the first aid kit and accident book. All accidents at work must be entered in the Accident Book even if they seem trivial at the time. The Accident Book is reviewed on a regular basis to identify any additional actions that should be taken to minimise the potential for accidents in the workplace.

### **First Aiders**

The designated First Aider is: -

- **Max Watson**, the Leatherhead Institute's caretaker- 07860 648412

### **First Aid Boxes**

First aid kits will be provided by the Association, to be situated in both kitchens so as to be accessible to all persons using the building and will be regularly inspected and replenished.

### **Fire Protection**

Surrey Fire and Rescue Services ceased providing Fire Certificates after 2000, and passed responsibility to the owners of the building, who must arrange for a comprehensive fire risk assessment and the implementation

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of recommended actions, maintenance and testing of the fire alarm system, fire doors, fire extinguishers and any other associated fire safety systems.

Appropriate notices with Emergency Telephone Numbers and evacuation routes will be provided by the Association in all the rooms which it leases. Any building alterations may require these notices to be revised.

### **Food Hygiene**

The Association is registered with the Local Authority for the minimal amount of catering which takes place in the building's kitchens. The Administrator will ensure that:

- no raw or cooked food is left stored in cupboards or fridges, or left lying around;
- the caretaker, or cleaner as appropriate, have emptied the waste bins each day;
- fridges, microwaves and ovens are inspected regularly for safety and cleanliness.

### **Cleaning**

The Association has a contract cleaner who cleans the Association's rooms, kitchens, toilets and the common parts of the building. This cleaner is supervised by the LCA Trustees.

The owners of the building are responsible for the cleaning of the exterior of the building. Tenants of the building have a responsibility for cleaning their own areas of tenancy.

Several other health and safety arrangements are in place and these policies and procedures are reviewed regularly or when required due to operational need. The Leatherhead Community Association Health and Safety Manual contains all these arrangements. The Letherhead Institute has a separate Health and Safety Policy Statement which, if appropriate, should be read in conjunction with this document.

**LCA Trustees**