



YR HEN YSGOL, DINAS HEALTH AND SAFETY POLICY

INTRODUCTION

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The Policy is in three sections:

- **General Statement of Policy**
- **Organisation and Responsibilities**
- **Arrangements**

The success of this policy will depend on the co-operation of everyone using Yr Hen Ysgol. It is therefore important that everyone reads this document carefully and understand the overall arrangements for health and safety.

GENERAL STATEMENT OF POLICY

Yr Hen Ysgol Health and Safety policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and facilities for all members, trustees, volunteers, users and others who may carry out work in the building.

We will also endeavour to provide information, training and supervision to ensure, as far as is reasonably practicable, the health, safety and welfare of all users, visitors and workers at Yr Hen Ysgol. The policy will be constantly reviewed and updated to satisfy Health and Safety Regulations by the Trustees in consultation with members and volunteers. Risk assessments will be carried out periodically by a competent person in all areas and activities within Yr Hen Ysgol in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

ORGANISATION AND RESPONSIBILITIES

Overall Responsibility

All health and safety matters relating to Health and Safety Regulations and health and safety policy are the responsibility of the Trustees.

The Chair of the Trustees together with the Health & Safety portfolio representative is responsible for implementing the health and safety policy on a regular basis. Specific responsibilities may be delegated to other volunteers as new projects emerge.

The responsibility of the Health and Safety Officer is to:-

- be familiar with Health and Safety Regulations and the health and safety policy of Yr Hen Ysgol and ensure that this is observed.
- ensure that Yr Hen Ysgol and its grounds are kept clean and tidy.
- ensure that emergency access and emergency lighting are all working.
- ensure that fire fighting equipment is in place with an inspection certificate.
- ensure that food hygiene regulations and procedures are observed.
- ensure that safe systems, safety equipment and protective clothing is used by all volunteers, workers and contractors where appropriate.

Responsibility of all members and volunteers

All members and volunteers have a responsibility to co-operate in the implementation of this health and safety policy and to take all reasonable care of



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themselves and others whilst in Yr Hen Ysgol building and grounds.

All members and volunteers must:-

- comply with the health and safety policy of Yr Hen Ysgol.
- comply with safety rules, operating instructions and working procedures.
- report all accidents, injuries, near misses or other potential safety hazards.
- report any faults or defects in the building, equipment or in the grounds.
- use protective clothing and safety equipment where this is required.
- not misuse anything provided in the interests of health and safety.

ARRANGEMENTS

Arrangements are in place to minimise, as far as is reasonably practicable, risks to the health and safety of members, volunteers, users, visitors and workers.

Accidents and First Aid

- the First Aid box and the Accident Book is located in the kitchen.
- all accidents are entered in the Accident Book and reported to the Health and Safety Officer who will take the necessary action.

Fire Safety

The Health and Safety policy must fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake to:-

- assess all fire risks in Yr Hen Ysgol.
- regularly check that the fire fighting equipment is in place, is serviceable and has been inspected and given a current fire certificate.
- check that the emergency lighting and fire alarm are in working order.
- check that a fire can be detected in a reasonable time and a warning given.
- check that people can get out safely through identified fire exits.
- check that those in the building know what to do if there is a fire.

If a fire is discovered - no matter how small: -

- immediately raise the alarm.
- check the building for occupants and evacuate all occupants to the designated assembly point in the car park.
- telephone the emergency services.
- If possible, but without taking personal risk, attack the fire using the appliances provided. If unsure which fire extinguisher to use, leave the building and ensure that all doors and windows are closed.
- ensure clear access for emergency vehicles.

Electrical Safety

- all portable electrical appliances are inspected, tested and approved.
- all plugs, connections, cables and sockets are inspected and approved.
- all remedial work and repairs is carried out by an approved electrician.
- any unsafe electrical equipment is removed.

All members and volunteers should note the following:-

- visually check all electrical equipment before use.



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- report all faults immediately to the Health and Safety Officer.
- refrain from using or repairing faulty equipment.
- bring only approved electrical equipment on to the premises.
- switch off and disconnect electrical equipment when not in use.
- avoid loose flexible cables becoming a tripping hazard.

Hazardous Substances

No hazardous substances are to be brought into Yr Hen Ysgol without the express permission of the Health and Safety Officer.

Safety of Plant and Equipment

- members and volunteers must not bring any plant or machinery into Yr Hen Ysgol without the permission of the Health and Safety Officer.
- members and volunteers must not operate plant or equipment unless they are trained or authorised to do so.
- ladders may only be used when they are safely held or secured.
- protective clothing must be worn if required.

Slips, trips and falls on floor, steps or paths.

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, in Yr Hen Ysgol building and grounds, regular inspections are made of all floors, steps, paths and the car park surface. Non-slip matting is provided in the entrance hallway to stop rainwater being carried into the building.

Lighting

Regular inspections are carried out to ensure that all the exterior, interior and emergency lights are working in Yr Hen Ysgol to allow safe access and exit to the building. The necessary safety precautions are carried out when replacing bulbs at high levels.

Preparation of Food

All members and volunteers are informed of the necessity to:-

- follow the regulations governing the preparation and storage of food.
- receive the necessary instruction, supervision and training.
- assess the risks in food preparation, heating and storage.
- clean, wash and disinfect all surfaces coming into contact with food.
- address any queries in relation to the kitchen or food preparation to the Trustees for further clarification.

Lifting, carrying and moving chairs, tables and other items

All members and volunteers are informed of the necessity to:-

- assess their capacity to lift, carry and move tables, chairs and other items.
- seek training in the use of trolleys
- ask for assistance where the task is too heavy.

Hazards in the Building

All members and volunteers are informed that: -

- the health and safety policy is designed to ensure that the building is as safe as is reasonably practicable in reducing the risks to the health, safety and welfare of all members and volunteers.



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- the building is regularly inspected and any defects noted and immediately reported to the maintenance manager or a Trustee.
- where necessary, temporary measures may be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- regular checks are made of all glazing in the building to ensure that there are no cracks or breakages and that safety glass is used in windows and doors where appropriate.

Child Protection

Yr Hen Ysgol is not directly responsible for children, but some of the Groups who hire Yr Hen Ysgol are responsible for children and they have should their own child protection policies.

Personal safety

A risk assessment needs to be made by any person working alone in Yr Hen Ysgol.

Contractors

Contractors, including the self-employed, must abide by the following:-

- have their own health and safety policy and provide a copy of the same.
- show that they have appropriate public and employer's liability insurance.
- comply with all the requirements of this health and safety policy.
- co-operate with Yr Hen Ysgol in providing a safe place of work.

Information and Enforcement

Environmental Health Service Information.

The Environmental Health Department is based at Pembrokeshire County Council, County Hall, Haverfordwest, Pembrokeshire SA61 1TP. Tel: 01437 764551.

Reviewed by Gareth Jones (H&S Representative) August 2023.