



**Newmarket Day Centre**

Reg. No. 1160955

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## **Section A**

### **POLICY STATEMENT**

**It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, volunteers, clients and visitors. To provide information, instruction, training and supervision as is needed for this purpose.**

**We also accept our responsibility for the health and safety of other people who may be affected by our activities.**

**Newmarket Day Centre hereinafter referred to as the Day Centre, actively seeks support from all volunteers, whatever their status, in achieving the objectives of this Health and Safety Policy (“the Policy”).**

**The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be reviewed annually.**

**The Policy is issued to all volunteers.**

**Signed: .....**

**Dated: 11<sup>th</sup> March 2015**

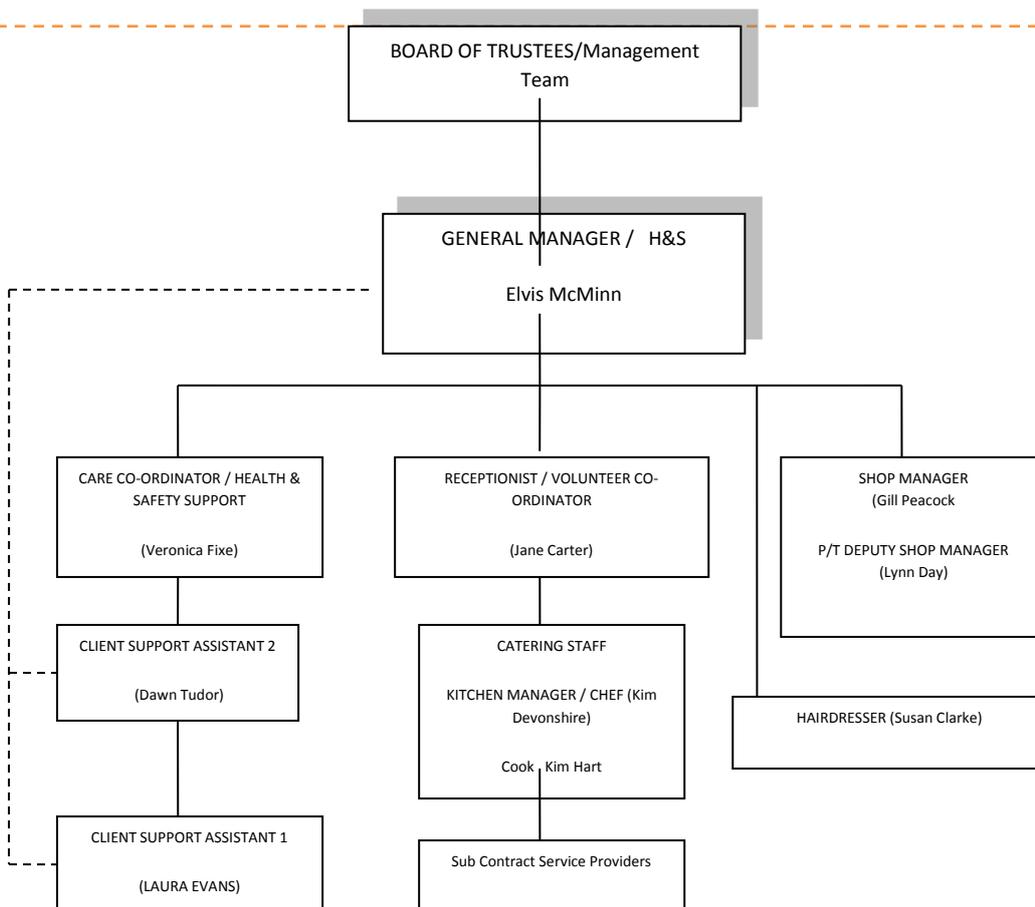
**Mrs E. McMinn General Manager**

**Policy Review**

This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

## SECTION B

### THE ORGANISATION OF RESPONSIBILITIES FOR IMPLEMENTING THE POLICY



### **Day to Day Health and Safety Responsibilities:**

- 1. The Charity General Manager is responsible for all day to day Health and Safety matters relating to the Newmarket Day Centre premises at Fred Archer Way, Newmarket, Suffolk, CB8 8NT (“the premises”).**
- 2. The Health & Safety representative is responsible for carrying out workstation risk assessments, copies of which should be forwarded to the General Manager.**
- 3. It is the duty of all volunteers while at work:-**
  - To take responsible care for the Health and Safety of himself / herself and of other persons who may be affected by his / her acts or omissions at work.**
  - To co-operate with supervisors and managers to achieve a Healthy and Safe workplace and to report to the appropriate person any Health and Safety problems which they are unable to resolve themselves.**
    - Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.**

**Any abuse of Health & Safety responsibilities by any volunteer may lead to the need of further training or dismissal.**

## **Monitoring the Health and Safety Policy**

The Health & Safety Committee Members are responsible for checking the Policy to ensure continued effectiveness, particularly that:

- Health and Safety responsibilities are being properly discharged
- Volunteers are working to established Health and Safety rules
- Volunteers are safety conscious

## **Health and Safety Budget**

A funding allocation will be made annually in the day centre budget for the purpose of Health and Safety, i.e. safety training.

## **SECTION C**

### **ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES**

#### **General Safety and Conduct of Volunteers**

Volunteers are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all volunteers. A declaration by the Volunteer must be signed when the Policy has been read and understood. Volunteers must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury.

#### **First Aid**

First Aid box is situated in the Kitchen & Care Co-Coordinator office.

**Appropriate signs are displayed.**

**The Qualified First Aiders are:      **Veronica Fixe (Care Co-Ordinator)****

**Elvis McMinn (General Manager)      **Kim Devonshire (Kitchen Manager)****

**Sue Clarke (Hairdresser)                      **Jane Carter (Receptionist)****

## **Accidents**

**If an accident occurs, it is the injured person's or the witness's responsibility to notify either the Qualified First Aid person,(see previous paragraph) the Care Co-ordinator, the Health and Safety representative or the General Manager, who will implement suitable action and record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the General Manager or Care Co-Ordinator.**

## **Safety Training**

**All volunteers are given induction training relating to evacuation procedures, accident procedures and the first aid procedures. Other training is carried out by various training providers according to individual need. Records of all training are kept in the Volunteers personal file.**

## **Communication**

**Health and Safety is an agenda item for Volunteer Committee Meetings which are normally held bi-monthly. All volunteers are encouraged to raise any matters of concern either by adding items to the agenda or at a meeting ,but if more urgent, to raise concerns with the General Manager, Health & Safety representative or Care Co-ordinator at any time.**

## **Smoking**

**Smoking is not allowed in any areas designated as part of the Day Centres work area, but smoking is allowed in designated area located at the rear of the building.**

## **Fire Precautions**

**Fire procedures are displayed on each floor of the premises. Fire drills are carried out at least annually. Following evacuation all volunteers should report to the assembly point, which is outside the main reception areas at Barlings Court on the green. The**

**General Manager & Kitchen Manager will act as Fire Marshals & will co-ordinate the fire drills. In the absence of either of these people then the Receptionist will act as Fire Marshal.**

**The fire alarm is tested weekly & recorded by the Care Co-ordinator, who also carries out monthly visual checks on all fire extinguishers.**

**All fire extinguishers are serviced annually the Alarm System serviced every six months by qualified contractors. All fire drills, checks and annual servicing are recorded in the Fire Log Book maintained by the Health & Safety representative.**

### **Personal Protective Equipment**

**If there is any need to use personal protective equipment that is considered necessary following risk assessments the main areas being the Kitchen and Hairdressing areas. You will be guided on the use of such equipment by either the Kitchen Manager or the Hairdresser. Failure to use Personal Protective Equipment could result in dismissal.**

### **Electrical Safety**

**All portable electrical appliances are checked annually by qualified electrical contractors. The installation is checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 16th Edition.**

**Health and Safety guidance for volunteers is displayed on the ground floor. All volunteers are named on the volunteer rota. Volunteers are given a badge to wear whilst on the premises and these are to be returned when leaving the premises.**

### **Manual Moving & Handling**

**The Day Centre follows the Health and Safety Executive guidelines for Moving & Handling no volunteer is expected to do any task without assistance if required. All volunteers who may be involved in physical handling will be trained in the correct procedures. Training records are maintained & are available for inspection.**

### **Display Screen Equipment**

**All volunteers will be informed of the various health conditions associated with the use of display screen equipment.**

### **Hazardous Substances & Risk Assessments**

**Risk Assessments have been carried out in the following subject areas:-**

**Fire hazards, Display screen equipment, Hazardous substances COSHH records**

**Assessment records are available for inspection.**

## **Female Volunteers of Child Bearing Age**

**Should any person in this category notify the Day Centre of their pregnancy, a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.**

## **Health and Safety Inspections**

**The work area has been assessed as low risk but an inspection will be carried out annually unless circumstances dictate otherwise.**

## **APPENDIX A**

### **Volunteers On-Site**

**All volunteers will notify their department head up on arrival and departure. Reason for is to ensure that at all persons on the premises can be identified in the event of an emergency.**

#### **Safety on Site**

**Keep all passageways clear of obstructions**

**Do not obstruct any Fire Exit**

**Keep all electrical leads tidy and ensure that they do not form an obstruction.**

## **APPENDIX B**

### **Fire and Emergency Evacuation**

**If you discover a fire, raise the alarm and then notify a member of staff.**

**When the fire alarm is raised everyone must evacuate the building and proceed to the Assembly Point, outside the front of the main reception area.**

**When evacuating the building, always do so by the nearest emergency exit, never run and do not stop to pick up personal belongings. Once clear of the building, proceed to the designated Assembly Point.**

**The receptionist on duty will take the signing in book & volunteer rota to the Assembly Point to enable the correct head count to be made. The Fire Marshalls will sweep the building and report to the Assembly Point.**

## **APPENDIX C**

### **Transport Drivers & Escorts**

**All drivers conducting transport duties for the Day Centre shall follow the Highway Code and all transport legislation rules and regulations. They will comply fully with the statutory speed limit and parking regulations as required by the blue badge guidelines.**

**Seatbelts will be used at all times and mobile phones will not be used whilst the vehicle is in motion.**

**Drivers will not operate vehicles, whilst they are under the influence of alcohol or drugs.**

**Escorts have the same responsibility as the driver for client safety and must not report for duty whilst under the influence of drugs or alcohol. Drivers & Escorts will always take care when assisting an individual to access or leave the vehicle. Employ suitable handling techniques and if in doubt seek assistance.**

## **APPENDIX D**

### **Hot Tray/Hot Plates**

**All Volunteers serving from the hot tray counter in the restaurant will take particular care regarding temperatures.**

**All Volunteers involved in the hot plate delivery service will take particular care regarding temperatures & advise service users at the time of delivery.**

## **APPENDIX E**

### **Kitchen and Restaurant**

It is only the Kitchen Manager who is responsible for ensuring that all SHARP objects are suitably stored and that safety devices are used whilst cleaning knives and any SHARP objects.

The Kitchen Manager will ensure that all kitchen volunteers have received suitable training in their job function, including hygiene and Health & Safety.

## APPENDIX F

### Fire Safety Policy

In the event of a fire raise the alarm: Safety is a priority. The main aim is to evacuate the building as quickly and as safely as possible:

**RECEPTIONIST:** To ring Fire Brigade on 999 and take Visitor Book and the Volunteer Rota to the Assembly Point

#### GROUND FLOOR

**Offices/Reception/Hallway/** The General Manager & Receptionist are to ensure that

**Toilets in Reception:** everyone is evacuated from these areas, through the main doors or fire exits and generally to assist with the evacuation of the rest of the building.

**Staff room/ Cloak room/** The Cooks are to ascertain the emergency situation and evacuate through the fire exist located at the rear of the building.

**Conference room/**

**Upstairs offices:**

**Dining room / Lounge Bar:** The Care Co-ordinator to evacuate everyone through nearest fire exits at front of building.

**Small Lounge area /** The Care Co-ordinator to evacuate everyone

**Conservatory:** through nearest fire exits at front of building.

**Bathroom / Disabled WC:** The Client Support Team: in the unlikely event that the bathroom cannot be evacuated, should call reception ensure the door is kept closed and a damp towel placed along the bottom of the door. Await further instruction.

**Hairdressers/Chiropodists:** Hairdressers / Chiropodists are to evacuate through fire exits at front or rear of building.

**Kitchen areas:** Cooks to close hatches and door between dining area and kitchen

to help isolate / contain fire. Kitchen personnel to evacuate through  
fire exits at the rear of building and or at side entrance.

**ASSEMBLY POINT:** Staff, Visitors, Volunteers, Clients, Sessional Staff, Placements  
to assemble on the grass outside Barlings Court, where a roll call will be taken.

**There are 12 Fire Extinguishers located in the building. Only use the extinguisher in the room in which it is located.**

**Wet Chemical (YELLOW):** 1 in Kitchen and 1 Fire blanket in kitchen

**Foam (GREEN):** 1 Upstairs, 1 in Reception and 2 in dining area

**Dry Powder (BLUE):** 1 on back landing, 1 in Laundry Room and 1 in Bar area

**Co2 Carbon Dioxide (BLACK):** 1 Upstairs, 1 in Hairdressers, 1 in Reception, 1 in the Boiler House.

**Be aware of your capabilities before attempting to use firefighting equipment.**

