The Green Nunhead Community Centre – Health and Safety Policy

The Green Community Centre – Nunhead's Voice is committed to providing a safe and comfortable environment for its staff, volunteers, visitors and users. In this respect we will endeavour to administer the highest health and safety practices in the organisation, in line with the Health and Safety at Work Act 1974.

Our Statement of general policy is:

- To provide adequate control on matters of the health & safety risk arising from our work activities.
- To consult with our employees on matters affecting their health & 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 then 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.

This document is a working document and will be revised yearly, and in the occurrence of changes to the present working environment. Any revisions must be brought to the attention of staff members and volunteers.

RESPONSIBILITIES:

Overall and final responsibility for health and safety in the company is that of:
Board of Trustees of THE GREEN COMMUNITY CENTRE - NUNHEAD'S VOICE LTD

The Centre Manager, is responsible for this policy being carried out at the premises: The Green Community Centre, 5 Nunhead Green, London SE15 3QQ.

The Assistant Centre Manager, will be responsible as their deputy in these matters.

All employees and volunteers have the responsibility to cooperate with The Green Community Centre staff to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

If an employee or volunteer notices a health or safety problem which they are not able to put right immediately, they must straightaway tell the appropriate person. They must also record it in the daily communication book in the office.

GENERAL ARRANGEMENTS

ACCIDENTS
As required, we keep first aid facilities and report certain accidents and disease to our inspecting authority

First Aid Box is Located: Ground floor office, stationery shelf

Trained/qualified first aiders: Sally Donaldson

Incident record is located: Ground Floor Office, on shelf

Appointed person responsible for boxes: Gavin Thomas

All Staff are responsible for reporting* incidents
All incidents, even if minor, should be detailed in an Incident Report Form at the time of or immediately following the occurrence, The Incident Report Form is available in the accident record book in the office. In the event of an incident where aggressive, abusive or violent behaviour (including verbal abuse) occurs an Incident Report Form must also be filled out.

More serious incidents may require the adoption of RIDDOR Reporting Regulations:

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
In the event of a death, major injury, over-three –day injury (including as a result of physical violence), the notification by a GP of a reportable work-related disease, or dangerous occurrence which could have resulted in a reportable injury, an accident report form (F2508) must be filled out and sent back to the Incident Contact Centre within 10 days

Person Responsible for Submitting Report Under RIDDOR: Sally Donaldson

Responsible persons should complete the appropriate online report form listed below at https://notifications.hse.gov.uk/riddorforms. The form will then be submitted directly to the RIDDOR database. A copy should be downloaded and filed in the incident report file.

GENERAL FIRE SAFETY

The Green Community Centre – Nunhead's Voice has a routine in case of fire.
It is important that all staff and volunteer members are aware and well-practised in this routine, as well as regular users of the centre.

For detailed instructions and procedures in case of a fire or other emergency please refer to Fire Procedures document.

- Fire Alarm System is checked and recorded in the fire safety file on a weekly basis.
- Fire Drills are carried out on in negotiation with regular hirers.
- Fire Safety Training for staff and volunteers takes place during induction and is updated alongside the fire risk assessment.

Protected Fire Route out of the building in the event of a fire:
This area runs from the lobby outside of the ground and 1st floor rooms, down the stairs to the ground floor area between the door to the reception area and the fire escape outside into the garden. Alternatively, there is a fire escape staircase connecting the hall upstairs to the garden. (appendix 1) insert picture fire routes
The front door will be switched to 'OPEN' in case of a fire to aid swift exit from the building. (This is the responsibility of the member of Nunhead's Voice staff on duty.)

This is a protected fire route and must remain a sterile environment in terms of fire safety. No flammable objects must be left in this area at any time. This includes paper, rubbish and other such items. This area will then provide a safe route out of the building in case of fire. To ensure that all escape routes out of the building are kept free from obstruction, members of Nunhead's Voice staff, will monitor all escape routes on a daily basis. **However, it is every staff member's responsibility to ensure that all pathways and doorways are clear from obstruction.**

Use of lift in the event of a fire
The lift must not be used in the event of a **serious** fire. However, after obtaining advice the London Fire Authority, the following procedures apply:

If an alarm is raised in an emergency people who are unable to use the stairs (i.e. people with mobility disabilities) should be brought to the ground floor fire exit using the lift.

Unless, in the event of a large fire in the building and it is thought that it would be unsafe to use the lift then users with disabilities should be escorted to the nearest refuge by a fire warden and wait for assistance from the fire brigade.
Care must be taken to ensure that all able-bodied users, volunteers and staff members have already vacated the building before using the refuge areas.

Refuges are as follows and depend on where the fire has started:
- First Floor – lobby area outside lift and door
- The ground floor areas do not use refuges as these areas have direct exits to street level fire exits.

CONTRACTORS AND VISITORS

To ensure the safety of contractors and visitors to the centre the following guidelines must be used. Contractors and visitors should be made aware of these guidelines (as appropriate) when they are on the premises.

1. MACHINES/EQUIPMENT
   - Only to be used by those with experience or training.
   - Must not be removed from the premises without permission
   - All must follow any instructions placed by equipment.
   - All problems/faults should be reported to a member of Nunhead's Voice staff
   - The lift should only be used in accordance with the instructions given (found in the H&S Training Manual for staff and volunteers.)

2. SECURITY
   - Front door must be locked if there is no-one present in the ground floor office.
   - Children must be supervised by an adult at all times and are not allowed to 'play' in the lift or on stairs
   - Lone workers - if you are leaving a staff member/volunteer alone in the building you must check that all entry doors are locked before you leave. Please ensure that the lone workers are aware that you are leaving the building.
   - Lone children – in the interest of safety unaccompanied children under the age of 16 are not allowed to use the rooms apart from downstairs foyer. Children in the centre must either be accompanied by a parent or carer, or must be properly registered, supervised and admitted to the activities they are attending.

3. GENERAL BUILDING
   - Corridors and stairways must be lit and kept free of obstacles at all times.
   - Nunhead's Voice staff are responsible for adjusting the controls of the lighting and heating to maintain a comfortable environment.
   - No dangerous substances should be brought to the centre unless it is absolutely necessary and with the Directors consent.
   - No smoking or vaping in the building at any time.
   - All staff must maintain areas clean and tidy at all times
   - Children are not allowed in the kitchen (unless for a supervised activity) and care must be taken to ensure that the kettles/urns are placed well back, away from the edge of the kitchen counter top.
   - All staff and volunteers must take into consideration the implication for visitors to The Green who may have disability when arranging furniture and placing other objects around the offices

4. HAZARDS
   - All hazard information should be kept with hazardous materials to ensure proper use at all times. Do not remove labels, stickers or other information from hazardous materials.
   - COSHH sheets: COSHH file in cleaning cupboard
   - The building files provide detailed information about all aspects of the building. These files are kept in the shed and downstairs office.

5. HOUSEKEEPING AND PREMISES

- Cleanliness: all staff members, volunteers and users must keep the offices and communal areas tidy and wash up any dishes/cups/utensils used.
- Obey all signs relevant to cleanliness
- Waste disposal: All waste should be placed in the correct bin, general waste, recycling waste (paper, glass and plastic) and food waste.
- Duty Caretakers dispose of rubbish daily.
- Safe stacking and storage: any stacked item must be secured to avoid accidents. Do not stack more than 13 chairs in one column. Ensure that boxes and other items are stored expediently and not left as obstacles. No items to be left in the protected fire route.
- Marking and keeping clear gangways, exits etc: staff, volunteers and users must ensure that gangways, exits, corridors, staircases are left cleared at all times.
- Checking equipment like ladders: H&S officer must check any equipment such as ladders before it is used by staff or volunteer members.
- Special access to particular places: only staff and specific volunteers have access to key cabinet.

6. ELECTRICAL EQUIPMENT

- Routine for inspecting plugs and cables for loose connections and faults. Any membe of staff or volunteer who notices a potential fault with electrical equipment must inform the Manager or Assistant Manager.
- Pat testing of portable electrical items is carried out annually.
- The disability access lift will be maintained and checked by an appropriate contractor on a regular basis in accordance with regulations
- The front door will be maintained and checked periodically by an appropriate contractor in accordance with regulations.
- The office has a PAT tested extension lead that can be used for some small electrical items.

7. DANGEROUS MACHINERY

- Rules for use of all machinery and equipment, including house rules for regular checking and maintenance. Certain types of equipment must by law be examined and certified fit for use e.g. lifts.

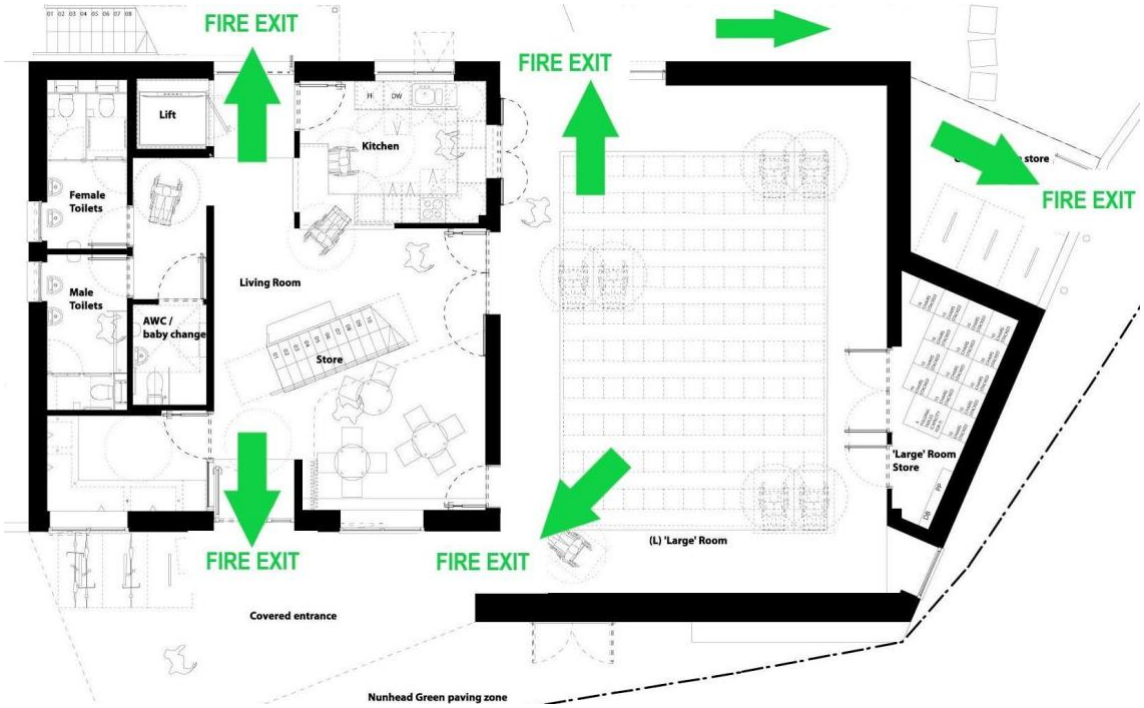
Updated by Centre Manager: 27/07/2025

Adopted by Nunhead's Voice:

Signature of Chair:

Appendix 1: Protected Fire Route out of the building in the event of a fire:

Ground Floor Plan



First Floor Plan