

GAF Health and Safety Policy

Signed by on behalf of the GAF Trustees:	February 2014
Date approved by Trustees:	February 2014
Date of next review:	February 2016

Key Personnel	Name	
Chairman	Trevor Clarke	
Events Trustee	Susan Osmond	
Facilities Trustee	John Munford	
Child Protection Trustee	Hilary Bax	

All Employees/Volunteers working within GAF are to read and agree they understand and will abide by the relevant sections of this policy.

Signed Date
 Chair of Trustees

Introduction

GAF is a charitable company established to run an Arts and Heritage Centre in a historic setting. Our aims are to promote access to, and education about the arts and local heritage, which is done through a programme of exhibitions, events, courses and activities.

GAF is a charitable organisation and most of its workforce are volunteers; GAF recognises that it has responsibilities for these volunteers in the same way as it does for any part time or full time employees.

Health and Safety policy

A copy of our current general statement of Health and Safety Policy can be found in Part 1. This sets out our commitment to provide and maintain safe working conditions for our Employees/Volunteers and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our Employees/Volunteers. We will also monitor progress towards these objectives at Trustee level and we will review them annually.

The Policy is supported by our health and safety procedures.

To meet the objectives of our Health and Safety Policy we have established and implemented clear responsibilities for health and safety; see the organogram in Part 2.

We are aware that Trustees within GAF are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to

The Chairman
Events Trustee
Facilities Trustee

Part 1 – General statement of Health and Safety Policy

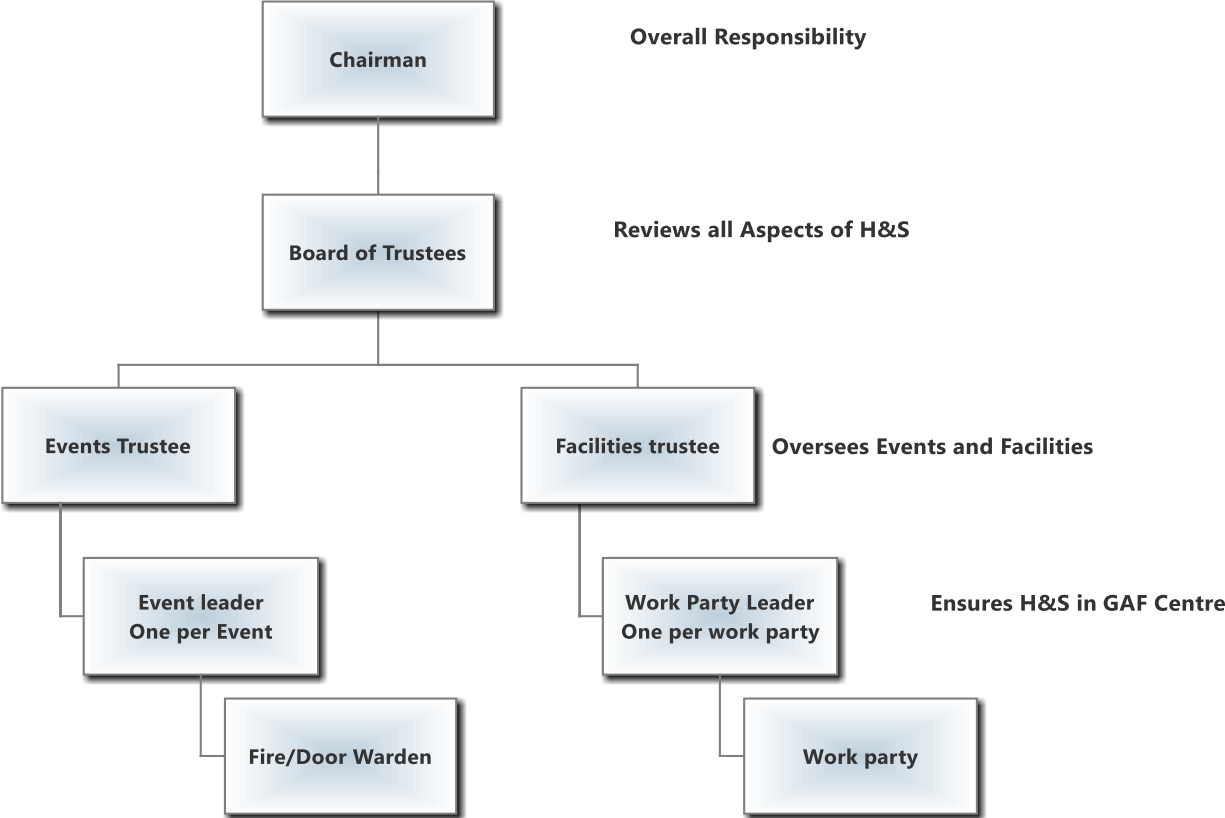
GAF will, so far as is reasonably practicable:

1. Comply with legal and regulatory requirements.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe environment.
4. Ensure that significant risks arising from activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate health and safety procedures.
6. Include health and safety as a specific responsibility of all Trustees.
7. Ensure this Policy is understood and implemented throughout the charity.
8. Involve the Trustees in health and safety decisions.
9. Maintain the GAF Centre in a condition that is safe and without risk to health.
10. Regularly review compliance with the Policy.
11. Provide sufficient information, instruction and supervision to enable all Employees/Volunteers, and visitors to the GAF Centre to avoid hazards and contribute to their own safety.
12. Ensure that Employees/Volunteers receive appropriate H&S instruction and, where necessary, training.

Part 2 - Organisation

The simple organisational chart below shows the charity's arrangements for managing health and safety.

GAF Health and Safety Organization



Part 3 – Responsibilities for Health and Safety

The following responsibilities have been assigned to enable us to meet the objectives of our Health and Safety Policy.

Chairman

The Chairman has overall responsibility for the formulation and implementation of the charity's Health and Safety Policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that Trustees are aware of their role in health and safety.
2. Considering health and safety during strategic planning .
3. Ensuring there are sufficient resources for meeting the objectives of the Health and Safety Policy.
4. Ensuring arrangements are in place for communicating health and safety to all Employees/Volunteers
5. Including health and safety on the agenda of Board meetings.
6. Ensuring arrangements are in place to monitor and review health and safety at GAF including accidents and incidents.
7. Reviewing the objectives of the Health and Safety Policy on an annual basis.

Events Trustee

The Events Trustee is responsible for the management of health and safety with regard to Events

1. Ensuring that health and safety is considered during the planning of a new Event.
2. Ensuring that an Event Leader is appointed for each Event.
3. Ensuring that suitable instructions and procedures are provided to the Event Leader and persons involved in the Event to meet the objectives of the Health and Safety Policy.
4. Ensuring that there are instructions in place so that employees/ volunteers and persons involved in Events are aware of their health and safety responsibilities.
5. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
6. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
7. Reviewing accidents and other incidents in relation to health and safety and reporting to the Board on the outcome of these investigations.

Events Leader

1. Each event must have a designated Event Leader.
2. This person will be aware of GAF's H&S Policy document and will take responsibility for ensuring that all employees/volunteers and visiting persons connected to the event are instructed in H&S matters
3. While the event is open to the public the Event Leader will be designated as the person in charge.
4. The Event Leader will be responsible for;
 - a. Reviewing the layout of the Centre to ensure there are adequate gangways to both exit doors
 - b. Reviewing the Centre to check for
 - i. Trailing wires
 - ii. Equipment which might fall over and hurt a person or cause a fire
 - c. Checking that the double doors (at the top of the outside steps) leading to the street, are open and fixed in the open position
 - d. Reviewing the persons in the hall to see if anyone is in a wheel chair or may have difficulty exiting the hall. If there are persons then GAF Employees/Volunteers must be allocated to assist evacuation if required
 - e. Appointing at least two Fire/Door Wardens
 - f. Either handing out or making a public announcement regarding Fire and evacuation procedures (See Appendix 1)
 - g. Checking any equipment brought into the GAF Centre and if any equipment is deemed to be unsafe ensuring that it is not used.
 - h. Ensuring that any material that is brought into the GAF centre does not constitute a fire hazard.
 - i. Ensuring that there is no smoking and no use of naked lights in or around the building.

Fire Door Wardens

At least two Fire/Door Wardens will be designated for each event and activity involving the public and will be responsible for;

1. Being familiar with the emergency fire procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards at Events in the GAF Centre and reporting them to the Event Leader.
4. Ensuring that escape routes and doors are kept clear and are available for use.

If a fire is discovered, the fire wardens should:

5. Ensure that the alarm has been raised.
6. In the event of an evacuation hold the doors open and assist persons to depart.
7. Check that any persons with disabilities are assisted as planned.
8. Ensure the fire service has been called.
9. Go to the designated assembly point.
10. Ensure all persons have been accounted for.

FIRE/DOOR WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

Facilities Trustee

The Facilities Trustee is responsible for assisting in meeting the objectives of the health and safety policy in relation to the GAF Centre

1. Being aware of the GAF Health and Safety Policy and rules and regulations affecting Health and Safety at the GAF Centre.
2. When hazardous work is being performed in the GAF Centre involving working;
 - a. at height
 - b. on the roof
 - c. with electricity
 - d. with power saws
 - e. moving heavy loads
 - f. with open flames
 - g. with hazardous chemicals

Designating a work party leader, who shall be the person in charge and responsible for Safety

Ensuring that relevant procedures and safe working practices are provided and clearly communicated to the work party leader and each employee

3. Ensuring, when necessary, personal protective equipment is provided, and worn.
4. Ensuring that contractors are competent for the work they carry out and to monitor contractors' performance.
5. Implementing the recommendations made by relevant parties, within the timescales allocated.
6. Investigating accidents and reporting such accidents to the Board.
7. Monitoring health and safety standards at the GAF Centre at regular intervals and ensuring remedial action is implemented.
8. Ensuring that health and safety records and documentation are complete and are systematically stored.

Employees/Volunteers

It is the duty of all Employees/Volunteers to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions.

In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work, including working at height, unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not use equipment which they know to be faulty.
5. Ensure that any damaged or unsafe equipment is removed from service until it is repaired.
6. Comply with the arrangements for emergencies and fire as they have been instructed.
7. Report accidents, incidents and hazards to a GAF Trustee.

Appendix 1

GAF Centre Event - Health and Safety Instructions

At the start of the event the following points must be made to the persons attending. (either by way of a written note or by a verbal announcement)

There are no fire alarms. (GAF is not required to have them owing to the size and nature of the space)

If you see a Fire please shout Fire Fire Fire

If a fire is discovered you will hear the words

Fire Fire Fire

Please evacuate the building

Use the nearest Exit clearly marked with fire exit signs

Identification of Exits (orientation facing the stage)

One through the Main Doors (Rear right)

One into the Lobby (Front Right), please be aware of the step and turn right

There are no exits on the left side of the Centre

Both Doors open inwards but there will be door stewards at each door who will open them in case of an emergency

If anyone requires assistance to exit the building please make themselves known

Do not stop to collect personal belongings

If we do have to evacuate the building please go up the steps, turn left and assemble on the triangle next to the telephone box

Toilets are through the lobby on the right.

Appendix 2 Fire Notice

IF YOU DISCOVER A FIRE

- 1 Raise the alarm—by Shouting **FIRE.FIRE. FIRE.** repeatedly.
Inform the person in charge
- 2 Attack the fire, if possible with the fire extinguishers provided, but without taking personal risk and ALWAYS ensuring a clear escape route is available at all times.
- 3 Close all doors and if possible windows

ON THE ALARM BEING RAISED

- 4 Ensure the Fire Brigade is called immediately if a fire is confirmed.
Telephone 999.
The address is

GAF Centre
School Road,
Old Bursledon.
S031 8BX

- 5 Leave the building

USE THE NEAREST EXIT
DO NOT STOP TO COLLECT PERSONAL BELONGINGS
DO NOT RE - ENTER THE BUILDING UNLESS AUTHORISED BY
THE FIRE OFFICER OR PERSON IN CHARGE.

and go to the Grass Triangle at the junction of School Rd and High St.
Report to the person in charge of the assembly

- 6 The person in charge will perform a roll call .and ensure that no one is left in the building.
- 7 Senior person is to liaise with attending fire officer