*AYLSHAM COMMUNITY PARTNERSHIP.*

**HEALTH AND SAFETY POLICY.**

General policy. The Directors of the Aylsham Community Partnership (ACP) wish to prevent accidents and ill-health to staff, volunteers and visitors by ensuring that appropriate risk assessment and controls are undertaken. The Directors will ensure that practices are made known and adhered to, and that professional advice is sought when necessary.

People. The Directors of ACP are responsible for the welfare of all staff, volunteers and visitors. Anyone contracted by ACP to carry out any work must satisfy ACP that they have their own health and safety guidance, and insurance.

Control of Substances Hazardous to Health. ACP staff and volunteers are aware of the need to be vigilant.

Care of Vulnerable persons. Whilst ACP Directors wish to support the principle of equal opportunities, they recognise that some members of the public may find access to ACP facilities difficult for physical or mental health reasons.

Slips and trips. Avoid trailing leads and any obstacles to people.

Risk assessment. Risk assessments should be carried out when appropriate.

**Aspects Specific to the Heritage Centre**

Day-to-day management. As part of the day-to-day management of the Heritage Centre, The Learning Officer takes responsibility for implementing this policy, and for informing Heritage Centre volunteers. The Learning Officer also is expected to consult these volunteers about Health and Safety matters, and these volunteers are expected to read and implement this policy. The Health and Safety Law Poster is displayed upstairs on the wall.

Facilities.

* Hot and cold water and drinking water are available at the Heritage Centre.
* There is a toilet within the Heritage Centre, and there is an emergency pull-cord.
* The Heritage Centre first aid box is located in the cupboard under the sink. The Learning Officer is responsible for checking the first aid box annually and maintaining a record of the checks.

Any accident in Heritage Centre, and any treatment given, must be recorded in the accident book which is also located on the shelf under the computer table.

Training. Staff and Heritage Centre volunteers are encouraged to attend a first-aid course.

Fire. Heritage Centre fire exits are signed with the appropriate signage, and kept clear. An extinguisher is located by the main entrance door, and is inspected annually. In the event of evacuation, the meeting point is the church porch.

Child Protection. ACP Directors have approved a separate policy for Child Protection for Heritage Centre activities. Volunteers in the Heritage Centre are required to be familiar with this policy.

Safety of staff and volunteers. The Heritage Centre is rather isolated. This means that staff or volunteers potentially are vulnerable. There is a phone on the shelf under the computer table in order to mitigate against this potential vulnerability. In addition, it is policy that manning the Heritage Centre alone is to be avoided wherever possible.

Electrical safety.

* All Heritage Centre electrical appliances must be new or checked annually for electrical safety and a record maintained. Appliances should not be brought in to the Heritage Centre for use unless checked. Any equipment not checked or that is considered to be unsafe should be marked as such and taken out of use.
* All Heritage Centre staff, volunteers and hirers should know where the fuse box is situated, and be prepared to turn off the supply in an emergency.
* Any work in the Heritage Centre on installation or cabling must be carried out by a qualified electrician.
* Safety plugs are to be in place in all Heritage Centre sockets, as appropriate.
* Heritage Centre doorway areas must always be clear for ease of evacuation in emergency.

Spiral Staircase.

No members of the public are to use the spiral staircase in the Heritage Centre, which has a rope across to indicate ‘no access’.

Lighting.

In order to avoid accidents, it is important that the Centre at all times is well-lit.

Furniture and lifting. Furniture should be sited so as to avoid creating obstacles. Heritage Centre staff and volunteers should exercise care when lifting furniture or equipment.

**Approved** by Aylsham Community Partnership Directors meeting on 5 November 2019.

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next review date: December 2020