



Wycombe Arts Centre LTD
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Health and Safety Policy

1. General policy statement

- 1.1. The board of directors of the Wycombe Arts Centre (WAC) regards the promotion of Health and Safety as a mutual objective for both management and staff of the organisation.
- 1.2. It is the policy of WAC to do all that is reasonably practical to prevent personal injury and damage to property and to protect all staff and members of the public who come into contact with the organisation from foreseeable hazards.
- 1.3. In particular, WAC has a responsibility to:
 - a) Provide and maintain safe and healthy working conditions, taking into account any statutory requirements.
 - b) Provide training and instruction to enable employees to perform their work safely and efficiently.
 - c) Maintain a constant and continuing interest in health and safety matters by consulting with and involving members of staff or their representatives when possible.
- 1.4. WAC employees, volunteers, clients and anyone working on the site are bound to co-operate in the operation of this policy by:
 - a) Working safely and efficiently
 - b) Adhering to procedures jointly agreed on their behalf for maintaining a safe workplace

- c) Assisting in the investigation of accidents and introducing measures to prevent a recurrence.

1.5. All accidents will be recorded in the accident/incident book.

2. Health and safety organisational structure

- 2.1. Trustees – responsible for ensuring WAC is complying with Health and Safety at Work legislation and overall responsibility for providing a healthy and safe work environment for WAC staff, volunteers, Clients and anyone working on site
- 2.2. Centre Manager – responsible for reporting to management Board on issues relating to health, safety and welfare at work and for keeping the committee informed of legal and social changes relating to health and safety. S/he oversees the work of the Health and Safety officer and evacuation procedures and formulates policy.
- 2.3. Duty and Bar Manager – responsible for carrying out risk assessments and routine health and safety checks and liaising with hirers.
- 2.4. Staff & Volunteers – all staff and Volunteers are responsible for adhering to a Health and Safety policy and working in a manner which does not put their own or other people's Health and Safety at risk.

3. Evacuation procedure

- 3.1. When the fire bell sounds all staff and visitors must leave the building via the nearest exit.
- 3.2. In the event of a fire drill, the Centre Manager or Duty Manager will normally inform WAC staff and hirers in advance.
 - a) The office door(s) must be closed on exit.
 - b) People must leave via the nearest exit and proceed to the assembly point which is on next to the notice board in the front garden.
 - c) The Centre Manager or Duty Manager or Workshop Leader will be responsible for checking that all staff and client groups have left the building.

- d) Nobody has the right to enter the building until the all-clear has been given by the Centre or Duty Manager or Workshop Leader.
- e) Throughout the evacuation procedure no-one should take any action which would put themselves or others at risk.

4. Antisocial behaviour

- 4.1. If a member of the public enters the WAC premises and demonstrates antisocial behaviour, s/he will be asked to leave in a calm manner if considered safe, and assistance should be sought from colleagues. If a member of staff feels threatened/unsafe s/he should lock the door and call the police immediately.
- 4.2. The same procedure applies for staff demonstrating antisocial behaviour.
- 4.3. Any incidents will be recorded in the accident/incident book.

5. Fire

- 5.1. Fire extinguishers are the responsibility of WAC Trustees and Centre Manager.

6. Control of substances hazardous to health (cosh)

- 6.1. WAC will strive to ensure that employees do not come into contact with substances which are dangerous to health in compliance with the Control of Substances Hazardous to Health Regulations (NI) 1990.
- 6.2. The following steps will be taken to protect staff:
 - a) Where appropriate a harmful substance will be substituted with one which is safer.
 - b) Dangerous chemicals will be stored safely, clearly labelled and isolated from employees except when they are being used. WAC will be well ventilated to ensure the circulation of air throughout the office(s). Staff operating any toxic chemicals must ensure the area is properly ventilated and all guidelines adhered to.

7. Lifting procedures

- 7.1. Avoid the need to undertake any manual handling activities involving risk of injury.

- 7.2. Do not jerk or shove the body while lifting, as twisting the body would cause injury.
- 7.3. Lift in stages – from the floor to the knee and from the knee to the carrying position.
- 7.4. Hold weights close to the body.
- 7.5. Bend the legs while lifting and keep the back straight.
- 7.6. Grip heavy loads with palms and not fingertips. Do not change grip while carrying.
- 7.7. Do not let your load obstruct your view – make sure the route is clear before you start moving.
- 7.8. If you feel the load is too heavy, ask for assistance. Where possible use a trolley to move heavy weights. The guidelines recommend a safe maximum weight for lifting at work – 25kg for man, 16kg for a woman. This relates to loads held close to the body at around waist height.

8. Smoking

- 8.1. A no smoking policy operates in all parts of the Centre buildings and office.
- 8.2. It is a breach of the Health and Safety policy to smoke in any part of the building.
- 8.3. The area at the front doors of the Theatre and Café Spaces and seated garden area have been identified as a smoking area, however smokers cannot obstruct the exits.
- 8.4. Smokers are requested to dispose of their cigarette ends carefully and not cause litter at doorways.

9. First aid

- 9.1. A first aid box is located in the kitchen, studio and both bar areas
- 9.2. The current Health & Safety Officer is the Duty and Bar Manager