

# Scarborough Maritime Heritage Centre (SMHC)

## Health and Safety Policy

### **1. General statement of intent**

Our policy is to provide and maintain safe and healthy conditions, equipment and systems for all our volunteers, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people including visitors and the general public who may be affected by our activities. The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below. The policy will be kept up to date, particularly as SMHC changes in nature and size to ensure our responsibilities are met in relation to: Health & Safety at Work Act (1974), Management Regulations (1999), Other relevant current legislation. To ensure this, the policy and the way in which it has operated will be reviewed every year.

### **2. Responsibilities**

Overall and final responsibility for health and safety in SMHC is that of the SMHC's chairman, committee, board of directors and trustees. The chairman and committee of the SMHC are responsible for this policy being carried out at the SMHC premises at 45 Eastborough, Scarborough, and for ensuring the preparation, implementation and review of risk assessments and safe work practices. All volunteers in the SMHC are responsible for bringing to the attention of the chairman and committee members any deficiencies in safety arrangements.

### **3. Volunteers**

All volunteers have the responsibility to co-operate with committee members to achieve high standards of safety within the work area and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the chairman or committee members. Communication with the chairman and committee members by volunteers is provided by contacting any committee member by telephone, email or pigeon hole post.

### **4. Accidents**

All accidents are to be reported to the SMHC Health and Safety Officer / volunteer co-ordinator or a committee member and must be recorded on an SMHC accident report form. Major reportable accidents are recorded on form F2508A and brought to the attention of the chairman and committee members by the Health & Safety Officer or committee member for notification to the Local Authority. Unusual or unexpected incidents are also to be reported to the Health & Safety Officer or committee member and recorded in the accident book for review of current arrangements.

### **5. First aid**

A First Aid Boxes is located in the kitchen. For more serious accidents there is a drop in casualty centre at the Hospital or in an extreme emergency dial 999.

### **6. Fire safety**

SMHC operates a no smoking policy in its premises. All volunteers will be advised of the fire action procedure and fire exits at their induction. One extinguisher for fire fighting is available and is currently maintained by Coastal Fire Services on Castle Road. All volunteers have a duty to identify that escape routes are clear at all times. Any deficiencies that cannot be resolved should be reported to the chairman

and committee members. In the event of an evacuation volunteers will ensure the area is clear of volunteers and visitors, without endangering their own escape. The senior volunteer on duty should complete a roll call and liaise with Fire Service personnel.

### **7. Housekeeping and premises**

All volunteers should be aware of the following dangers: Safe stacking and storage methods are followed. Standards of cleanliness and hygiene are maintained in kitchen areas waste is disposed of correctly.

All floors, stairs and exits are kept clear and free of obstruction.

All equipment in the Centre is kept in good working order.

Volunteers will co-operate with all requests from the SMHC committee to ensure that the above standards are maintained.

### **8. Portable Electrical equipment**

Portable electrical equipment over 1 year old should be inspected annually for any damage or faults. The Health and Safety Officer (reporting to the chairman and committee members) will ensure a risk assessment is prepared and safe working practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made and equipment faults are reported and corrected. Volunteers must visually inspect equipment they use and report any defects or faults to the Health & Safety Officer or committee member. Equipment brought in by volunteers or visitors should be inspected visually inspected for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

### **9. Display screen equipment**

SMHC will check that volunteers are comfortable using computer equipment and ensuring it meets their individual needs. Information in adjusting the chairs or computers and good working practices will be available from the Health & Safety Officer or a committee member.

### **10. Manual handling**

Manual handling should be limited to a minimum weight and size and if volunteers are unsure about moving any objects they should check with the Health and Safety Officer or a committee member. Volunteers must bring to the attention of the committee any health problems that may be affected by handling activities.

### **11. Training**

All volunteers should complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed with volunteers. If needed, volunteers can be offered further Health and Safety training to support their appropriate needs.

### **12. Other Organisations/Contractors**

Organisations or contractors using SMHC premises will be informed that they must comply with the requirements of the Health & Safety at Work Act 1974 and that their staff is made aware of their own duties and liabilities under the Act. Information will be made available to contractors of known hazards on the premises and of SMHC's emergency procedures.

### **13. Advice & consultancy**

Information and advice on Health and Safety arrangements should first be sought from the Health and Safety Officer or a committee member.