



Health and Safety Policy Statement

Policy and Procedures

Drafted : June 2017

Update agreed by Trustees May 2024

This policy applies to all staff, volunteers, licensees and users of the building.

The Mill provides a welcoming, positive, accessible and inclusive space at the heart of Walthamstow, and works with the community locally to make things happen. We don't run services or decide what should go on here, but provide the space, facilities and some resources. All of our groups, events and activities are brought to us by local people who want to make something happen in Walthamstow. As a community space we wish to provide a safe environment for everyone and maintain a good reputation with all of our users. As a public building, The Mill has a statutory obligation to ensure all activities and work will be carried out in a safe manner to the benefit of the health, safety and welfare of our employees, volunteers, users and licensees and any others who may be affected by our activities.

Everyone using The Mill is expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of The Mill and are required to:

- co-operate on health and safety matters;
- take reasonable care of their health and safety; and
- report all health and safety concerns to the Centre Manager, member of staff or to one of the Trustees.

In accordance with the Health and Safety at work Act 1974, The Mill will seek to control any health and safety risks arising from our work activities by :

- providing information, instruction and supervision for employees, volunteers and licensees
- consulting with our employees, volunteers, licensees and users on matters affecting their health and safety
- ensuring employees and volunteers are competent to do their tasks, and will provide training
- prevent accidents and work-related ill health
- providing and maintaining safe facilities and equipment
- ensure safe handling and use of substances
- reviewing this policy biannually or sooner if there have been any incidents.

INFORMATION AND COMMUNICATIONS WITH EMPLOYEES AND VOLUNTEERS :

The Centre Manager will liaise with employees, volunteers and licensees through team meetings and/or one to one meetings on:

- any new ways of working which could affect their health and safety at work, for example new equipment or procedures
- information on any risks associated with their work and measures to reduce or eliminate these risks. If unavoidable, what they should do if they are exposed to a risk, including emergency procedures

- planning and organising any health and safety training

The Health and Safety Law poster is displayed in the Ground floor kitchen and detailed copies of policies can be found at reception.

TRAINING

General health and safety training including emergency and fire evacuation procedures are provided to employees and volunteers at induction by the Community Organiser or Centre Manager. Licensees and room hirers are also instructed in fire evacuation procedures. Any specific training such as fire marshal training will be organised as required and in accordance with any legislation.

EMERGENCY EVACUATION - FIRE EVACUATION AND EVACUATION

The fire evacuation procedures are displayed throughout The Mill and everyone is required to familiarise themselves with these procedures. A fire evacuation test is carried out at least once a year with escape routes checked daily and fire call points tested weekly. Fire fighting and detection equipment is maintained by LBWF in accordance with guidance.

A fire risk assessment has been carried out by LBWF and the Centre Manager is responsible for ensuring any actions required are implemented.

SAFE FACILITIES AND EQUIPMENT

Portable Appliance Testing (PAT testing) is carried out on The Mill's portable electrical appliances annually.

All users of electrical equipment, including portable appliances, should carry out visual checks when using equipment. Remove the equipment from use immediately and check it, repair it or replace it if:

- the plug or connector is damaged
- the cable has been repaired with tape, is not secure, or internal wires are visible etc
- burn marks or stains are present (suggesting overheating)

Repairs should only be carried out by a competent person (someone who has the necessary skills, knowledge and experience to carry out the work safely).

Anyone wishing to use their own equipment at The Mill should check with a member of staff first. Staff will ask if electrical equipment has been PAT tested and do a visual inspection to check for any obvious damage. Users operate equipment at their own risk.

Fire detection and fire fighting equipment is maintained through LBWF contracts and tested in line with legislation guidelines.

Other equipment (non electrical equipment such as ladders and manual tools) : All users should visually check any equipment they are using and report any problems to a member of staff or a volunteer immediately who will take the equipment out of use until the appropriate safety measures have been taken to repair or replace.

SAFE SYSTEMS OF WORK AND USE OF SUBSTANCES

Everyone working at The Mill including contractors and volunteers are required to follow our policies

and procedures on safe systems of work. Work should be carried out without risk to themselves and others as far as is reasonably practicable.

Potentially harmful substances found in cleaning and workshop materials at The Mill have been assessed and any associated hazards and control methods are detailed in the [COSHH risk assessment](#) located in the Ground floor kitchen.

Anyone working with these products should consult the risk assessment and carefully follow any safety instructions and wear protective equipment if required.

FIRST AID AND ACCIDENT REPORTING

The first aid box is kept at reception and a list of First Aiders is displayed at reception and on both kitchen area notice boards.

All accidents and cases of work-related ill health are to be recorded in the accident book which is kept at reception. The Centre Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

RISK ASSESSMENT:

A risk assessment is an examination of what hazards exist in a workplace, how likely these hazards are to cause harm and what prevention or control measures might be needed to protect our staff and volunteers. The Mill has considered any risks associated with its activities and completed a [risk assessment](#).

Individuals and groups running workshops and events at The Mill or remotely should make their own assessment that is specific to the activities they will be undertaking and share their findings with the Centre Manager. Any risks identified should be removed (where possible), reduced or controlled. Licensees should make a risk assessment of their activities and office/studio space.

All risk assessments should be reviewed annually or if the work activity changes, whichever is soonest.

Our guidelines for producing your own risk assessment can be found [here](#) with a [risk assessment form template](#) you can use to record your findings.

ROLES AND RESPONSIBILITIES :

The Trustees of The Mill have overall responsibility for health and safety at The Mill : trustees@themille17.org

The Centre Manager is responsible for ensuring this policy is put into practice: info@themille17.org

Further information can be found within the Mill's more detailed health and safety policies.

[Fire Evacuation Procedures](#)

[First Aid](#)

[Fire Wardens and Marshals](#)

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