

# **HEALTH and SAFETY AT WORK**

## **Policy statement**

**Arrangements for carrying out the policy**

**INSERT Month and Year**

**INSERT Masonic Hall company name**

### **Purpose of the policy and arrangements:**

To establish how the Masonic Club Ltd. deals with its health and safety commitments to its employees, its customers and the environment in general. This document is to be used to establish standards and a commitment to safety in these important areas. It should be used to brief staff, as a reference document and the guidelines to judge all relevant activity. From time to time the details of the policy and the arrangements will be reviewed to ensure that they remain valid and useful.

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# **PART I GENERAL POLICY**

## **1.1 Aim**

It is the aim of the Company to prevent accidents, as far as is reasonably practicable and to ensure the health, safety and welfare of all employees and all persons likely to be affected by its operations including sub-contractors and, where appropriate, the public by ensuring that:

- a) all parts of the Masonic Hall are maintained in a safe and healthy condition
- b) a safe system of work is provided and maintained and that the provisions of the Health & Safety at Work etc Act 1974 and separate Regulations made under this Act including: inter alia Work at Height Regulations 2005, Management of Health & Safety at Work Regulations 1999, Provision and Use of Work Equipment Regulations 1998, Manual Handling Operation Regulations 1992, Workplace (Health, Safety and Welfare) Regulations 1992, Personal Protective Equipment at Work Regulations 1992, Health & Safety (Display Screen Equipment) Regulations 1992 and the Control of Substances Hazardous to Health Regulations 2002 + Amendments together with any relevant policies and procedures laid down within the Company are all complied with.

## **1.2 Practice**

In line with this aim, it is the policy of Masonic Club Ltd. to provide, in so far as is reasonably practicable, through its management:

- a) adequate financial resources for the implementation of health and safety matters.
- b) equipment and systems of work which are safe and without risks to health and safety, including operations where potentially hazardous substances are used.
- c) the maintenance of the Masonic Hall in a condition that is safe and without risk, together with adequate facilities and arrangements for welfare.
- d) the establishment of a co-ordinated organisation to ensure comprehensive and competent advice on all accident prevention measures.
- e) facilities for consultation to enable employees to co-operate in promoting and developing effective measures to ensure their health and safety at work.
- f) risk assessments by competent persons.
- g) protective clothing and/or equipment in appropriate situations and weather conditions.
- h) adequate first aid supplies and facilities in accordance with current regulations.

### **1.3 Employees**

The co-operation of all employees is vital to achieving the Company aims, so in turn **every employee must realise** that he/she has a legal duty while at work to:

- a) take reasonable care for the health and safety both of himself/herself and others.
- b) co-operate with the Company in all matters relating to health, safety and welfare.

Anyone found working to their own or other person's detriment by disregarding this Safety Policy or other procedures could be held personally responsible in law and may be subject to disciplinary proceedings which could result in dismissal.

### **1.4 Training**

The Company will, so far as is reasonably practicable, arrange for the training of all levels of staff to ensure proper observance of the requirements of the Health & Safety at Work etc Act 1974 and the provision of all current regulations in so far as they concern the Company.

### **1.5 Contract Workers**

Any contractor or sub-contractor carrying out work for or on behalf of the Company shall be required to comply with the relevant statutory provisions, Codes of Practice and the requirements of the Company Safety Policy and associated arrangements.

**1.6** In accordance with the Section 2(3) of the Health & Safety at Work etc Act 1974, the Company will:

- a) provide to all employees this written statement on its general policy on health and safety and the organisation and arrangements for carrying it out.
- b) review the working of this policy annually and revise it when necessary.

Should you have any questions regarding this Safety Policy Statement, or indeed, any other aspect of safety, please ask the Manager/Manageress or any of the Members of the Management Committee for guidance.

## **PART II ORGANISATION**

**2.1** The organisation for health and safety in the Masonic Hall is summarised below in chart form.

**2.2** The accident prevention function and health and safety generally is regarded as an integral part of operational management responsibilities, with the support of a competent advisory service, and provision is made for this.

**2.3 Every Employee** must:

- a) take reasonable care for the health and safety of himself/herself and others and not take risks or leave situations which may be dangerous.
- b) co-operate with the Company in all matters relating to their health, safety and welfare and develop a personal concern for accident prevention.

- c) use all plant, equipment and tools provided in the manner prescribed for safe working and avoid the use of unsuitable or improvised equipment and tools.
- d) not interfere with or misuse anything provided in the interests of health, safety and welfare.
- e) use any safety equipment provided, e.g. goggles, clothing etc. when required to do so.
- f) report all safety hazards, defects and accidents (however minor) to the Manager/Manageress.

**Masonic Club Ltd.  
Directors and Lodge Reps  
Management Committee  
Charitable Trust Limited  
Board of Directors  
Director Responsible for Health and Safety  
Masonic Hall  
Manager/Manageress  
Masonic Hall – Assistant  
Manager/Manageress**

## **2.4 Management Committee**

Responsible for ensuring that:

- a) statutory requirements and the Company Safety Policy are fully implemented in respect of activities under their control;
- b) safe systems of work are implemented at all subordinate levels;
- c) all alterations to existing or the introduction of new procedures etc have been thoroughly appraised prior to introduction to ensure, so far as is reasonably practicable, the health and safety of employees or other persons who could be affected.

## **2.5 Committee Member responsible for health and safety**

Responsible for:

- a) initiating (and amending when needed) the Company's Safety Policy, bringing it to the attention of all employees and ensuring that sufficient arrangements and facilities are made available for implementing such policy;
- b) overseeing the function of safety management within the Masonic Hall and the effectiveness of the arrangements;
- c) reporting to the Management Committee accordingly.
- d) also responsible for providing a safety information service;
- e) maintaining contact with outside sources of advice;
- f) ensuring that the Management Committee are kept apprised of current/impending regulations.

## **2.6 Manager/Manageress**

- a) to be familiar with the Company Safety Policy, procedures and Codes of Practice and to ensure that persons under their control are adequately trained and fully aware of potential hazards;
- b) to ensure that adequate provisions are made for the supply and use of protective safety clothing and equipment;
- c) to liaise with the Committee Member responsible for health and safety in such activities as safety inspections, record keeping, accident reporting, safety training and general safety reviews.

And to be responsible for:

- a) ensuring that the Company Safety Policy and statutory requirements are fully implemented in respect of activities under their control.
- b) providing instruction for their staff in safe systems of work;
- c) providing and maintaining safe working environments under their control;
- d) ensuring that their staff are aware of the location of fire fighting equipment and are trained in its use;
- e) ensuring that staff are aware of the location of first aid facilities and that the contents meet the requirements of current first aid legislation, providing and ensuring use of protective safety clothing and equipment, ensure that suitable and sufficient risk assessments are carried out.

## **PART III ARRANGEMENTS**

### **3.1 General**

The Management Committee of the Masonic Club recognise the importance of health, safety and welfare within its organisation and the need to ensure that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by its work activities.

Equally important is the need for constant alertness by all managers, supervisors and employees in identifying potential hazards and eliminating them wherever possible.

### **3.2 Systems and Procedures**

It is therefore the practice of the Company to establish clear systems and procedures in order to:

- a) create safe working practices throughout the Company.
- b) with regard to specific work activities, eliminate wherever practicable or otherwise control within acceptable limits the possible exposure of employees and others to substances potentially hazardous to health.

- c) ensure that no process, plant or machinery is introduced or used in the Company unless it complies with any statutory testing or examination requirements; also to ensure, as far as is reasonably practicable, that the health and safety of employees etc will not be affected.
- d) provide proper and adequate training (including first day induction) in order to ensure that all employees are fully instructed in all matters relating to health and safety.
- e) encourage the closest possible liaison between Management and employees in all matters relating to health and safety.
- f) ensure that all requirements of legislation relating to Company activities are fully complied with and improve progressively upon the levels of health and safety performance.
- g) advise and keep employees informed as to their duties and responsibilities under legislation including the requirement to:
- abide by the safe working systems laid down.
  - make use of facilities and equipment provided for their personal protection.
  - refrain from any act which could endanger themselves or other persons who could be affected.
  - refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare.
  - report any known defect which could endanger the health or safety of themselves or other persons.
  - co-operate with their employer as far as is necessary to ensure that statutory duties or requirements are complied with.
- h) take all necessary steps to establish the causes of accidents and risks to health which may occur and to ensure that reasonable measures are taken to prevent recurrence.

### **3.3 Specific Provisions**

Detailed arrangements for safe working practices relevant to operations at the Masonic Hall are listed as separate appendices to this policy statement and notified to employees as appropriate.

### **3.4 Notification of Accidents and Dangerous Occurrences (RIDDOR)**

In accordance with the 1995 Regulations, the Management Committee Member responsible for health and safety, or in his absence the Club Secretary or the Manager/Manageress will notify the Health & Safety Executive (HSE) or the Local Authority Environmental Health Officer (EHO) as appropriate in the event of:

- a) fatal or major injury/accident – immediately.
- b) accident resulting in 3 days or more loss of work - within 7 days.
- c) notifiable dangerous occurrence – immediately.

### **3.5 Safety Training**

The Director responsible for health and safety and the Manager/Manageress are responsible for identifying any safety training for employees necessary to ensure compliance with statutory obligations and Company procedures and ensuring its implementation.

### **3.6 Contract Workers**

A copy of this policy statement will be made available to any contractor or subcontractor carrying out work for or on behalf of the Company to enable him to comply with its provisions and arrangements.

**Enter the name of the Masonic Company / Club.**

**Enter the Registered Office:**

**Enter the Tel No : 01**

## **ASBESTOS**

### **Policy on asbestos:**

The Management Committee are committed to providing a safe and healthy workplace and this includes dealing efficiently and properly with any asbestos materials identified within the premises.

Asbestos management is formally assigned to the Director responsible for health and safety, who shall ensure compliance with this policy and best current practice.

The Director responsible for health and safety shall ensure a detailed premises survey will be conducted seeking to establish the location, form, type and condition of any asbestos together with an evaluation of the likelihood of the material being damaged or worked on in the future.

The results of the survey will be recorded in an asbestos register for the premises and this register will be consulted whenever building maintenance, repair or alteration works are considered.

Asbestos containing materials shall be labelled and subject to regular inspections and any necessary maintenance carried out to minimise the risk of fibre release.

All works on asbestos except for very small quantities of asbestos cement shall be carried out by licensed contractors under the independent supervision of an accredited monitoring agency.

In addition to removing asbestos identified as representing a significant risk (because of its condition, location, etc.) the opportunity shall be taken during refurbishment and other alterations progressively to remove asbestos from the premises.

Non-asbestos materials shall be specified for all building and other works.

Waste contaminated by or containing asbestos shall be bagged, labelled and disposed of in a licensed site as special waste and the disposal paperwork retained.

### **Duty of care:**

A site risk assessment will be carried out before any works are commenced and the presence of any asbestos will be an important part of the assessment. The Management Committee have a duty under The Health & Safety at Work Act 1974 to provide a safe place and have safe systems of work and would be guilty of an offence if maintenance or other works inadvertently damaged unlabelled, unidentified asbestos materials which puts our employees at risk.

Where asbestos is present and the risk assessment indicates that our employees or other persons may come into contact with it, then no work will be carried out until approval of the written method statement is obtained from the Directors.

**NB: Where any hidden unrecorded asbestos is found all work will cease forthwith and the facts reported immediately to the Director responsible for health and safety. Hazards associated with asbestos:**

Breathing in air containing asbestos dust (fibres) can lead to asbestos related diseases, mainly cancers of the chest and lungs. Asbestos was widely used as a component in building materials, as well as insulation and other applications until 1980. Some asbestos cement materials are still permitted. Wherever asbestos containing materials are located there is a hazard that can become a serious risk if the materials are disturbed and damaged releasing airborne fibres.

**Legal requirements:**

The Control of Asbestos at Work Regulations 2002 require that employees are prevented from exposure to asbestos and if this is not possible to control the exposure to the lowest possible level.

Before any work involving asbestos is carried out, or any work which is liable to cause damage to asbestos, an assessment is required which establishes the precautions to be taken to protect the workers and anyone else who may be exposed to released airborne asbestos fibres.

Any project which requires more than two hours work with asbestos insulation/lagging, AIB, millboard/paper liners must be carried out by a licensed contractor.

For any building projects which fall under The Construction (Design & Management) Regulations 2007 the Planning Supervisor must be advised of the presence of any asbestos and must in turn disseminate the information.

**Asbestos management programme:**

The following points will be undertaken by the Director responsible for health and safety, to establish a programme or to audit a system already in place to evaluate the need for amendment and development.

1. Identify the presence of asbestos in the premises, by looking at plans and survey reports or conducting a fresh survey. Samples should only be taken by trained staff and analysed by UKAS accredited laboratories.
2. As part of the survey carry out an assessment of the condition of any asbestos containing materials, evaluating the likelihood of asbestos fibres being released into the air. The worse the condition, the more likely that efforts will be required to make it safe by removal or sealing.
3. Record the information in an asbestos register.
4. If asbestos is identified within the premises, for either removal or maintenance for a period of time, draft a standard specification for the work using the skills of an asbestos competent person.



5. Take action to keep asbestos materials in good condition, sealing them in, labelling them to prevent inadvertent damage and evaluate repair and removal options. Use licensed contractors for any work on asbestos materials.
6. Make regular checks on whichever actions are taken, to ensure that they are effective in minimising exposure.
7. Consult, inform, instruct and train employees so that everyone who needs to know is well informed and trained to be competent.

## **DISPLAY SCREEN EQUIPMENT**

### **Policy on display screen equipment:**

The Management Committee will purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work.

All individual display screen users will be identified and listed and this listing subject to an annual review by the Manager/Manageress. A user is defined in law as a person for whom use of the display screen forms a significant and substantial part of his/her working time. Everyone else using a display screen is termed a nonuser.

The workstation for each display screen user will be reviewed on appointment, whenever there is a significant change to the office layout and in any event to see if it is set up appropriately for the work.

The local environment to each display screen user and non-user will be reviewed on appointment, whenever there is a significant change to the office layout and in any event annually to see if the set up is appropriate for the work.

Display screen users and non-users will be provided with appropriate training in correctly setting up and maintaining their workstations.

All display screen users and non users are reminded of their obligation to participate in training to ensure that they understand how to set up their workstations and to work to the guidelines provided in that training and subsequently by their managers.

All users and non-users are requested to report to their managers in the event of any problem with their display screen work, defects in the environment or equipment, or personal health status which could affect their ability to work safely and in comfort.

### **Environment:**

Workstation sites should be properly lit, ventilated, heated and maintained in a tidy, uncluttered way without cabling etc. creating tripping hazards. The specific requirements for workstations are similar to those applicable to office accommodation generally:

- a. Provision of sufficient space to vary the working position and achieve comfort.

b. Lighting should provide an appropriate contrast between the background and the screen without creating glare. Where necessary, windows should be provided with blinds or similar adjustable covering.

c. Noise likely to distract or disturb speech should be minimised.

d. Equipment generating excessive heat at the workstation should be avoided.

e. Radiation (except for visible light) should be reduced to negligible levels – this will be achieved by using reputable equipment.

f. Humidity should be maintained at an adequate level.

g. Electrical sockets are not overloaded by the use of adapters etc.

h. Cables must be properly routed and not present a tripping hazard.

### **Workstation:**

The specific requirements are:

a. Screen display with well defined characters, adequate line spacing, stable non flickering image, user adjustable brightness and contrast, screen which swivels and tilts, screen on a separate base or table if required, free of reflective glare.

b. Keyboard tiltable, separable from screen, able to be comfortably positioned so hands and arms can be supported, matt surface to avoid glare, symbols contrasted and legible.

c. Desk large enough for flow of work, low reflective surface, allowing flexible arrangement of equipment, adequate space for user to find a comfortable position.

d. Work chair stable offering easy movement and comfort, adjustable in height and tilt, footrest for any user or non-user who needs one.

e. Ensure that the working arrangements include work variation to provide breaks away from the keyboard and the screen.

### **Welfare:**

1. Training must be provided, where necessary, in the use of all computer software.

2. All users, must be advised of their rights to have eyesight tests.

### **Laptops:**

The use of laptops, with staff working in a variety of locations, including home, few of which may have been designed and planned for display screen work. The Display Screen Equipment Regulations 1992 exclude laptops “not in prolonged use” but the Management Committee recommend that procedures are adopted to find a sensible compromise which leaves the benefits of mobile systems without harming the staff using them.

### **Procedure for implementing laptop safety arrangements:**

1. The Manager/Manageress should ensure that the environment in which laptops are to be used is of comparable standard to that for fixed workstations. For users of laptops the environmental standard guidelines on lighting, ventilation, noise etc. should be advisory for any place in which they are working for extended periods.
2. Ensure the user is briefed as for any other display screen user on the good practice guidelines for comfort and safety – seeking to achieve a comfortable working position, taking rest breaks from screen and keyboard etc.
3. For prolonged use of a laptop in a fixed location consider the use of “docking stations” which permit the use of full size, good quality display screens and full size keyboards
4. Ensure that “users” (as legally defined) know they have the same legal rights to eyesight tests as workstation users.

### **Eyesight tests:**

There is no evidence that working at display screens has any permanent effect on eyesight, but an inability to focus comfortably on the screen can cause discomfort, fatigue and even headaches.

All “users” of display screens should have periodic eye and eyesight tests.

**NB: A VDU Self Assessment Checklist should be used to assess all workstations and this is available from the Manager/Manageress on request.**

## **DRUGS and ALCOHOL**

### **Policy on drugs and alcohol:**

The Management Committee are committed to providing a safe and comfortable working environment within the Masonic Hall. This requires a clear statement of corporate policy on alcohol and drug misuse.

The Manager/Manageress is responsible for ensuring that this policy is implemented. Alcohol consumption on Company premises is prohibited to all staff, visitors, contractors and others, within the site boundaries including car parks and other external areas.

Alcohol consumption must be managed by all staff such that no member of staff presents himself/herself for work under the influence of alcohol.

Employees who are taking drugs prescribed by their physician for a medical condition must inform the Manager/Manageress if the effects of the drugs will impair their work performance.

Drug misuse by staff is strictly prohibited such that:

- a. no member of staff may present for work under the influence of misused drugs, nor may any member of staff misuse drugs on the premises.

b. drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and visitors and will be regarded as a disciplinary matter.

The Manager/Manageress and all staff are required to bring this policy to the attention of visitors and contractors and to report anyone consuming excess alcohol or misusing drugs, or who appears to be under the influence of either.

To supplement the restrictions of this policy, the Company also wishes to offer assistance to members of staff who may have developed a problem with either drugs or alcohol. To facilitate this information on organisations available to assist shall be periodically circulated, posted to notice boards, etc.

In addition, although the Company may not tolerate criminal behaviour, it is possible for additional assistance to be afforded to anyone identified as having an alcohol and/or drugs problem. For anyone so identified, from sickness absence records, self-reporting and other means, the following shall apply:

a) the work undertaken by the person shall be reviewed, seeking to identify causes of stress which may be reduced.

b) the Company may make available confidential counselling or other support to assist the person concerned to recover his/her control.

- It should be noted that if drug misuse and/or alcohol consumption reduces performance to unacceptable levels --in terms of safety, sickness absence or other factors – this may prove to be grounds for dismissal if counselling or other treatments are unsuccessful.

### **Drug and alcohol risk assessment:**

The following items are to be checked routinely:

#### **Staff**

- a) Recruitment and induction ensures that all staff are aware of the drugs and alcohol policy.
- b) Driving, machinery usage and other risk assessments take into account alcohol consumption.
- c) Information is made available to all staff on alcohol and drug misuse counselling services.

#### **Visitors**

- d) Arrangements to ensure that the drug and alcohol policy is brought to their attention as necessary.

#### **Contractors**

- e) Arrangements to ensure that their instructions/contractual obligations include the alcohol consumption rules for working on the premises.

- f) The Director responsible for health and safety and the Manager/Manageress will actively check compliance with contractor obligations including compliance with the drugs and alcohol policy.

## **ELECTRICITY**

### **Policy on electricity at work:**

All electrical systems and equipment to be properly specified, designed and installed. Systems to be wired in accordance with the IEE Regulations current at the time of installation, all new equipment to be manufactured to an appropriate standard where one is set i.e. British Standards (BS) and European Norms (BS EN) and marked as conforming to European Union general standards (CE marked).

The fixed installations shall be subject to a safety inspection for re-certification by a competent electrical engineer, every five years (or a shorter period if advised by an engineer or if the certificate is lost) and re-certificated. Any major alterations to the electrical system will require re-certification but minor alterations can be recorded as an addition to the current certificate.

Portable (plugged in) electrical appliances shall be subject to a routine of inspection and safety testing in accordance with the schedules detailed in this document. Work on electrical systems or on any piece of electrically powered equipment will be by authorised and competent persons only. Systems shall be inspected, maintained and modified by electrical contractors registered with NICEIC. Only such contractors may work on equipment or systems above 440 volts. Work on live conductors is to be avoided where possible and may only be carried out under a Permit to Work.

Appropriate warning notices (such as “Danger – No unauthorised Entry” fixed to lift motor room doors), safety equipment (such as an insulating rubber mat, or wooden step ladders to be used in areas with exposed live electrical conductors) and other items (such as test equipment, lock-off padlocks etc.) will be provided to facilitate staff and contractors working safely.

All employees are reminded of their obligation to participate in the training when provided to ensure that they understand how to work safely with equipment and electrical systems, and to work to the guidelines provided in that training.

All electrical work equipment and portable power tools should be 110 volts. The mains supply of 240 volts should be immediately reduced at source by the use of a step-down transformer. Where 240 volt equipment has to be used a residual current device must be incorporated at the point of supply.

All employees are requested to inspect visually their work equipment prior to each day's use and to report any faults immediately.

Any faulty piece of equipment is to be taken out of service immediately; it must be labelled as out of service and if possible unplugged from the mains supply. It must not be returned to normal use unless and until it has been checked by a competent person, repaired if necessary and satisfactorily re-tested.

### **Every time electrical equipment is used:**

On each first use during a working day, staff should make a quick visual check of the equipment they are to use and/or is sited in their area. If there is any evidence of:-

- Damage to the case of the equipment.
- Damage to the cabling.
- Damage to the plug.
- Evidence of the wires pulling out of the case or the plug.
- Blackening or discoloration of the socket
- Evidence of a smell associated with hot burning plastic, rubber etc.

This should be reported immediately and the equipment taken out of service until the fault is rectified.

### **Register of electrical equipment:**

The Electricity at Work Regulations 1989, The Provision of Work Equipment Regulations 1998 and the HSE Guidance Note PM32 (1983) The safe use of portable electrical appliances; require that the Manager/Manageress will identify all portable electrical appliances and extension leads under his/her control with a serial number that will be recorded in an electrical register with a separate entry for each item.

The register will be used to record details of the inspection, maintenance and testing of each item and will be progressively signed by a competent person. Any new items of equipment must be entered in the register as soon as it enters into service.

The appliance must be labelled or marked so that it is clear to the user when its inspection and maintenance are due. Employees should be familiar with the test dates and must not use equipment that is out of its test date, bears no serial number or unless it is new bears no evidence of having been safety tested.

### **Schedule for testing portable electrical appliances:**

The Management Committee are committed to an on-going programme of safety testing of portable appliances and the following frequencies have been determined, by experience, as being suitable for the workload placed on the appliances.

- Office equipment 12 months
- Work equipment 12 months

Where the Manager/Manageress or an employee is aware that an item of equipment is being operated in conditions more arduous, or for longer periods than normal then the above test periods should be reduced to take account of the circumstances.

### **Hired electrical work equipment:**

For equipment on hire the hirer is responsible for safety testing but we still have the responsibility for returning the equipment having regard to the above frequencies or the nature of the works.

**NB: Only suitably trained and certificated personnel may carry out repairs, servicing or alterations to electrical equipment.**

**Prior to any alterations or repairs to the fixed electrical installation a schedule of works and a risk assessment must be submitted to the Committee Member responsible for health and safety for approval and the issue of a permit to work.**

## **FIRE PRECAUTIONS**

### **Policy on fire precautions:**

The Management Committee are committed to the provision of a safe workplace and environment within the Masonic Hall and this includes appropriate fire precautions to prevent fires, detect them if they arise and ensure the safe and swift evacuation of everyone from the building where a fire has started or is suspected.

The Director responsible for health and safety will ensure that there is compliance with the general requirements for good fire protection, the maintenance and testing of fire detection and fire fighting equipment and the provision of suitable fire exit routes with appropriate signage and maintained and tested emergency lighting).

The Manager/Manageress shall also act as the senior person responsible for ensuring that there is both a co-ordinated staff training programme and that evacuation exercises are held at six monthly intervals and the outcomes evaluated with a view to maintaining emergency readiness.

The Director responsible for health and safety will carry out a fire risk assessment for the premises and is responsible for checking on the local arrangements for fire protection. The Manager/Manageress is responsible for the maintenance of fire exit routes free from obstructions, the briefing of staff and participation in tests and drills.

The Director responsible for health and safety together with the Manager/Manageress will ensure that Sub-Contractors who work in or on the Masonic Hall premises and Catering Companies are aware of the fire safety precautions and receive assurances that they will be respected and complied with.

The Manager/Manageress shall on a day-to-day basis seek to maintain reasonable awareness amongst staff of the fire precautions within the building and in the event of an emergency (or drill) check on the effective evacuation of the building, assist staff to gather at the external assembly point (front of the building) and liaise with the fire brigade in terms of information on missing persons or the location and type of fire. In addition, he/she will ensure that security locks on fire doors are removed when the building is occupied.

Every staff member is responsible for maintaining fire safety by not creating fire hazards with either flammable materials (careful storage, disposal) or sources of ignition (smoking, electrical equipment). Fire exits and escape routes must be kept clear and in the event of an alarm, staff are required to make an orderly exit and assemble at the appointed assembly point at the front of the building.

The Management Committee are conscious that a Fire Officer from the Fire Authority carries out regular inspections of the Masonic Hall at the time of license renewals having regard to the current legislation and best practice.

In addition, regular consultations are carried out with the Fire Officer for advice when minor alterations are carried out to the premises.

### **Fire training:**

1. Staff will receive training, on a regular basis .
2. New starters will receive basic training immediately on commencement of their first day at work and will be shown the location and use of fire exits and the evacuation procedures.
3. All staff need to know the following:
  - a) the legal requirements for no smoking on the premises.
  - b) how to raise the alarm.
  - c) actions to be taken on discovering a fire.
  - d) how to call the fire brigade.
  - e) location and use of escape routes.
  - f) assisting disabled persons, visitors and other staff during evacuation.
  - g) location, types and use of fire extinguishers.
4. Persons and organisations hiring the various facilities at the Masonic Hall should appoint a Responsible Person to ensure that information on the means of escape in an emergency are communicated to persons visiting the Masonic Hall.
5. Evacuation drills are to take place six monthly. Details of the evacuation times are to be logged and the information used to review procedures and the training programme.

### **Types of fires and suitable extinguishers:**

Wood, paper, textiles, fabrics (Red) Water extinguishers, hose reels, sprinklers:

- Burning liquid such as fuel (Yellow) Foam extinguishers
- Burning liquids, electrical fires (Blue) Powder extinguishers
- Burning liquids, electrical fires (Black) CO2 extinguishers
- Burning liquids and cloth Fire blanket (glass fibre)

### **Fire prevention equipment:**

The Masonic Hall has a fire alarm system installed with a number of manual break glass call points. Weekly testing from each call point in rotation must be carried out and the system must be regularly serviced by a competent engineer under a service agreement.

Fire extinguishers are sited near to the fire risk. Staff should not have to travel more than 30 metres to reach an extinguisher. The extinguishers should be on wall brackets at waist height with the position clearly indicated with the appropriate sign.

Annual maintenance checks by a maintenance engineer will be recorded on the inspection label.

Emergency lighting for exit routes should be inspected monthly and fully tested for a minimum of one hour every six months and be subjected to a complete three year test and inspection.

Defects identified in any of the above checks must be rectified promptly and records kept of inspections, tests, defects and actions taken.



### **Fire precaution audit checks:**

1. The licensing certificate is valid
2. The documentation on the testing and maintenance of fire detection, fire alarm, emergency lighting and fire extinguishers is up to date.
3. The fire signage, emergency exit routes and emergency lighting meet the requirements.
4. Staff have received induction training and additional fire training annually.
5. The Manager/Manageress is complying with fire precautions within the Masonic Hall including maintenance of emergency exit routes
6. The Director responsible for health and safety and the Manager/Manageress is addressing fire safety when Sub Contractors are appointed.
7. Fire safety is addressed for visitors to the premises.
8. Emergency evacuations are carried out, reviewed and action taken to maintain effective emergency response.

### **Fire risk assessments:**

It is a requirement of **The Management of Health & Safety at Work Regulations 1999** in conjunction with **The Regulatory Reform (Fire Safety) Order 2005** that a suitable and sufficient risk assessment is carried out to determine the risk of fire at the workplace. This will be carried out by the Management Committee Member responsible for health and safety and requires an evaluation of the circumstances evident throughout the premises as low, medium or high risk. The fire risk assessment will be reviewed on a regular basis. Most situations at the Masonic Hall are likely to be low risk, but if there are any elements in terms of flammable liquids, use of gas cooking equipment, etc. that raise the risk level then the precautions outlined previously may require enhancement to achieve the necessary level of safety.

### **Additional factors that may require attention are:**

1. As far as is practicable no combustible materials must be allowed to accumulate in any part of the premises.
2. Liquid propane gas cylinders when used by Catering organisations for additional heating of food must not be stored or left in the kitchen.
3. Waste skips to be sited at least 5 metres from the building and where combustible materials are to be stored overnight must have lockable doors.
4. Weed and tree growth around the building needs to be controlled so as not to compromise escape routes.
5. Security considerations should not compromise means of escape and fire escape doors (other than those specifically designated) must not be fitted with padlocks or deadbolts when the Masonic Hall is occupied.

## **FIRST AID & ACCIDENTS**

### **Policy on first aid and accidents:**

The Management Committee are committed to providing suitable and sufficient first aid facilities. All staff should be aware that, in the event of a medical emergency, efforts should be made to seek professional medical assistance, even though first aid facilities are available.

The Manager/Manageress is responsible for the management of first aid and will ensure compliance with this policy and best current practice. He/she will be responsible for the maintenance of a first aid box/s and every member of staff will be advised of the location of the first aid boxes (staff with language difficulties and those with visual impairments will be given assistance to ensure knowledge of the arrangements).

Persons administering first aid are only required to provide first aid within the limits of that which they are comfortable to do. Medicines should not be administered other than by medically qualified personnel.

In the event of an accident resulting in first aid being administered, the Manager/Manageress will ensure that a detailed entry of the event is written into the accident book and will notify the Management Committee Member responsible for health and safety who will subsequently determine if notification is required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Records must be kept of the actions taken to ensure and maintain first aid provision. Records of reportable accidents must be kept for a minimum of three years.

Where an employee has an accident at work and the details are entered in the accident book, it is necessary to carry out a further risk assessment of the task being undertaken at the time, to ascertain if additional precautions, an alteration of the method of work or additional personal protective equipment are necessary. This must be written down and the conclusions clearly defined and if necessary acted upon.

### **Provision of first aid boxes and other materials:**

A first aid box must be maintained in a suitable place, clearly marked with a green cross against a white background, in a prominent and accessible position. Its use is for response to injuries to employees, visitors and others.

The minimum contents to be maintained as recommended by the ACOP are:

- Blunt ended stainless steel scissors.
- Twenty individually wrapped (assorted sizes) of sterile adhesive dressings (blue plasters for food handlers).
- Two sterile eye pads.
- Four individually wrapped (preferably sterile) triangular bandages.
- Six safety pins.
- Six medium sized individually wrapped sterile un-medicated wound dressings (approx. 12 cm x 12 cm)
- Two large sterile individually wrapped un-medicated wound dressings (approx. 18 cm x 18 cm).

- One pair of disposable gloves.

**Additional materials:**

Additional elements to the first aid kit that may be useful:

- Resuscitation aid (which creates a barrier whilst facilitating mouth-to-mouth resuscitation).
- Disposable apron (to maintain personal hygiene whilst dealing with body fluid spillages).
- Disposable towels, wet wipes and plastic disposal bags (useful for when clearing up after a body fluid spillage).

### **Accident reporting and investigation:**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 require that notification is given to the enforcing authority (Health & Safety Executive or Environmental Health Department) if:

1. There are any fatal or major injuries to employees or other people in an accident connected with work.
2. Certain dangerous occurrences, which have the potential to cause serious injury, happen, whether or not they did actually cause injury.

Notification of either of the above must be done without delay, by telephone in the first instance to the local inspector of the enforcing authority.

For the above accidents and also if as a result of an accident any person is unable to carry out their normal work, or is absent from work for more than three consecutive days, a written report on Form F2508 must be submitted within ten days of these incidents.

### **Guide to the investigation of an accident:**

1. Leave the scene of the accident undisturbed if possible (providing it does not create a further risk) until there has been an opportunity to have a good, calm look to assess the circumstances
2. Try to work out what happened, in what sequence. Discuss this with the staff involved (directly or as witnesses) and make it clear that the aim of the investigation is to prevent future accidents, not to lay blame.
3. Check on any relevant procedures, method statements and risk assessments for the activities being carried on at the time of the accident.
4. Try to establish whether the accident occurred as a result of the procedures or method of work not being fully or correctly applied, or despite their application.
5. Against this background, consider the suitability and correctness of the relevant procedures or method of work.

## **GAS SYSTEMS & EQUIPMENT**

### **Policy on gas at work:**

The Management Committee will ensure that all gas systems and equipment are properly specified, designed and installed. Systems to be designed by competent gas engineers and installed by **GasSafe** registered organisations, all new equipment to be manufactured to an appropriate standard where one is set (such as British Standards (BS) and European Norms (BS-EN) and marked as conforming to European Union general standards (CE marked).

Fixed gas installations (boilers, fixed fires, flues etc.) shall be subject to inspection by a competent gas fitter (from a **GasSafe** registered organisation) before first use and thereafter annually and records kept.

Work on the gas system or on any other appliance shall be by authorised and competent persons only, specifically employees of **GasSafe** registered organisations or the Gas Supply Utility

Appropriate warning notices (such as “Danger: Hot Surface”) fixed to gas appliances will be provided to facilitate staff and contractors working safely.

All employees are reminded of their obligation to follow any instructions provided with appliances, to participate in training and periodic re-training when provided to ensure that they understand how to work safely with such equipment and to work to the guidelines provided in that training and subsequently any instructions given by the Manager/Manageress.

All employees are requested to inspect work equipment visually prior to each days use and to report any faults promptly.

Any apparently faulty appliance is to be taken out of service, labelled as out of service and if possible isolated from the gas supply. It may not be returned to normal use unless and until it has been checked by a competent gas fitter, repaired if necessary and satisfactorily retested.

#### **Every time gas appliances are used:**

On each first use during a working day, staff should make a quick visual of the appliances they are to use to determine if there is any visible evidence of:-

- Damage to the case of the equipment.
- Damage to the gas supply pipe work.
- Damage to any electrical cables (providing ignition).
- Failure of the appliance to light or otherwise function normally.
- Visual evidence of incomplete combustion such as sooty deposits.
- Evidence of a smell associated with gas leaks or partially combusted gas (fumes).

This should be reported immediately and in accordance with the above policy, the equipment taken out of service until the fault is completely rectified.

**NB: Faults reported must be logged and the action taken recorded.**

## **HAZARDS & RISKS AT WORK**

#### **Definition of a hazard:**

A hazard in health and safety terms is essentially the potential for anything to cause **harm**, primarily but not exclusively harm to people. In a management programme designed to protect people, the potential for harm befalling property, equipment and other assets is also relevant; such harm is undesirable and any sensible programme will be designed to prevent this as well. A hazard is best described as an accident waiting to happen, arising from substances, equipment, power supplies, particular working situations or working methods present in the workplace and within the responsibility of the employer.

## **Definition of risk:**

A **risk** is the likelihood of the harm actually occurring and the severity of the **harm** if it does. Thus in terms of “likelihood” there may be a hazard associated with water and drowning, but the risk can only be evaluated when the proximity of people to the water, the weather conditions, the equipment used, the peoples proficiency and many other factors are taken into account. As for severity, a hazard associated with falling can be evaluated also in terms of the distance and therefore the degree of harm which could occur – tripping and falling on the same level rarely causes serious injury (although this is not impossible) whereas falling down a flight of stairs is quite likely to result in broken bones or worse. Finally, the risk factor should also consider the numbers of people potentially affected for, all other matters being equal, a risk faced by many people every day should be treated as high priority than the same degree of risk faced by one person very occasionally. A key element of the risk assessment process is the measurement of the degree of risk present: negligible, low, medium, high, or very high, in order to decide on these priorities and accord appropriate weight to preventative measures.

## **HSE’s Five steps to risk assessment:**

1. Look for the hazards.
2. Decide who may be harmed and how.
3. Evaluate the risks arising from the hazards and consider the existing precautions.
4. Record the findings.
5. Review assessments from time to time.

## **Generic and site-specific risk assessments:**

Risk assessments can be carried out in general terms as a “desk exercise” where the information collated may then form a **generic assessment** which applies in general to all work activities of that type. However, it is then necessary to carry out a site-specific risk assessment to determine the immediate environment, the knowledge and skill of staff and other activities undertaken in the vicinity which may affect the degree and nature of the risk and hence the precautions to be taken.

## **Learning from accidents:**

Accidents are an important factor in determining risk assessments. Even the best health and safety management systems, based upon high quality risk assessments, will experience failures. Sometimes the failures are the results of events occurring which the original evaluation of risks had not foreseen, on other occasions staff will act unsafely because of other motivations (speed, bravado) against the established rules. Whatever the reason the information gained is useful if it prevents a recurrence as learning from experience rather than repeating mistakes is vital.

## **HAZARDOUS SUBSTANCES**

### **Policy regarding hazardous substances:**

The Management Committee are aware that a number of work activities will involve the use or handling of materials that have the potential for harming health and accordingly will take steps to reduce such use, as far as is practical and to provide safe systems of work for the handling of such materials.

The Director responsible for health and safety when performing risk assessments will pay special attention to potential risks from hazardous substances and will seek to minimise their use, where possible use safer substitutes and ensure that a safe system of work is employed.

The Manager/Manageress has the responsibility to ensure that no hazardous substance will be introduced into the workplace until it has been properly evaluated by reference to the Manufacturers Safety Data Sheet (MSDS) and a written COSHH assessment has been prepared. Staff must be provided with full training and instruction on the new substance.

Staff are reminded that all materials and substances used at work should be treated with respect, care being taken to read labels on containers, follow any directions as to safe use and take heed of any risk warnings. Where a COSHH assessment has been prepared this will indicate all the necessary personal protective equipment required to be worn.

If there is any suspicion that a member of staff may be affected by the use of a material or substance at work this should be notified to the Manager/Manageress who may request that he/she consult their GP. Consultation with the Employment Medical Advisory Service (EMAS) may also be appropriate.

### **Legal requirements:**

The Health and Safety at Work Act 1974 requires all employers to provide safe places and systems of work, including safety in connection with the use, handling, transport and storage of substances.

The Control of Substances Hazardous to Health Regulations 2002 etc. require that before any worker is exposed to a hazardous substance, it is subject to an assessment so that the appropriate precautions can be taken.

The Environment Protection Act 1990, Duty of Care Regulations 1991, Controlled Waste Regulations 1992, Collection and Disposal of Waste Regulations 1988, Special Waste Regulations 1996 cover the collection and disposal of clinical waste and cytotoxic waste.

### **Control of hazardous substances:**

When storing and handling potentially hazardous substances strict attention must be given to the various legal requirements. Manufacturers instructions, precautions and label requirements for each individual substance must be adhered to. The MSDS and COSHH assessment must be on file in the Masonic Hall office and a copy available to the staff to consult.

Suitable protective clothing and equipment must be worn at all times when handling chemicals. Rubber or synthetic gloves should be worn during handling.

Suitable respirators should be worn at all times where there is the risk of inhalation of dust or droplets. Eye protection should similarly be worn.

Specific personal protective equipment is applicable for certain operations where this is indicated in the COSHH assessment.

Prolonged exposure to chemicals can cause increased sensitivity or reactions resulting in irritation, rashes and skin disorders, therefore, good personal hygiene practices are required. Wash hands frequently and make use of barrier creams when recommended.

Where specific chemicals cause severe reactions, exposure must be prevented completely.

Chemicals spilt on floors can create slippery surfaces, wear correct footwear that grips on wet surfaces. Remove spillages immediately. If skin contact with chemicals does occur, follow the safety instructions on the manufacturer's label. Some chemicals react together, e.g. acid based de-scaling fluids coming into contact with bleach give off poisonous chlorine gas, avoid such chemical reactions.

All empty containers previously containing chemicals, should be cleaned and disposed of according to manufacturer's label instructions.

When mixing concentrates with water, always add the concentrate to the water to minimise the risk of accidental splashing - **NEVER** add water to a concentrate.

All wounds and skin abrasions must be kept covered with a suitable sized waterproof dressing when handling chemicals.

## **LONE WORKING**

### **Policy on lone working:**

The Management Committee are aware of the potential risks associated with lone working and require all such work to be subject to risk assessments and sensible controls to minimise the risks.

The Director responsible for health and safety and the Manager/Manageress are required to ensure that risk assessments are carried out and the required precautions are implemented.

Staff are reminded of the potential risks associated with lone working and are required to follow the specified procedures. Any problems encountered should be reported to the Manager / Manageress for evaluation.

Any member of staff, who has to work on his/her own in the Masonic Hall for a time, should notify the Manager/Manageress and give the relevant details. They should ensure that the entrance doors are securely locked and that the internal telephones are in working order so that emergency help can be summoned, if required.

Suitable arrangements should be made to ensure that other members of staff, family members or friends are informed of expected times of arrival after work so that immediate investigation of the circumstances can be instigated if a person fails to attend when expected.

**NB: Where it is not possible to devise arrangements for a person to work alone in safety then alternative arrangements providing help or back-up will be required.**



# MANUAL HANDLING

## Policy on manual handling:

The Management Committee Member responsible for health and safety in conjunction with the Manager/Manageress will identify, as far as is possible, any manual handling operations which have the foreseeable potential for causing an accident and injury. ☐ All such operations shall be subject to a risk assessment to establish if environmental improvements and/or a reduction of the load and/or mechanical aids may be provided to reduce the risk of an accident.

A Manual Handling Risk Assessment Form is provided in the health and safety manual to enable a proper assessment to be carried out when required.

Employees are responsible for carrying out their own assessment of the task to be performed and under no circumstances must manual handling be contemplated if the load is too heavy, too large, too awkward or beyond their reasonable capabilities.

All manual handling shall be carried out by workers provided with appropriate training in lifting and handling techniques.

All relevant employees are reminded of their obligation to participate in training when provided to ensure that they understand how, safely, to handle manually and to work to the guidelines provided in that training.

All employees must report to the Manager/Manageress any problem with manual handling, defects in environment or equipment, or personal health status which could affect their ability to work safely.

The Management Committee recommend that no individual employee should attempt to lift a weight in excess of 25 kilos.

## General requirements:

Report any pre-existing relevant medical conditions to the Manager/Manageress e.g. back conditions, other muscular injuries, recent operations, pregnancy etc. Failure to do so may result in work being allocated to you which is beyond your capability, putting you at risk and also represents a breach of your contract of employment.

Check the environment for tripping hazards, poor lighting, spillages etc. as anything of this nature increases the likelihood of a loss of balance whilst carrying and correcting that loss can easily strain muscles and cause injury.

Make use of mechanical aids such as sack trucks etc. prior to which ensure that such equipment is fit for that purpose.

Limit the load to that which is suitable for the individual and/or the equipment being used, do not overstrain to lift or move something which does not feel immediately comfortable and within your capability. Avoid and minimise stooping, stretching and twisting.

Grasp objects firmly and lift keeping the back and neck straight, using the legs and bending the knees to achieve the lift. ☐ Share tasks with colleagues, if they are capable, but remember that two people cannot lift twice the weight of one as there are losses associated with co-ordination.

Report any problems with the size or frequency of the load, the environment or the equipment available to your immediate supervisor.

### **Additional information on manual handling:**

Heavy items, or even lighter ones when held away from the body, may cause injury. Such items should only be moved if it is necessary to do so. Large boxes of materials should be broken down and moved in sections. Wherever practicable, the load should be lightened. If objects require regular movement, consider obtaining and using a mechanical aid such as a sack truck. Use a mechanical aid rather than brute strength.

If something has to be moved and there is the potential for harm, make use of the correct techniques to minimise the problem. Injuries may be avoided by using the body carefully, taking care not to strain or cause undue pressure upon the spine or stomach. A number of fundamental principles should be followed:

- **Correct Grip** – an object is less likely to be dropped if it is held firmly in the palms of the hands rather than the fingers. This ensures a more secure grip and allows the arms to be kept straight, transferring the weight of the load to the body.
- **Arms close to the body** – a weight carried close to the body will enable the whole body to support the load. The body is capable of supporting tremendous weight without stress.
- **Chin in** – tucking in the chin will elongate the neck and prevent injury in that region. It also enables easier breathing.
- **Straight Back** – the maintenance of a straight back is the most important principle of all. By keeping the back straight, pressure on internal organs is reduced and there is no pressure on the discs of the spine. Back muscles are then unlikely to be strained.
- **Foot Position** – the body must be in balance when lifting or carrying, otherwise the lifter is likely to fall or cause undue strain trying to maintain balance. Putting one foot forward and to the side of the object gives better balance and control whilst lifting.
- **Use of the Legs** – the leg muscles are the strongest in the body and should be used as much as possible when lifting heavy objects, bending at the hips and knees whilst keeping the back straight allows these strong muscles to work well and safely.

**NB: Lifting, carrying and moving objects should be limited to the extent that you are confident of doing so without risk of personal injury – if in doubt do not lift.**

## **PERSONAL PROTECTIVE EQUIPMENT**

### **Policy on personal protective equipment:**

The Management Committee are committed to providing safe systems of work and this extends to the provision and use of personal protective equipment and clothing.

The Director responsible for health and safety has the responsibility for risk management.

Where practicable, risks shall be managed by altering working arrangements or where such arrangements cannot wholly eliminate hazards, or where such measures may be impractical because of the short duration of the work or for some other reason, personal protective equipment (PPE) may be required.

Where PPE is required it shall be approved by the Management Committee Member responsible for health and safety or the Manager/Manageress for suitability and user acceptability, based upon the generic risk assessment for the work and/or work area concerned. All items of PPE will be supplied by the Company to the relevant staff without charge.

Where PPE is not disposable but designed and intended for re-use, it shall be subject to periodic inspection to confirm its continued suitability and where appropriate subject to routine maintenance. All respiratory protective equipment (RPE) that is not disposable must be subject to monthly inspection by a competent person to determine its condition and confirm its continued suitability.

Staff issued with PPE are reminded that they have a legal obligation to use it as instructed, to maintain it in a state of good repair and to report any defects or other problems promptly.

Records must be kept of the issue, maintenance and inspection of PPE including RPE.

#### **Legal requirements:**

The Personal Protect Equipment at Work Regulations 1998 and The Control of Substances Hazardous to Health Regulations 2002 etc. require that staff who are issued with PPE must wear it when indicated by a COSHH assessment or method statement. The employee is responsible for ensuring that the equipment is kept clean and in good order, any defects are rectified or reported immediately and that the loss of any item of PPE is also reported immediately.

**NB: The regulatory authorities have the power to prosecute an individual employee who fails to carry out any of the above requirements and if found guilty they would be liable, for each offence, to a fine not exceeding £5,000**

#### **Types of protection given by PPE:**

##### **Hand protection:**

Gloves are used to protect against cuts and abrasions, extremes of temperature, skin irritation and dermatitis, contact with harmful substances and protection from electric shock from live conductors.

##### **Eye protection:**

Goggles and visors are used to protect against the hazard of impact from objects and splashes of chemicals. Safety spectacles provide more limited protection but the lenses can be made to the prescription requirements of the wearer. Photo chromic lenses will adjust to the amount of light available to reduce glare and eyestrain. Glare screens are also available to fit over visual display units.

### **Head protection:**

If there is a risk of scalp injuries, grazes and cuts then a scalp protector or bump cap is appropriate. If the work is of higher risk then a full hard hat is required to give protection to the skull. Hard hats should be of an appropriate size for each wearer, have an adjustable head band with a sweatband and if required be fitted with hearing defenders.

Manufacturers advice on shelf life should be adhered to as the plastic embrittles over time. The hats should not be stored in direct sunlight or painted as this hastens the embrittlement process.

### **Foot protection:**

Safety footwear includes boots or shoes with a steel toecap to protect the front of the foot from crushing injuries in the event of a falling object. They are also available with a steel plate in the sole to provide protection from sharp points penetrating the sole. They should have good quality treaded soles for reasonable grip and slip resistance and can also be obtained with soles that are resistant to attack by acids and oils.

### **Hearing protection:**

Assess the noise exposure risks and if necessary select suitable hearing defenders and ensure that all relevant staff are instructed and trained in checking and using the equipment. The choice will be between disposable earplugs that are a foam material inserted into the ear canal and earmuffs that sit on or across the head with cups pressed against the ears. In both cases the material absorbs the noise energy thus reducing the exposure at the ear drum and into the inner ear. For permanent defenders, such as earmuffs, care must be taken to provide a clean and secure store for them when not in use.

### **Body protection:**

Clothing to provide warmth and a degree of water protection are usually issued to work outdoors in poor weather conditions. High visibility jackets and vests may be required at times of poor lighting or if there is vehicular traffic in the work area. For general work on Customers premises poly-cotton coveralls are provided which must be laundered regularly to protect the skin from chemicals which the staff regularly use or from general fouling which occurs in the workplace.

For very dirty work disposable paper coveralls are provided which include a hood that covers the head.

## **SAFETY SIGNS**

### **Policy on safety signs:**

The Management Committee are committed to reducing risks wherever practicable, but accept that there will always be circumstances in which hazards remain that require warning notices.  The Director responsible for health and safety shall ensure that sufficient and appropriate building safety signs including fire exit routes and similar are provided and maintained in the Masonic Hall.

The Director responsible for health and safety and the Manager/Manageress shall ensure that appropriate safety signs are affixed to equipment etc. in use within the Masonic Hall.

The Manager/Manageress shall ensure that suitable and sufficient safety signs are available to indicate hazards that are created within the Masonic Hall having regard to the nature and extent of the works being carried out and the associated risks (e.g. wet and slippery floors immediately after cleaning).

All signs used shall be in accordance with the relevant legislation.

### **Legal requirements:**

The Health and Safety (Safety Signs and Signals) Regulations 1996 and associated guidance specify the type of signs to be used, how and when they should be installed and apply to all workplaces.

### **Main types of safety signs:**

1. Prohibition sign – Red circle with a red diagonal line across. A sign prohibiting behaviour likely to increase or cause danger (e.g. no smoking, no naked flames).
2. Warning sign – Black triangle with a yellow background. A sign giving warning of a hazard or danger (e.g. danger: electricity, danger: pesticides).
3. Mandatory sign – Blue circle. A sign prescribing specific behaviour that must be employed to reduce a risk or risks. (e.g. respirator must be worn, hard hat must be worn).
4. Emergency escape or first aid sign – Green rectangular. A sign giving information on emergency exits, first aid, or rescue facilities).

**RED – Prohibition, Yellow – Warning, Blue – Mandatory, Green - Safe**

## **VIOLENCE & AGGRESION TO STAFF**

### **Policy on violence and aggression:**

The Management Committee are committed to providing a safe and healthy workplace including the protection of all staff from violence and aggression as far as it is able.

The Director responsible for health and safety will ensure that all staff that are exposed to dealings with members of the public will have the work activities and work environment subject to a risk assessment.

Staff are reminded that all incidents of aggression, threat or actual violence must be reported to the Manager/Manageress. The Management Committee take these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control.

Records must be kept of any actions taken to minimise and control the risk of violence and aggression.

### **Guidelines for a violence and aggression control programme:**

Check on staff activities, identify situations of contact with the public and identify any past evidence of incidents.

Check on methods of reducing risks and improve customer service to reduce tension.

Consult with staff who will be more positive and committed if they have assisted in selecting appropriate measures.

Consider arrangements for late workers, car park lighting for example to improve security.

Implement any precautions and then monitor their effects.

**NB: Where any member of staff feels threatened for their own safety they should immediately retire from the situation and seek management assistance. This policy should be read in conjunction with the policy on Lone Working.**

## **WASTE MANAGEMENT**

### **Policy on waste management:**

The Management Committee are committed to providing a safe working environment and this includes the safe storage and proper disposal of all waste generated through the various activities carried out at the Masonic Hall.

The Manager/Manageress is responsible for all waste produced by the day to day operations of staff under his/her control and that generated by Catering Companies and organisations or persons using the facilities at the Masonic Hall. A statement will be provided in the Management of Health & Safety Manual detailing the methods of disposal of all waste produced and the location of the waste transfer notes. All waste transfer notes must be kept available for inspection for a period of three years.

The Manager/Manageress will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and consider the possible recycling materials that cannot be directly re-used as far as is practical.

All staff are required to comply with this policy by minimising waste creation and co-operating actively with any recycling programme that may be introduced.

All accumulated waste shall be properly stored in suitable receptacles that are positioned so as not to give offence by odour or a risk of fire. Skips placed outside a building must be at least five metres away from the building in case of fire.

All waste stored outside must not be accessible to children and animals and must be protected against theft or vandalism.

### **Legal definition of waste:**

Anything which is generated by the working processes or left over from input materials. It does not matter if it will be re-used or recycled by others, if it is not needed or wanted then it counts as waste and the producer has a statutory duty of care under The Environment Protection (Duty of Care) Regulations 1991 to deal with it properly.

## **WORK EQUIPMENT**

### **Policy on work equipment:**

The Management Committee are committed to the selection, installation, use and maintenance of work equipment such that the health and safety of users and maintenance staff are protected.

The Director responsible for health and safety when performing risk assessments on the activities at the Masonic Hall is required to check on the work equipment used, to ensure that it is suitable for the purpose, in good condition, subject to maintenance arrangements and that the staff authorised to use it are adequately trained.

The Director responsible for health and safety and the Manager/Manageress are required to ensure that items of plant and equipment associated with work activities are suitably designed for the intended use, properly installed where applicable and regularly maintained for safety.  All members of staff are required to abide by any rules concerning authorisation for the use or maintenance of equipment and to report as soon as possible any faults that they identify with any item of equipment. If the fault is likely to cause injury, the staff member is required to cease its use, take it out of service and report the circumstances to Manager/Manageress.

To enable the Management Committee to be in full control of its work equipment all members of staff should be aware that it is expressly forbidden to use work equipment that is not Company property (except for equipment hired by the Company). This also applies to any ancillary equipment e.g. mains voltage radios that have not been safety tested.

### **Legal requirements:**

The Health and Safety at Work Act 1974 requires all employers to provide safe places and systems of work.

The Provision and Use of Work Equipment Regulations 1998 impose a range of duties associated with the equipment itself and the environment and arrangements surrounding it to ensure safe use. The main function of the Regulations is to control access to dangerous machinery and ensure proper safeguards are in place, set standards for proper maintenance and servicing of work equipment and ensure users of equipment (who may be employees or even visitors) have proper information on how the equipment should be used.

The Workplace (Health, Safety & Welfare) Regulations 1992 address certain environmental issues concerning lighting, safe access, ventilation etc. which are all directly or indirectly relevant to the provision of a safe workplace for the use of equipment.

## Work at Height

### **Policy on work at height:**

The Management Committee is committed to providing a safe and healthy workplace and this includes work in any place, including a place at or below ground level where a person could fall a distance liable to cause personal injury. This also includes access to and egress from the workplace.

The Management Committee will ensure that work at height is properly planned, appropriately supervised and carried out in a manner which is so far as reasonably practicable safe. Planning of the work will include the selection of work equipment, planning for emergencies and rescue and that the work will only be carried out when the weather conditions do not jeopardise the health or safety of the persons involved in the work.

The Management Committee will ensure that no person engages in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he/she is competent to do so or, if being trained, is being supervised by a competent person.

The Management Committee will ensure that the measures to be taken for work at height will take full account of the statutory risk assessment, that such assessment is suitable and sufficient and that work at height will not be carried out where it is reasonably practicable to carry out the work safely, otherwise than at height. Where any works are carried out that create voids and the risk of a fall becomes imminent the method statement must clearly indicate when the necessary protection measures are to be instituted.

The Management Committee will ensure that where work is carried out at height suitable and sufficient measures will be taken to prevent any person falling a distance liable to cause personal injury. Where these measures do not eliminate the risk of a fall occurring sufficient work equipment will be provided to minimise the distance and consequences of a fall or such other measures as may be necessary to prevent a person falling and causing personal injury.

The Management Committee will ensure that where necessary training and instruction will be provided on additional suitable and sufficient measures to prevent a fall.

The Management Committee when selecting work equipment for work at height shall give collective protection measures priority over personal protection measures, take account of the working conditions and the risks to the safety of the persons at the place where the equipment is to be used and any other relevant factors.

The Management Committee will ensure that where Field Staff consider the use of ladders and/or stepladders that this is subject to risk assessment to demonstrate that the use of more suitable work equipment is not justified because of the low risk, the short duration of use and/or the existing features of the site which cannot be altered.

The Management Committee will ensure that all necessary ladder safety devices are available and are used on ladders where circumstances dictate e.g. microlite, laddermate, Rojak ladder stopper, gravel bag, two point harness and cows tail.

The Management Committee will ensure that all necessary precautions are taken to deal with fragile surfaces, falling objects and danger areas with regards to work at height.



The Management Committee will ensure that all work equipment relating to work at height is inspected as often as is necessary and details of the inspections are entered in the Access Equipment Register.

The Management Committee will ensure that all Staff, where necessary, are trained and certificated in the use of Ladders & Stepladders, Mobile Elevated Work Platforms and Mobile Aluminium Scaffold Towers. In addition, that all persons who manage, supervise or regularly carry out work at height are certificated in Managing Work at Height.

The Management Committee will ensure that Sub-Contractors and contractors employed to carry out works on the Masonic Hall premises comply with the statutory requirements for work at height.

### **Legal requirements**

**The Health & Safety at Work Act 1974** requires employers to provide safe places and systems of work for all staff including Sub-Contractors.

**The Management of Health & Safety at Work Regulations 1999** requires employers to carry out risk assessments and ensure that workers are adequately informed, instructed and trained.

**The Work at Height Regulations 2005** apply to all work at height where there is a risk of a fall liable to cause personal injury and they replace all the earlier regulations about working at height

### **Use of ladder stabilisers.**

**Microlite** – this is an aluminium framed device that fits at the top of the ladder and is splayed outwards to prevent the ladder twisting. It has rubber “D wheels” that give additional grip to the surface onto which the ladder is inclined. It will give adequate clearance from plastic guttering and can be used on a flat or pitched roof surface to give additional stability. Fitting the device takes less than one minute.

**Laddermate** – this is a device made from galvanised, welded, square section steel that drops in between the bottom rungs of the ladder giving the correct angle of inclination and prevents the ladder from slipping backwards. Fitting time, less than one minute.

**Rojak ladder stopper** – a large metal T bar with a moulded on rubber base on which the ladder is placed to prevent it slipping backwards.

**Gravel bag** – a heavy duty rubber mat with a bag filled with pea gravel attached along one edge. If the ground is slightly sloping the gravel in the bag can be adjusted to accommodate the difference in the slope. On level ground the rubber mat is used on its own.

**Harness** – a two ring “Spanset” safety harness is worn by the ladder user.

**Cows tail** – this attaches to the front ring on the harness and the other end is clipped onto a ladder rung above the working position.

**NB: Used when circumstances dictate** – safety devices must be used for all double and treble extension ladders. For single piece ladders or a four section surveyors ladder the use of safety devices will depend upon the risk assessment having regard to the site conditions.

## **WORKPLACE SAFETY**

### **Policy for workplace safety:**

The Management Committee are committed to providing a safe and healthy environment, and this extends to the design, management and maintenance of the Masonic Hall.

The Director responsible for health and safety assisted by the Manager/ Manageress will ensure compliance with this policy and current practice that is dictated by the relevant regulatory requirements.

The Masonic Hall shall be assessed and evaluated to ensure that there is a low risk to staff, visitors and others when going about their normal business.

The Masonic Hall shall be assessed and evaluated to ensure that there is low risk to staff and contractors when carrying out normal maintenance activities.

The buildings shall be assessed, maintained and checked to ensure that guidelines for safety are implemented.

### **Legal requirements:**

#### **The Workplace (Health, Safety & Welfare) Regulations 1992 & Approved Code of Practice:**

These provide the general framework of requirements for the general conditions that should exist in the workplace of which the following are a part:

#### **Ventilation:**

Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. The regulations do not require forced ventilation in buildings with openable windows unless it is needed to exhaust noxious air and/or bring in fresh air. Most offices have openable windows and this represents full compliance with the ventilation requirements unless the windows open out into an area of noxious fumes e.g. a loading bay with diesel engine fumes.

#### **Temperature:**

During working hours, the temperature in all workplaces inside buildings must be reasonable. The temperature in workrooms should normally be at least 16 degrees Celsius or at least 13 degrees Celsius where the work involves severe physical effort. Thermometers should be placed in the building to enable staff to check on the internal temperatures.

#### **Lighting:**

Every workplace is required to have suitable and sufficient lighting. Such lighting shall as far as reasonably practicable be by natural light. Emergency lighting is required in any room in which persons at work are specially exposed to danger in the event of failure of artificial lighting

### **Floors and traffic routes:**

Floors should not have holes, slippery surfaces etc. and if they slope such as on a ramp across a change in level within a building, there should be a handrail. In areas such as kitchens where it is foreseeable that slippery materials, including water, will be regularly spilt, efforts should be made to install suitable flooring which reduces the risk of slipping.

Suitable and sufficient means of drainage must also be provided.

Traffic routes shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner.

### **Falls or falling objects:**

So far as is reasonably practical suitable and effective measures must be taken to prevent:

- a) any person falling a distance likely to cause personal injury.
- b) any person being struck by a falling object likely to cause personal injury.

The effective measures shall be measures other than the provision of personal protective equipment, information, instruction, training or supervision.

### **Cleanliness and waste materials:**

Every workplace shall be kept sufficiently clean and the surfaces of the floors, walls and ceilings of all workplaces inside buildings shall be capable of being kept sufficiently clean. So far as is reasonably practical, waste materials shall not be allowed to accumulate in a workplace except in suitable receptacles.

## **GENERAL NOTES**

Tidiness is essential to safe working conditions and each employee has a responsibility to keep work areas clean. This is of paramount importance when working in areas of the Masonic Hall where food is eaten or prepared.

Articles of clothing and any other combustible materials must be kept away from heaters. Wet clothes must not be dried on heaters as the build up of heat will cause a fire.

Suitable knives and cutters must be used for cutting paper, board, string, sharpening pencils etc. If razor blades are used, they must be in proper holders.

If you have to reach/climb up, do not use chairs, furniture, boxes, etc. use a suitable stepladder or step stool.

Staff are reminded that they should only carry out work on the tasks for which they have been trained and have a working knowledge. If in doubt, consult with Manager/Manageress.

Filing cabinet drawers must be closed after use and should be of the type where only one drawer is capable of being opened at the same time to prevent it from tipping over. Where there

are older type cabinets in use these must be replaced or secured in such a way as will prevent them from tipping over. This can be done by securely fastening them to wall at the rear or bolting them together back to back.

## **RESPONSIBILITIES**

### **Manager/Manageress:**

**The Manager/Manageress has total responsibility for the health, safety and well being of all staff who operate under his/her control.**

In addition to the personal responsibilities they have for their own conduct they must ensure that the following requirements are fulfilled:

- 1) All staff are given a copy of the Masonic Hall health and safety policy and arrangements on commencement of their employment. They must be instructed to read and understand it and carry out work in accordance with its requirements so as not to endanger themselves or any person who may be affected by their activity.
- 2) All personnel to whom you are obliged to give instructions or advice are fully aware of their responsibilities as imposed by legislation, codes of practice, procedures, etc. and that you will take steps, as far as reasonably practicable, to ensure they are properly implemented. This includes setting good examples by personally following the necessary procedures.
- 3) All employees under your control are given adequate training, instructions, information and supervision, as is necessary in connection with all items of plant, equipment, substances to be used and are competent in the work they have to perform.
- 4) Details of all plant and equipment available for use shall be provided in a register with each item being easily identified by an attached code number. Information on work equipment as to safe working loads, electrical safety etc. will be readily available to the user who must have had adequate instruction and training prior to its use. Details of all P.P.E. and R.P.E. provided to employees shall be accurately recorded in the Masonic Hall Management of Health & Safety Manual together with information on upgrades, replacements or inspections.
- 5) All plant and equipment repaired or maintained by you or others under your instructions must be fully up to the standard required by the relevant legislation and that the appropriate information is recorded in the register of plant and equipment, electrical register etc.
- 6) All chemical substances are clearly marked and any safety precautions to be taken are attached to the container or other suitable means adopted for the information of the user.
- 7) That there are available at the Masonic Hall all necessary safety reference materials.
- 8) The promotion of safety awareness amongst employees is carried out as well as is practicable and Management Committee are kept fully informed of all relevant matters at its monthly meetings.
- 9) Ensure that the First Aid Kit is maintained and that contact is made with emergency services when needed.

10) All accidents are recorded in the accident book and the Director responsible for health and safety is notified of the circumstances as soon as possible.

11) Any safety, health or welfare problems that are raised are investigated immediately and any necessary action taken.

12) Ensure that each workplace is safe, that the proper equipment is provided and maintained and that the proper safety procedures are in place. Also that fire safety equipment is regularly maintained/tested and fire evacuation drills take place every six months and the evacuation times recorded.

### **Duties & Responsibilities of all Employees**

1) Read and understand the Masonic Club Health & Safety Policy and carry out your work in accordance with its requirements so as not to endanger yourself or any person who may be affected by your activities.

2) Ensure that clothing and particularly footwear is suitable for your workplace.

3) Do not use, repair or maintain any equipment or machinery for which you have not received full instructions or training.

4) Make regular visual inspections and report any defects in equipment or machinery to your immediate manager/supervisor.

5) Ensure you are familiar with the location and use of fire equipment and first aid kit and what to do in the event of any emergency. Ensure you take part in evacuation drills and know who the "responsible person" is.

6) Ensure that procedures for storage and disposal of combustible waste are followed.

7) Report any accident or damage however minor to the Manager/Manageress.

8) Ensure your work area is kept tidy and that corridors, doorways, escape routes etc. are kept clear and free of obstruction.

9) Do not attempt to lift or move articles or materials which are so heavy or cumbersome as to potentially cause injury. Maximum weight to be lifted is 25 kilos for males and 16 kilos females.

10) Always use a stepladder or other safe access to reach above head height.

11) Do not open more than one drawer of the filing cabinet at a time and always close drawers after use.

12) Ensure telephone and electrical wiring cannot provide a trip risk.

13) Follow instructions on setting up workstations to minimise strain either via appropriate seating, lighting or arrangement of workstation equipment.

14) Follow all safety leaflet instructions and procedures laid down.

## **Director Responsible for Health & Safety**

- 1) Compile and revise the Masonic Club health and safety policy and arrangements as may be necessary from time to time.
- 2) Oversee and monitor the implementation and maintenance of the above health and safety policy.
- 3) Carry out site health and safety audits at bi-annual frequency reporting findings to the Management Committee and monitor improvements and compliance with relevant legislation and the Masonic Hall policy and procedures.
- 4) Liaise with the Manager/Manageress and other staff regarding health and safety issues.
- 5) Advise the Management Committee on changes and updates of health and safety legislation that may affect the Masonic Hall and its employees.
- 6) Provide technical advice to the Management Committee on health and safety matters.
- 7) Attend the Masonic Hall, Management Committee meetings from time to time as may be necessary.
- 8) Ensure equipment calibrations and checks especially electrical testing is carried out on all relevant equipment.
- 9) Ensure that the Management of Health & Safety Manual records are kept up to date.
- 10) Liase with professional bodies such as Health & Safety Executive, Chartered Institute of Environmental Health, Institute of Occupational Safety and Hygiene as well as information providers such as Croners, Gee etc.
- 11) Compile and monitor accident records and measure improvement in health & safety.

**Note:** The Management Committee consists of the Directors of the Limited Company who are registered with Companies House, together with representatives of the Lodges and Chapters that meet at the Hall. Any serious matters raised may be decided by the Directors alone, in a separate, private meeting if considered to be legally necessary.