



**THE PARKS**  
Community Association

# TPCA Health and Safety Policy January 2018

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**PART ONE**  
**Health and Safety at Work Act 1974**

The Parks Community Association (TPCA) recognizes and accepts its health and safety duties as an employer for providing a safe and healthy working environment so far as is reasonably practicable for all its employees, under the Health and Safety at Work Act 1974, The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

**PART TWO**  
**Policy Objectives**

TPCA will take all reasonable practicable steps to meet its responsibilities, paying particular attention to the provision and maintenance of:

- a safe place of work and safe access to and egress from it.
- a healthy working environment.
- plant, equipment and systems of work that are safe.
- safe arrangements for the use, handling, storage and transport of articles and substances.
- sufficient information, instruction, training and supervision to enable all employees and volunteers to avoid hazards and contribute to their own safety and health at work.
- reasonably practical safe arrangements for protection against risk to the Health and Safety of the general public or other persons which may arise from TPCA's activities.
- making suitable and sufficient assessment of the risks to the Health and Safety of employees and of persons not in the employment of TPCA arising out of or in connection with TPCA's activities.
- making specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- providing information to other employers whose workers are on TPCA's premises of any risks to which those workers may be exposed.

**1. Management Responsibilities**

The Chairman is responsible for ensuring that the safety policy is carried out and that the responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

**2. Employee's Responsibilities**

It is the duty of all employees under Section 7 of the Health and Safety at Work Act to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions.

Every employee MUST:

- Take care of his/her safety whilst at Work
- Take care for the Health and Safety of all members of the general public who may be affected by his/her actions or omissions, with particular consideration for the needs of children and young persons and the elderly and infirm engaged in activities organized by TPCA.

- Comply with all safety instructions.
- Co-operate with TPCA so as to enable it to carry out its own responsibilities successfully.
- Not organize misuse nor interfere with any item provided in the interests of health, safety or welfare.
- Report at the earliest opportunity injuries, accidents or dangerous occurrences at work including those involving the public and participants in activities organized by TPCA.

### **3. Policy for Visitors and Contractors**

On arrival all visitors should be directed to the appropriate member of staff or host user/hirer of the building. This person will take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange to help in event of an accident.

Visitors and contractors must report any concerns relating to your own safety or suspected unsafe working practices by the contractors to the Duty Administrator or Caretaker who will investigate and liaise with TPCA and Bracknell Forest Council as appropriate.

### **4. First Aid and Accident Reporting**

- The first Aider for the premises is a representative for The Parks Community Association. This will be displayed on the first aid posters on site.
- For hirers, you will be responsible for providing your own, trained, first aiders (as appropriate).
- First Aid Boxes are provided in the clearly labeled bottom drawer beside the dishwasher in the main kitchen.

### **5. Accidents**

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for ‘ambulance’.
- All accidents must be reported to a member of staff or committee member immediately or as soon as practicable.
- All accidents must be entered in the accident book situated in the office.
- The procedures for ‘notifiable’ accidents as shown in Appendix A must be followed.
- A member of the committee will investigate incidents and accidents, writing a detailed report for the Association’s Management Committee to consider the actions necessary to prevent a recurrence.

### **6. Fire Safety**

Regulatory Reform (Fire Safety) Order 2005

The Council is responsible for carrying out the risk assessment on fire and will review this at least every two years unless there are changes to the building, design or use within that period.

Where there are changes then it is the responsibility of the Council to reassess the risk as it is a Council owned building.

The risk of fire within any of the community centres is very low as long as certain procedures are followed, i.e:

- The Community Association ensures that all electrical equipment held within the community centre is Portable Appliance Tested on an annual basis.
- When the Community Centre is hired out to private users that all equipment used on site has a current Portable Appliance Test Certificate. (To be stipulated within the hire agreement).
- The Community Association supply and maintain all Portable Fire Extinguishers.
- The Community Association ensures that all fire escape routes are kept clear at all times and that all emergency exits can be opened without the use of a key whenever the building is in use.
- The Community Association reports to Corporate Health & Safety any changes which will require a review of the Fire Risk Assessment.

Failure on any of the above would mean that the Community Association would be liable for any legal action being taken against them under their own public liability insurance. Failure of any main system would be the responsibility of the Council.

As part of TPCAs 'Duty of Care', they are responsible for carrying out the monthly checks on the fire alarm and emergency lighting.

The Community Development Officer will periodically carry out checks to ensure that the paperwork is being completed as required under the risk assessment.

### **Bracknell Forest Council Responsibility**

| <b><i>Requirement</i></b>     | <b><i>Frequency</i></b> |
|-------------------------------|-------------------------|
| Fire Risk Assessment          | 2 yearly                |
| Fixed Wire Testing            | Annually from 2020      |
| Water Hygiene Risk Assessment | Annually                |
| Emergency Light Testing       | Annually                |
| Fire Equipment Testing        | Annually                |
| Fire Alarm Testing            | Annually                |
| Electrical Installation       | Annually                |
| Plant Room                    | Annually                |
| Intruder Alarm                | Annually                |

### **Community Association Responsibility**

| <b>Requirement</b>             | <b>Frequency</b> |
|--------------------------------|------------------|
| Fire Equipment Visual Testing  | Monthly          |
| Fire Alarm System              | Monthly          |
| Emergency Light Visual Testing | Annually         |
| Fire Evacuation Test           | Monthly          |
| PAT testing                    | Annually         |
| Water temperature test         | Monthly          |
| Shower testing                 | Weekly           |

## **7. Asbestos**

The Council will arrange, carry out and bear the cost of the risk assessment on Asbestos OR Responsibility for maintenance at Community Centres is shared between the Community Associations and the Council.

Any contractors used by the Council or the Community Association must arrange access to the Community Centre with TPCA. When being let onto site, TPCA must identify where in the premises that person needs to work and the exact nature of the work that they are to carry out. TPCA must then consult the Asbestos Register to determine if the contractor can proceed and if acceptable a Permit to Work must be signed by TPCA and the contractor or person intending to carry out the work.

If it is apparent that the proposed work will or is likely to disturb asbestos then TPCA should not let the operative proceed and contact the Building Group on 01344 355184 for further advice.

If a contractor carries out any work at the centre without TPCAs knowledge and without first arranging access with the Community Association, then TPCA will not be held responsible.

### **Bracknell Forest Council Responsibility**

| <b>Requirement</b>  | <b>Frequency</b>   |
|---|--|
| Asbestos Risk Management Plan and Asbestos Type 2 Survey Report | Once only  |
| Asbestos Type 3 Survey  | When significant refurbishment or alteration work is planned |

## Community Association Responsibility

| <b>Requirement</b>   | <b>Frequency</b>   |
|--|--|
| Ensure no unintended work is carried out in areas where asbestos may be present by consulting the Asbestos survey and Risk Management Plan | Every time a contractor comes to carry out work on the property  |
| Visual inspections   | At regular intervals as set out in the Duty Holders Action Plan, which forms part of the Type 2 Survey |

## 8. Legionella

The Council will arrange, carry out and bear the cost of the risk assessment on Legionella.

The responsibility of managing the risk lies with the Council. The Council will be responsible for carrying out annual water tests.

TPCA will assist the Council in carrying out their duties under the Community Associations 'Duty of Care' by carrying out monthly water temperature testing. This is a simple task that can easily be carried out with some training.

The Council will supply the temperature monitoring equipment and the record sheets.

The Community Development Officer will periodically carry out checks to ensure that the paperwork is being completed as required under the risk assessment.

## Bracknell Forest Council Responsibility

| <b>Requirement</b>                   | <b>Frequency</b>  |
|--------------------------------------|-------------------|
| Legionella Risk Assessment           | Reviewed Annually |
| Monitoring of water tank temperature | Annual            |

## Community Association Responsibility

| <b>Requirement</b>           | <b>Frequency</b>   |
|------------------------------|--|
| Monitoring water temperature | Monthly. Paperwork to be kept within the Legionella Risk Assessment file |

## 9. Bomb Warnings

- If you receive a warning try and find out from the caller

- The approximate location of the bomb and likely time of detonation
  - Whether the police and fire brigade have been notified.
  - Try and RECORD EXACTLY WHAT IS SAID.
- Notify the Police immediately.
  - DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning.
  - **Assemble at the Fire Assembly point at the rear of the car park by the Recycling Points.**

## **10. Theatrical and Public Entertainment – Licensed Events**

In addition to the general conditions of the licenses:-

- Please refer to our music and alcohol licenses.
- Emergency lights in the areas used must be kept illuminated.

## **11. Food Hygiene**

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation but especially after using the toilet.
- Tell your supervisor of any skin, nose, throat or bowel problem.
- Ensure cuts and sores are covered with waterproof dressings.
- Keep yourself clean and wear clean clothing.
- Do not smoke in a food room (it is illegal and unhygienic)
- Never cough or sneeze over food.
- Clean as you go. Keep all equipment and surfaces clean.
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8 °C) or piping hot (above 63 °C).
- Ensure waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after waste in it.
- Avoid handling food as far as possible.
- Tell your supervisor if you cannot follow the rules.
- Advise a member of the committee of any defects or concerns regarding the facilities e.g. uncleanness, refrigeration operation, cracked food preparation surfaces.

## **12. Cleaning Materials, General Machinery and High Risk Areas.**

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs.

- Use protective clothing and equipment provided and as instructed on machinery/ material. It is the duty of an employee to report any loss or defect in protective clothing or equipment.

### **13. Safety Tours**

Two or three members of the Committee, at six monthly intervals shall carry out safety tour and inspection of the building and make a report to the next meeting of the Committee.

All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented by the Committee. Any matters which are the responsibility of the landlord (BFC) should be reported to them as soon as possible. The tour shall include inspection of the Accident book and Log book.

### **14. General**

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors, stairs and fire exits must not be blocked by furniture or equipment.
- Cars must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other Health and Safety matters should be reported to (the office staff) immediately or as soon as practical, so that action can be taken. If the hazard is of a serious nature immediate action must be taken to protect the area or clear the area to prevent injury to staff or other users.

## **PART THREE Monitoring and review**

The trustees are responsible for monitoring the impact of the policy. In common with all TPCA policies, the Equality and diversity policy is subject to regular review.

This policy was approved and agreed by the Committee on the date shown below.

Signed:

Name (please print):

Position (as a representative of TPCA):

Date:

## **APPENDIX I Accident Reporting**

### **I. Accidents**

All accidents which occur during work for TPCA or on premises under the control of TPCA must be recorded.

### **2. Accidents to Employees at Work or Contractors**

- For ALL accidents  
Complete Accident Book (HMSO BI 510) and form Acc. I.
- For accidents reportable to the Health and Safety Executive –  
(for Contractors see 2 © below)
  - If accident results in incapacity for work for more than 3 calendar days then complete form F2508 with copies to:
    - Health and Safety Executive
    - Community Association Chair **and** Community Development Officer (BFBC).
  - If accident results in fatality, fracture, amputation or other specified injury (see Section 4. Below) then immediately notify:
    - Health and Safety Executive; **and** Community Association Chair.

**Follow up within seven days** with completed F2508 with copies to:

- Health and Safety Executive
  - TPCA Chair
  - Community Development Officer (BFC).
- Contractors

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then that person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor or someone acting on his behalf who is responsible for reporting the accident.

### **3. Accidents to Members of the Public**

- For ALL accidents  
Complete Accident Book (HMSO BI 510) **and** Form Acc. I
- For accidents reportable to the Health and Safety Executive
  - If accident results in fatality, fracture, amputation or other specified injury (see Section 4 below) then **immediately notify:**
    - Health and Safety Executive

- TPCA Chair
- Community Development Officer (BFC).

**Follow up within seven days** with completed F2508 with copies to:

- Health and Safety Executive
- TPCA Chair
- Community Development Officer (BFC).

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an accident, follow up action is carried out.

#### **4. Definition of Specified Major Injuries or Conditions**

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, any bone in the leg or ankles, but not a bone in the foot.
- Amputation of: a hand or foot; or a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.
- Other Specified injuries and conditions:
  - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
  - Either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
  - Loss of consciousness resulting from lack of oxygen.
  - Decompression sickness requiring immediate medical treatment.
  - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
  - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

#### **IF IN DOUBT REPORT IT**

#### **5. Dangerous Occurrences**

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/Collapse of Closed Vessel/Boiler
- Electrical Explosion/Fire

Notify the following immediately:

- Health and Safety Executive
- TPCA Chair

- Community Development Officer (BFC)

## **6. Occupational Diseases**

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

**On receipt of a written diagnosis from a Doctor,** report the disease using form F2508A to:

- Health and Safety Executive
- TPCA Chair
- Community Development Officer (BFC).

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

**IF IN DOUBT REPORT IT**

## **APPENDIX 2**

### **Control of Substances Hazardous to Health (COSHH Regulations)**

#### **I. Assessment**

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?

#### **2. Prevention or Control**

Employers have to ensure that the exposure of employees to hazardous substances is PREVENTED or, if this is not reasonably practicable, ADEQUATELY CONTROLLED.

On the basis of the assessment, you have to decide which control measures are appropriate to your work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by:

- Removing the hazardous substances by changing the process;
- Substituting with a safe or safer substance, or using a safer form;

Or where this is not reasonably practicable, CONTROLLING exposure by for example:

- Totally enclosing the process;
- Using partial enclosure and extraction equipment;
- General ventilation;
- Using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required.

The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as means of protection to those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their employees and so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health while at work, with suitable and sufficient information, instructions and training so that they know the risks they run and the precautions they must take

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.



**APPENDIX 3**  
**Health and Safety Inspections**

See included within appropriate sections of TPCA Health and Safety Policy and recorded in the health and safety inspections logs.

## **APPENDIX 4**

### **Display Screen Equipment**

#### **I. Who is a Display Screen “User”**

The Regulations are for the protection of employees and self-employed workers who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individuals concerned should be regarded as users. Where use is less continuous, ‘user’ status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment.
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job.
- The individual normally uses display screen equipment for continuous spells of an hour or more.
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job.
- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

#### **2. Eye Testing and Spectacle Costs**

##### **2.1. Introduction**

There is no reliable evidence that work with a display screen causes any permanent damage to eyes or eyesight, but it may make the user with pre-existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these systems can also be due to poor lighting, incorrect posture, workstation layout, design or maintenance of hardware or other problems. All of these can, separately or in combination, cause eye discomfort.

##### **2.2 Your Entitlement**

- Eye Test

If you are covered by the Regulations you are entitled to request an eye and eyesight test which will be paid for by your employer. To do this, inform your line manager who will provide you with the forms you need to take to an optician of your choice.

You may request an eye test if:

- You are already a user for a significant part of your work.
- You are about to start using display screen equipment for a significant part of your work.

- You are experiencing visual difficulties which may be reasonably considered to be related to display screen work.
- It is recommended by your optician at the time of your eye examination that you have eye tests at regular intervals.

- Spectacles

If as a result of the eye tests you require spectacles solely for use with display screen equipment you are entitled to reimbursement of the cost of a basic pair. If you wish to choose more costly spectacles (e.g. a more expensive frame), your employer is not obliged to pay the full costs of these. In this event you will only be reimbursed for the cost of basic spectacles.

If as a result of the tests you require spectacles for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to reimburse you, except for the cost of the eyesight test and the report.

- Who pays the Optician?

You pay the optician and then obtain reimbursement attaching the receipt(s) and any other reports to form DSEI, and give these to your Line Manager who will arrange reimbursement.