

Rotary Centre Castleton

Health & Safety Guidance



RIBI HEALTH & SAFETY POLICY STATEMENT

Rotary International in Great Britain and Ireland (RIBI) acknowledges that it has a responsibility to ensure that all Rotary districts and Rotary clubs within RIBI are made aware of the essential need to plan and organise all Rotary activities and events in a safe manner. RIBI is committed to ensuring that all reasonable steps are taken to safeguard the participants, members of the public, volunteers, Rotarians and anyone who may be in the vicinity of a Rotary event or activity from risk of injury or ill health resulting directly or indirectly from that activity or event.

RIBI is committed to:

- Promoting and encouraging development of safe practice as the normal acceptable standard for all Rotary events and activities.
- Providing all districts with information and advice to enable them to formulate and implement their own health and safety policies and to provide the same service to their respective clubs.
- Establishing systems and procedures that will ensure districts and clubs have access to up to date information and safety advice when so required.
- Developing and encouraging communication at all levels in order to develop the exchange of ideas and to promote best practice at all levels within RIBI.

The overall responsibility for safety at any Rotary activity or event lies with the district or club organising it in accordance with all current legislation including Health and Safety at Work Act 1974. The responsibility for implementation of this, the overall RIBI safety policy, lies with the General Council of RIBI. In support of this policy the General Council will appoint a Compliance Officer who will report and operate through the RIBI Executive Committee. The executive for each district within RIBI are charged with ensuring that the district and all clubs in their district develop and put into practice an effective working safety policy. Each district executive and each club council should appoint Compliance and/or Health & Safety Advisor, who will liaise with the RIBI Compliance Officer and other safety representatives in order to promote, encourage and develop suitable and sufficient health and safety practice at all Rotary events and activities.

This policy statement, and all related documents, will be reviewed by RIBI at the end of each Rotary year following which appropriate advice and updated documents, if so required, will be provided to all RIBI districts. This policy statement, and any documents based upon it, should be re-validated annually by signing the RIBI Combined Compliance Statement.

RISK ASSESSMENTS

The Sheffield Rotary Charity has undertaken site and fire risk assessments for the Rotary Centre, Castleton (See Appendix 1 and Appendix 2). These are reviewed annually and should be followed alongside event specific risk assessments completed by any hirer.

The Sheffield Rotary Charity has a Lone Working Policy to minimize the risk of any accident or injury to the Centre Manager.

Contractors used at the Rotary Centre will carry out their own risk assessments to ensure that equipment/fittings (notably electrical) are produced to current standards and have been tested (eg PAT testing) and will be able to produce records/certificates to this effect if required.

Hirers are expected to read the General Notes and Regulations before arrival at the Centre.

COMPLIANCE

The Sheffield Rotary Charity ensures that all necessary statutory testing (eg fire safety including fire extinguisher and fire alarm testing, PAT testing) is carried out following recommended timescales.

A first-aid kit is located in the kitchen for emergency use. However, it is expected that hirers will bring their own first-aid box/supplies. On departure, hirers should notify the Centre Manager if any supplies are used from the Centre's first-aid kit. An accident book is also located in the kitchen. Any accident/injury caused as a result of faulty equipment, fixtures and fittings should be recorded in this book. The Centre Manager should also be notified so that the problem can be rectified as soon as possible.

In order to comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), all cleaning products left for hirers to use will be non toxic cleaning agents. If hirers bring their own cleaning products to use during their stay they **MUST** be taken away at the end of the letting. The Sheffield Rotary Charity will not be responsible for any injury caused by the use of such products.

Cleaning products used by the Centre Manager will be stored in accordance with COSHH guidelines. COSHH data sheets will be available for all potentially hazardous products.

INSURANCE

Youth organisations, school, church groups or some other affiliated group should have insurance cover through their organisation. 'Family groups' should check that their own insurance covers them whilst partaking in their own planned activities at the centre.

Hirers are recommended to have their own public liability insurance in place.

The Sheffield Rotary Charity as itself is fully insured and has appropriate public liability insurance cover. A copy of the current certificate is displayed in the entrance to the Centre.

GLOSSARY OF HEALTH & SAFETY TERMINOLOGY

ACCIDENT

The Health and Safety Executive (HSE) definition is any unplanned event that results in injury or ill health of people, damage to property, damage to the environment or loss of materials. In a work place, the loss of a business opportunity may also be used as a definition.

ARSON

A serious criminal offence. Currently some 30,000 buildings a year and 45,000 vehicles a year are set on fire deliberately. The cost to the UK economy exceeds £500 million per year. Attacks on public and community buildings are becoming more common.

CRIMINAL PROCEEDINGS

Criminal proceedings can be started as the result of an accident. Criminal proceedings relate to an action in a Magistrates Court or Crown Court which are the result of a police investigation and/or a criminal prosecution [See also negligence].

CIVIL PROCEEDINGS

Action taken by an individual, who has been injured, against the person or organisation whom he, or she, believes to have been responsible for that accident. If successful, the person initiating the proceedings (The Claimant) will receive financial compensation known as damages of an amount decided upon by the court. The burden of proof is based upon the balance of probabilities rather than proven guilt. Many cases are settled out of court.

COMPETENCE

Defined in health and safety law as a person who has knowledge, experience, capability, and where relevant the qualifications to undertake a specific task. When carrying out a task, or asking someone else to carry out a task which may have potential for causing harm to another person, there is an essential need to ensure the person is competent to handle the job or task involved. Failure to do so may render both the person carrying out the task and the person placing instructions open to a claim of negligence in event of an accident.

COSHH

An acronym for Control of Substances Hazardous to Health. These regulations are made under the Health and Safety at Work Act. Employers are obliged to identify any chemicals or hazardous materials that are present or used in the workplace and to put in place suitable controls and precautions.

DUTY OF CARE

This is the common law duty that we owe to each other which requires that we take care not to do anything that may damage or injure any other person. Any act or omission that, subject to the application of a judgement of reasonableness that resulted in damage loss or injury to another person, may be seen as a breach of your duty of care. If negligence was established then action, as defined under earlier heading of Civil Proceedings, may result. Duty of Care is not defined or specified as such in Health and Safety legislation although there are clearly defined requirements to protect others including employees and members of the public.

ENVIRONMENTAL PROTECTION

Arrangements made to cover those activities which may cause damage to flora, fauna,

water, soil and air. These include disposal of waste, handling and disposal of effluent and activities such as burning of waste or discharges of noxious materials into the atmosphere.

HAZARD

Anything with the potential to cause harm. For example faulty electrical equipment, a hole in the ground, a dangerous chemical, a blocked fire escape exit or route or a structure that is unfit for purpose.

HEALTH AND SAFETY AT WORK ACT [Voluntary activities]

This is the principle piece of work safety legislation. It is an enabling Act which means the Government can make regulations under this act without need to apply for a new Act of Parliament. A wide range of regulations already exist and these cover a range of subjects. While it is appreciated that much of the legislation relates to work based activities and does not apply to the majority of non-work Rotary events, the HSE recommends that these should be adopted as guidance for best practice. As always, a practical, realistic approach should be taken to the health and safety management of Rotary activities to ensure the enjoyment and protection of everyone involved

INSURANCE

All Rotary clubs and Rotarians have insurance cover while engaged in or taking part in Rotary activities. Cover includes legal liability, employer's liability, public liability, legal expenses, slander, libel and specific club property. There are conditions that must be met such as the requirement for risk assessments to be carried out. ROTARY INTERNATIONAL GB&I insurance guidance may be obtained from the Resource download section of the Rotary International GB&I website. Log in to www.rotarygbi.org.

MANUAL HANDLING

Regulations made under the Health and Safety at Work Act which impose requirements for safe methods of work and suitable equipment where manual effort is employed pushing, pulling, lifting or handling in any way heavy or difficult loads. Injuries to hands, feet and back are far too common where poor handling is involved. Lifting and laying out dozens of folding tables and chairs may look easy when it is carried out correctly but if not the risks can be onerous.

NEAR MISS

Any incident which could have resulted in an accident. Knowledge and understanding of near misses is important since it has been established that for every 300 near misses there is likely to be 30 minor accidents and 1 major accident. As an example the man who walks up to the hole at side of the path in the dark and realises and stops when his foot touches a pile of earth - this could well be a near miss.

NEGLIGENCE

The only tort or civil wrong normally seen in health and safety matters. Negligence in this context is a lack of reasonable care or conduct that may result in injury or financial loss of or to another person. An early legal definition from 1856 stated negligence was judged to involve actions or omissions and the need to reasonable and prudent behavior. This is still a valid consideration. Such matters would normally be dealt with in a civil court and not by Magistrates or a Judge in the Crown Court. Failing to carry out a suitable risk assessment for an activity during which an accident occurred may well be seen as negligence. As an example hiring a marquee and allowing someone with no training or knowledge to erect it may be seen as negligent if it then collapsed on someone inside.

PAT TESTING

An acronym for Portable Appliance Testing. There is a requirement under health and safety legislation and under Electricity at Work Act to ensure that all electrical devices are fit for purpose and safe to use. This form of testing is one method of achieving the requirement to ensure devices are safe. Routine visual inspection before use should be a part of the safe approach to use of electrical equipment.

RIDDOR

An acronym for Reporting of Injuries Diseases and Dangerous Occurrence Regulations. These regulations are part of the Health and Safety at Work Act. While these regulations apply specifically to the workplace, the general advice is to adopt the principle and, in the event of any accident that involves a fatality, serious injury or more than seven days off work as the result of an accident, report matter to insurers immediately and advise HSE. Some accidents, such as fair ground rides, also require reporting to the Health and Safety Executive regardless of whether it is classed as work or not.

REGULATORY REFORM FIRE SAFETY ORDER

Current and all-embracing Fire Safety Legislation introduced in 2005. This legislation, in effect, reforms and replaces nearly all previous fire safety legislation. This includes all premises and structures including tents and marquees used by the public with the exception of single private dwellings. It clearly identifies the responsible person for any particular building or structure and defines general fire precautions. These regulations will apply to meeting places used by clubs and will identify the responsible person as the owner or manager of premises.

RISK

The likelihood of a substance, activity or process causing harm and the severity of the harm if it does occur. For example damaged electrical equipment left exposed to touch in an accessible place or the deep unfenced hole next to an unlit public path.

RISK ASSESSMENT

A simple process of examination and consideration of both risk and hazard in order to: Identify potential for accidents to occur.

Identify means of eliminating or reducing chances of anyone being injured. Results should be recorded in a simple, easy to understand form including any findings and actions called for as a result of the assessment. After any event the assessment should be reviewed in order to ensure that anything that occurred is noted and lessons learnt for future events.

RESIDUAL RISK

The very small element of risk that may remain after actions identified during risk assessment have been implemented. Residual risk should always be very small or have little potential impact on those likely to be involved or affected. For example, the hole in the ground has been fenced, boarded over and two temporary lights fitted. There is an unlikely chance of both lights failing; this could be treated as a minimal residual risk.

FURTHER INFORMATION & CONTACTS

First Points of Contact		
Centre Manager		Tel: 0114 281 3002
Club Health and Safety Advisor		Tel: 0114 236 5893
District Health and Safety Advisor		Tel: 01246 823924
Sources of Information		
Health & Safety Executive (Info)	08701 545 500	www.hse.gov.uk
St John's Ambulance Association	08702 350 796	www.rosipa.co.uk
Royal Society for Prevention of Accidents	0121 248 2000	www.rosipa.co.uk
HSE Publications Order Line	01787 88116	www.hsebooks.co.uk
Charities Safety Group [CSG]	07745 937567	www.csg.org.uk
Food Standards Agency	02072 768 000	www.food.gov.uk
Community Transport Association	0161 351 1475	www.communitytransport.com
Fire Safety Guides	0207 944 4400	www.firesafetyguides.communities.gov.uk
Insurance Brokers Bartlett Group	0113 259 3636	www.bartlettgroup.com
Equality and Human Rights Commission	020 3117 0235	www.equalityhumanrights.com
Environment Agency	08708 506 506	www.environment-agency.gov.uk
Home Office		http:// police.homeoffice.gov.uk/operational policing/crime.disorder/public-order

Appendix 1

Rotary Centre Castleton Risk Assessment - Site and Facilities				
Hazard	Risk	Control Measure	Further Action	Notes
Trips Slips Falls	Various injuries such as cuts, bruises, sprains & broken bones	<p>Regular reviews and inspections by Centre Manager to ensure floors and grounds are in good condition</p> <p>Grit and snow clearing shovels available in bad weather</p> <p>Sufficient lighting (automatic outside)</p> <p>Children using climbing frame should be supervised by a responsible adult</p> <p>Young people should be briefed about running in and around the buildings and the need to wear suitable footwear at all times</p> <p>Caution signs are used to indicate wet floors</p>	None at this stage	
Traffic Safety	Injuries caused by collision with a moving vehicle	<p>There is dedicated car parking</p> <p>Vehicles are only permitted to drive on the main access road and car park</p> <p>There is appropriate signage requesting drivers to take care when approaching the centre</p> <p>Children should be briefed by Group Leader about awareness of car park - deliveries, minibuses, refuse collection</p>	None at this stage	

Kitchen equipment	Scalding, Burns Cuts, Slips Trips	<p>Signage on hot water boiler</p> <p>Hot water boiler tap springs to off</p> <p>All equipment maintained in good working order (PAT testing of electrical appliances)</p> <p>Groups are responsible for the safe set up of their kitchen including safe storage of food</p> <p>Group leaders are given briefing by Centre Manager on operation of cooker</p> <p>Groups are responsible for their own first aid provision. However, there is a first aid kit located in the kitchen containing appropriate dressings</p> <p>Signage available to indicate wet floor</p>	None at this stage	
Bunk beds	Various injuries	<p>All top bunks have guards fitted</p> <p>Centre Manager checks furniture weekly for damage and undertakes any repairs</p> <p>Preference for using lower bunks whenever possible</p>	None at this stage	

Stranger danger	Inappropriate behaviour between adults & young people	<p>Centre Manager has an up-to-date advanced check through the DBS process</p> <p>Group leaders will be informed by the Centre Manager when there will be other adults on site i.e. contractors. None at this stage Such instances will be avoided where ever possible</p> <p>No one will visit the site without the prior agreement of the Group Leader</p> <p>External automatic security lighting in place</p> <p>Window restrictors fitted to ground floor windows</p> <p>All external doors to be secured to prevent authorised access during the night</p>		
Electricity	Electrocution Fire	<p>All equipment is checked regularly and well maintained</p> <p>All electrical items are PAT tested annually</p> <p>Any defects should be reported to the Centre Manager and put out of use as appropriate</p>	None at this stage	
Gas	Explosion Fire	<p>Gas tank is away from buildings and fenced off and is inspected annually by Flo Gas</p> <p>Gas cookers have safety cut off and ventilation system</p> <p>Annual service to gas cookers and heating system</p>	None at this stage	

Cleaning chemicals	Poisoning Burns	Main supply of cleaning products kept locked in Centre Managers office. COSHH data sheets for potentially hazardous products Small supply of non toxic cleaning materials for group use kept in a box with clear signage	COSHH assessments in place	Hirers notified about removing their own cleaning products at the end of the letting
Self closing doors	Trapped fingers	Doors with self closing mechanisms have finger guards fitted	Finger guards purchased and fitted	
Fire	Fatal injury Burns Smoke inhalation	Separate Fire Risk Assessment Fire alarm checked weekly Sufficient appropriate fire extinguishers maintained annually Appropriate signage and exits Fire assembly point clearly marked No smoking site with the exception of designated smoking area Refuge bins stored away from buildings	None at this stage	
General	Various	All groups are required to provide the Centre Manager with a complete list of the names & contact details of all persons staying or visiting the centre during the hire period Any faults or breakages should be reported by the Group Leader	None at this stage	

		<p>via the Pre Departure Checklist</p> <p>It is the responsibility of groups to provide their own first-aid kit and first-aider. There is a first-aid kit located in the kitchen.</p> <p>Any accident/near miss caused as a result of faulty fixtures/fittings/appliances should be recorded in the Accident Book (located in the kitchen). The book is checked after every hire and appropriate action will be taken as required</p> <p>Contact details of the Centre Manager (or deputy) are left with Group Leaders if a major problem arises</p> <p>The Management Committee of the centre will continue to seek and share good practice with similar facilities.</p>		
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Completed by: M J Holmes

Date: January 2018

Appendix 2

Rotary Centre Castleton Risk Assessment - Fire				
Hazard	Risk	Control Measure	Further Action	Notes
Trapped in building during fire	Fatal injury Burns Smoke inhalation	<p>Site kept free of rubbish. Trade waste bins kept away from buildings</p> <p>Sufficient appropriate fire extinguishers which are checked annually by supplier. Visual checks also during Centre Manager preparations</p> <p>Internal fire doors are clearly labelled and normally kept closed</p> <p>Stairs from first floor of dormitory block are free from obstructions and in a good state of repair</p> <p>Fire alarm points are clearly visible and unobstructed</p> <p>Fire action notices are displayed prominently throughout the buildings</p> <p>Emergency exits and signage (exits kept clear at all times)</p>	None at this stage	

		<p>Emergency lighting in all corridors and halls</p> <p>Fire alarm tested weekly and 6 monthly service</p> <p>Fire assembly point clearly signed</p> <p>Group Leaders briefed by Centre Manager re fire & evacuation procedures</p> <p>All visitors to acquaint themselves with fire points and equipment. Group Leader responsible for rehearsing evacuation procedure with their group</p> <p>No smoking site except for designated area</p> <p>Bedroom doors are fire doors with self-closures</p> <p>Smoke detectors fitted throughout buildings</p> <p>PAT testing of electrical appliances up-to-date</p> <p>Centre checked by Fire Service every 3 years</p> <p>Bins provided for litter</p> <p>All groups required to provide the Centre Manager with a complete list of the names and contact details of all persons staying or visiting the centre during the hire period</p> <p>Pay phone located in the entrance of the dining block for emergency calls. Mobile phone reception for all networks is good</p>		
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		Contact details of Centre Manager (or deputy) are left with the Group Leader if a major problem arises		
Kitchen fire	Fatal injury Burns Smoke inhalation	Kitchen extraction unit has periodic cleaning to remove grease Adequate fire extinguishers & blankets Gas cookers have safety cut off and are serviced annually First-aid kit located in kitchen containing appropriate dressings	Investigate external contractor to clean extraction system	
Flammable liquids (paint, petrol, aerosols)	Risk of fire	Minimal amounts kept on site in locked store away from main buildings Dry powder extinguisher Non toxic/flammable cleaning products left for use by hirers Potentially hazardous cleaning products stored securely following COSHH guidelines. COSHH data sheets kept	None at this stage	
Smoking	Fire	No smoking allowed in buildings (signage in place) Designated smoking area All Rotarians and visitors made aware of smoking	None at this stage	

		policy and non compliance will be challenged		
Electrical items	Fire	Annual PAT testing of electrical appliances Adequate fire extinguishers Rewiring of Heritage Building December 2014 Full building wiring check in December 2017	Arrange electrical wire test for dining and dormitory blocks	
Gas tank	Explosion	Tank fenced off Annual check by Flo Gas No naked flames/smoking by tank (appropriate signage in place) Any reports of smelling gas to be investigated	None at this stage	
Heating system	Fire	Heating system is inspected annually Signage by all heaters re covering of appliances Heaters fixed in position	None at this stage	

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