

Brookfield Spaceplace Health and Safety Policy

Brookfield Spaceplace recognises and accepts its health and safety duties as an employer for providing a safe and healthy working environment so far as is reasonably practicable for all its employees under the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

Policy Objectives

Brookfield Spaceplace will take all reasonable practicable steps to meet its responsibilities, paying particular attention to the provision and maintenance of:

- a safe place of work and safe access to and egress from it;
- a healthy working environment;
- plant, equipment and systems of work that are safe, and regularly maintained;
- safe arrangements for the use, handling, storage and transport of articles and substances;
- sufficient information, instruction training and supervision to enable all employees and volunteers to avoid hazards and contribute to their own safety and health at work;
- reasonably practical safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from Brookfield Spaceplace's activities;
- making suitable and sufficient assessments of the risks to the health and safety of employees and of persons not in the employment of Brookfield Spaceplace arising out of or in connection with Brookfield Spaceplace's activities;
- making specific assessments of risks in respect of new and expectant mothers and young people under the age of eighteen and vulnerable adults;
- providing information to other employers whose workers are on Brookfield Spaceplace's premises of any risks to which those workers may be exposed.

Management responsibilities

The Health and Safety Co-ordinator and Brookfield Spaceplace's trustees are responsible for ensuring that the health and safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

Employees' responsibilities

It is the duty of all employees under the Section 7 of the Health and Safety at Work Act to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions. Every employee MUST:

- Take care of his/her safety whilst at work;
- Take care for the health and safety of all members of the general public who may be affected by his/her actions and omissions, with particular consideration for the needs of persons engaged in activities organised by Brookfield Spaceplace;
- Comply with all safety instructions issued by Brookfield Spaceplace or issued with products;

- Co-operate with Brookfield Spaceplace so as to enable it to carry out its own responsibilities successfully;
- Not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare;
- Report to Brookfield Spaceplace at the earliest opportunity, and record in the appropriate book, all injuries, accidents or dangerous occurrences at work including those involving the public and participants in activities organised by Brookfield Spaceplace. All incidents will be reported at the next trustee meeting.

Visitors and contractors

On arrival, all visitors should be directed to the appropriate member of staff or host user/ hirer of the building. This person will take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Contractors will be given instructions on safe working practice and safe evacuation in the event of emergency. Any concerns relating to their own safety or suspected unsafe working practices by the contractors must be reported to the Health and Safety Co-ordinator who will investigate and report on unsafe incidents to Brookfield Spaceplace trustees.

Accidents

- In the event of an injury or illness, those present should call for a member of staff or ring for an ambulance directly by dialling 999 (if required).
- All accidents must be reported to the Health and Safety Co-ordinator or another member of staff immediately or as soon as is practicable.
- All accidents must be entered in the accident book situated in Brookfield Spaceplace's office.
- The procedures for 'notifiable' accidents as shown in Appendix A must be followed.
- The health and safety co-ordinator will investigate incidents and accidents, writing a detailed report for Brookfield Spaceplace's trustees to consider the actions necessary to prevent a recurrence.

First Aid

An appropriate first aid box is provided in the office.

Brookfield Spaceplace will comply with current regulations. Brookfield Spaceplace must have adequate facilities to enable first aid to be rendered promptly to any injured person, including notices indicating the location of the first aid box and the responsible person (First Aider).

It is the responsibility of Brookfield Spaceplace to ensure:

- A nominated First Aider or responsible person (and deputy) have been appointed.
- Appropriate guidelines have been prepared for the role - supplied by the provider of the training course.
- Suitable training is arranged for the responsible person.
- Suitable cover is provided during periods of absence by the responsible person.

- Where a first aid person is appointed, they shall be responsible for taking control of the situation in the event of an injury at work.

Fire drills and evacuation procedures

- All staff must know the fire and emergency evacuation procedures, position of fire appliances and escape routes.
- The alarm system and fire extinguishers will be tested annually a specialist firm and in the interim will be monitored by the Fire Officer on a regular basis. The results will be entered in a log book.
- The Fire Officer shall arrange for fire drills and fire prevention checks to be carried out at least once every three months and entered in the logbook.
- People leaving the premises at the end of the day shall ensure fire prevention closedown checks (Appendix B) for the parts of the premises that they have been using, including common areas.

In the event of a fire:

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all staff is to evacuate all people from the building by the nearest exit immediately the fire is discovered.
- All persons must evacuate the building by the nearest exit and, where possible without personal risk, leave all doors and windows closed.
- The assembly point for the whole building is the grassed area directly opposite the front of the Soundskills building. No-one should leave the assembly point without the permission of the Fire Warden or until a complete roll call of everyone in the building has taken place.
- If a fire occurs the Fire Brigade must be called immediately by dialling 999.
- When the Fire Brigade arrives they will be advised of the location of the fire and whether all persons are accounted for.
- Once the building has been evacuated no-one should re-enter until the all clear has been given.

Smoking

Brookfield Spaceplace has a strict non smoking policy throughout the premises.

Alcohol and Drugs

Brookfield Spaceplace operates a nil alcohol/drugs policy for staff and volunteers, recognising that a safe and healthy working environment can be placed at risk by those who misuse alcohol or drugs to such an extent that it affects their health, performance, conduct and relationships, and possibly puts at risk those who use Brookfield Spaceplace/Soundskills.

Security

The premises are fitted with an external intruder alarm which is connected to a local security agency who responds to alarm calls. All rooms, offices and windows are to be

closed at night and no valuables left unsecured. Suitable insurance cover will be taken out to insure against theft or damage/breakage.

Signage

Suitable and appropriate hazard signage will be displayed throughout the property to warn contractors, staff and visitors to the premises of those hazards which may affect them. Fire and emergency exit signs will be displayed in accordance with current regulations.

Food hygiene

When handling or preparing food those concerned will:

- Regularly wash hands before and during food preparation but especially after using the toilet.
- Inform the responsible person of any skin, nose, throat or bowel problems.
- Ensure cuts and sores are covered with waterproof dressings.
- Keep themselves clean and wear clean clothing.
- Never cough or sneeze over food.
- Clean as they go, keep all equipment and surfaces clean.
- Prepare raw and cooked food in separate areas and keep perishable food covered and either refrigerated (less than 8 degrees C) or piping hot (above 63 degrees C).
- Ensure waste food is disposed of properly, keep the lid on the dustbin and wash their hands after putting waste in it.
- Avoid handling food as far as possible.
- Say if they are unable to follow any of these rules.
- Advise the Health and Safety Co-ordinator of any defects or concerns regarding the facilities e.g. uncleanliness, refrigeration operation, cracked food preparation surfaces.

Control of substances hazardous to health COSHH

In accordance with COSHH Regulations 2002 (as amended), Brookfield Spaceplace is required to identify products and processes which cause hazards to health, and evaluate the risk and compile an assessment record.

Brookfield Spaceplace does not use any hazardous substance or material as defined within the scope of the Regulations.

If circumstance arose where we were required to use a hazardous substance or material we would follow our policy on Control of Substances Hazardous to Health. Any assessments undertaken will include appropriate measures to prevent or control the risk(s).

Display Screen Health and Safety

The 1992 Display Screen Equipment (DSE) Regulations will be followed. The regulations apply to screens where there is a 'User, that is, an employee who habitually uses DSE as a significant part of their normal work'.

Brookfield Spaceplace will ensure that:

- DSE workstations have been risk assessed by a Competent Person.
- Workstations satisfy minimum requirements regarding desk size, the DSE itself, keyboard, desk and chair, working environment including lighting, task design and software.
- Work is planned so that there are breaks or changes of activity.
- Information and relevant training will be arranged for DSE Users.

Staff using display screens are entitled to request an eyesight test which will be paid for by Brookfield Spaceplace. If as a result of the eye tests a staff member requires spectacles solely for use with display screen equipment they are entitled to reimbursement of the cost of a basic pair. If they wish to choose more costly spectacles (e.g. amore expensive frame) the Community Association will only reimburse the cost of basic spectacles.

If as a result of tests a member of staff requires spectacles for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, Brookfield Spaceplace will make no reimbursement except for the cost of the eyesight test and the report.

The member of staff involved will pay the optician and then obtain reimbursement, attaching the receipt(s) and any other reports to a claim form, and give these to the Brookfield Spaceplace trustees who will arrange reimbursement.

Electricity

Brookfield Spaceplace will comply with current legislation, British Standards and best working practices. All equipment used will be regularly tested, Portable Appliance Testing, (PAT) inspected to manufacturer's specifications and records maintained, including any equipment on hire.

Hours of Work

Brookfield Spaceplace acknowledge their obligations under the 1998 European Time Directive

Regulations and individual employee contracts will be amended and updated if and when required.

General

- All thoroughfares and exits must be left clear at all times.
- Corridors and fire exits must not be blocked by furniture or equipment.
- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables should be avoided.
- Warning signs should be used in the event of slippery floors.
- Hazards or suspected hazards or other Health and Safety matters should be reported to a member of staff immediately or as soon as practical. If the hazard is serious immediate action must be taken to protect to prevent injury.

Safety inspections

The Health and Safety Co-ordinator should carry out regular health and safety inspections of the building, including an inspection of the accident book, on a six monthly basis and make a report of any problems to the next meeting of Brookfield Spaceplace's, which should take the necessary action.

Appendix A - Accident Reporting

All accidents that occur on premises under the control of Brookfield Spaceplace must be recorded.

Accidents involving employees at work or contractors

Any accidents require completion of Accident Book (HMSO B1 510) which is kept in the office with the first aid box.

For accidents reportable to the Health and Safety Executive

- If accidents result in incapacity for work for more than seven days the staff member should complete form F2508 (available to download) with copies to: Health & Safety Executive, and the Brookfield Spaceplace Trustees.
- If accidents result in fatality, fracture, amputation or other specified injury (see 4 below) then the staff member should immediately notify the Health & Safety Executive, and Brookfield Spaceplace Trustees.
- If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then that person in control of the premises is responsible for reporting the accident, in compliance with RIDDOR legislation.
- If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his or her behalf who is responsible for reporting the accident.

Accidents to members of the public

For all accidents, complete Accident Book (HMSO B1 510)

For accidents reportable to the Health and Safety Executive

- If accidents results in fatality, fracture, amputation or other specified injury or anyone has gone to hospital (See Section4) then immediately notify the Health and Safety Executive, and Brookfield Spaceplace Chair.
- Follow up within 7 days with complete F2508 (available to download), copies to: Health and Safety Executive; and Brookfield Spaceplace Chair.

Specified major injuries or conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand: any bone in the leg or ankles, but not a bone in the foot. Amputation of: a hand or foot: or a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.

- Other specified injuries and conditions:

1. The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
2. Either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
3. Loss of consciousness resulting from lack of oxygen
4. Decompression sickness requiring immediate medical treatment.
5. Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
6. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
7. Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

If in doubt, any injury will be reported.

Dangerous occurrences

The Health and Safety Executive and Brookfield Spaceplace trustees will be informed in the event of any of the following:

- Collapse/overturning of machinery
- Explosion
- collapse of closed vessel/boiler
- electrical explosion
- fire

Occupational diseases

Poisoning/skin disease/lung diseases/infections.

On receipt of a written diagnosis from a doctor, report the disease using form F2508A (available to download) to the Health and Safety Executive and Brookfield Spaceplace trustees.

If in doubt, any occupational disease will be reported.

Appendix B

Maintenance of fire equipment

- Fire extinguishers and the fire alarm system are regularly maintained by a specialist fire engineering firms.
- Fire extinguishers and the fire alarm system are regularly checked by the Fire Officer.
- Staff will be trained to use this equipment.
- Equipment will be kept in its proper position and always clearly visible and unobstructed.

Close-down checks

Close-down checks are made of all parts of the premises at the end of an evening or session to ensure that:

- Television and other electrical apparatus turned off.
- Lights off.
- Internal doors closed.
- Outside doors and windows closed and secured.

Other steps taken to prevent fires:

- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician.
- Sufficient socket outlets provided to obviate the need for long trailing flexes.
- Damaged leads replaced.
- Portable electrical appliances are checked and tested by a competent electrician. Faulty units are repaired or replaced.
- All parts of the premises kept clear of waste and rubbish.

This policy will be reviewed every 2 years

Date: 1st May 2024

Signed: Debbie Raby (trustee)