



Red Lion House Charity
Charity Number; 1176422

Health and Safety Policy

INTRODUCTION.

The Red Lion House Charity Trustees (RLHCT) acknowledge that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain conditions at Red Lion House (RLH) that are safe and healthy, and comply with all relevant and appropriate statutory requirements and codes of practice (Health and Safety at Work Act 1974).

The Trustees will

- Maintain the RLH building and site so that it is safe and without risk to health
- Provide and maintain plant and systems of work that are safe and without risk to health
- Encourage safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances
- Provide and maintain working environments that are safe, without risk to health and adequate as regards facilities and arrangements for everyone's personal welfare
- Review and revise this policy as necessary at regular intervals

1. ORGANISATION AND RESPONSIBILITIES

1.1 Overall responsibilities and management

Overall responsibility for RLH is held by the RLHCT. The Trustees will ensure that there are sufficient resources available to provide any health and safety equipment, personal protective equipment and training where appropriate.

The RLHCT have formed a management committee to oversee the running of RLH. The chairman of the management committee is a RLH trustee and reports to the Trustees as appropriate.

The RLHCT have also appointed a caretaker and bookings manager who report to the management committee.

1.2. Responsible Persons

The RLHCT will nominate one trustee to have overall responsibility for health and safety, and who will report to other trustees at the regular trustee meeting or more frequently if required. This H&S Trustee will monitor the health and safety policy on a regular basis, ensure safety records are properly kept, accidents are investigated and will keep a watching brief on changing safety legislation.

RLHCT will encourage any employees, voluntary workers, helpers and users to take responsibility for health and safety matters. Outside contractors working on RLHCT property will be expected to take responsibility for all health and safety matters relating to the work they are contacted to undertake and indemnify the RLHCT if necessary.

1.3. RLH caretaker.

The caretaker will have responsibility for all day-to-day health and safety matters and will ensure good housekeeping standards are applied, ensure equipment maintenance is carried out in a timely manner and ensure accidents are recorded.

Specifically the caretaker will maintain equipment, fixtures and fittings in accordance with the manual supplied by the contractor dated 04/01/2020. The caretaker will also carry out various regular system checks either as laid down by suppliers or installers or as required, and keep records. Where necessary the caretaker will arrange, in consultation with the nominated Trustee any checks requiring external verification e.g. portable appliance testing, gas safety and legionnaires certification.

1.4. RLH Users and subcontractors

The bookings manager and RLHCT will make clear that all users and subcontractors have a responsibility to do everything they can to prevent injury to themselves, RLH users and others affected by their actions or omissions at RLH. They are expected to;

- co-operate fully on health and safety matters
- follow health and safety policies and procedures
- report any incidents which have or may have led to injury or damage
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety report all health and safety concerns to RLH bookings manager.
- record any information as specified at the time of hire and set out in the letting agreement or requested by the bookings manager

Everyone should ensure that they use any equipment provided in accordance with instructions they have received or with notices posted on any equipment or elsewhere within the building and they must inform the RLH bookings manager about any serious or imminent danger and any shortcomings that they see.

Subcontractors and others working on site will be expected to carry out their own health and safety assessments specific to their activities and equipment.

Users of RLH will also be required to carry out their own health and safety assessments specific to their activities, clientele and equipment.

2. HEALTH AND SAFETY RISK ASSESSMENT AND MANAGEMENT

The RLH caretaker, together with the RLHCT nominated health and safety trustee will undertake risk assessments from time to time. The chairman of the management committee will review findings, decide what further action, if any, needs to be taken and report to the Trustees as necessary. Any action required to remove and/or control risks will be approved by RLHCT who will then ensure it is implemented. Emergency action requiring immediate attention may be sanctioned by the nominated Health and Safety Trustee.

3. SAFE EQUIPMENT

The RLH caretaker is responsible for identifying all equipment needing maintenance or testing and will ensure that the identified maintenance or testing is implemented.

Any problems found with equipment should be reported to the chairman of the management committee.

The chairman of the management committee will check that new equipment meets health and safety standards before it is purchased or used.

4. SAFE HANDLING AND USE OF SUBSTANCES

The RLH caretaker will be responsible for identifying all substances that need a COSHH assessment and will undertake the COSHH assessments, ensure that all actions identified in the assessments are implemented and ensure that people are informed about the COSHH assessments as necessary. All such materials will be stored in a safe and secure location.

5. COMPETENCY FOR TASKS AND TRAINING

Any training requirements will be identified by the management committee, and reported to the RLHCT.

6. KITCHEN HYGIENE

Hygiene checks are to be carried in the kitchen area before and after use as documented in the Use of Kitchen folders. This includes temperature checks of fridge/freezer and checking for signs of pests. All food waste to be removed from kitchen.

7. ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

A first aid box is kept in RLH and located in the kitchen. There is no defibrillator on site.

All accidents and cases of ill health occurring at RLH are to be recorded in the accident book which is kept at with the First Aid Kit, in the kitchen. All accidents will be investigated by the RLH caretaker and the nominated Health and Safety Trustee and a report will be made to chairman of the management committee. The chairman of the management committee is responsible for ensuring that necessary action is taken to prevent recurrence.

Any "near miss" incident which occurs should be reported either to the RLH caretaker or bookings manager who will make a report to the management committee. The chairman of the management committee is responsible for bringing issues to the attention of Trustees as appropriate

8. EMERGENCY PROCEDURES – FIRE AND EVACUATION

Escape routes are checked weekly and alarms are tested weekly by the RLH caretaker. Inspection and test reports are kept in the Caretakers' Recording Folder.
Fire Safety Procedures are indicated on notices throughout the building.

9. DISCIPLINARY ACTION

If any user, visitor or contractor contravenes the provisions of this policy and any statutory requirement, whether or not in doing so they place the health and safety of themselves or others at risk, they may be required to leave RLH immediately and may be denied further use of, or access to the building.

This policy needs to be read in conjunction with:

Lone Workers Policy
Lettings Policy
Environmental Policy

Agreed by the Red Lion House Charity

Date May 2020

Review Date May 2022

Signed*CDean*.....

Appendix

1. Location of Fire Action signs:
 - on the Gould Room fire exit
 - by the main exit
 - on the inside of the kitchen door
 - on the side exit door
2. Location of any instructions for use:
 - by the fire extinguishers
3. Location of fire extinguishers:
 - by the Gould room fire exit
 - in the kitchen
 - on the landing at the top of the stairs
4. Location of first aid box:
 - in the kitchen
5. Assembly point:
 - in the churchyard
6. Contact phone numbers

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| Dave Williams (Caretaker) | 07480 622 825 |
| Helen Hickman (Bookings) | 0771944 6182 |
| Charles Dean (Chair of Trustees) | 01283 561066 |
| Chris Cassidy (Chair of Management Committee) | 07769 951 855 |

Utilities etc.

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| E.on Electricity (power cut) | FREEPHONE 105 |
| E.on Gas – leaks etc | 0800 111 999 |
| S. Staffs Water | 0330123 0116 |