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FERRING RETIREMENT CLUB, GREYSTOKE ROAD,  
FERRING, WORTHING, WEST SUSSEX BN12 5JL

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## Health and Safety Policy



# Ferring Retirement Club

## Health & Safety Policy

### 1. Introduction

- 1.1 Ferring Retirement Club (the **'Charity'**) is a registered charity whose objects are: *"the relief of the elderly in any manner now or hereafter deemed charitable within Ferring and the surrounding area"*.
- 1.2 The Charity and its property are administered and managed by appointed trustees (the **'Trustees'**) who are mindful that they have a legal obligation to act in the best interests of the Charity and its members.
- 1.3 The Charity recognises its responsibility to provide, as far as is reasonably practicable, a safe and healthy environment for all its members, volunteers, contractors, visitors and others who could be affected by its activities.

### 2. Health and Safety Policy Statement

- 2.1 The Charity is committed to promoting the welfare of all in its community and will comply with the provisions of the Health and Safety at Work Act 1974 (HASAWA).
- 2.2 Day-to-day responsibility for the operation of Health and Safety is vested with the Chairman. However, the Charity's framework for managing Health and Safety is detailed in Sections 3-8.
- 2.3 The Charity's operations will, as far as is reasonably practicable, adopt good safety practices. These will include:
  - The safe use, storage, handling and transport of articles and substances
  - The provision of adequate information, instruction, training and supervision for volunteers, staff and contractors
  - The provision of safe equipment, regularly maintained
  - The provision of a safe and healthy environment, including access to, and egress from, the premises
  - The provision of adequate facilities and arrangements for the welfare of members, volunteers, contractors and visitors
  - Consideration for the safety of all those accessing the premises, including those who hire the facilities on a casual basis.

2.4 Volunteers and staff have a duty to act responsibly and to safeguard all persons to whom the Charity owes a duty of care, such as members, visitors and contractors.

2.5 In order to fulfil their duty under 2.4, volunteers and staff must:

- Comply with all necessary safety rules and procedures, including the wearing of protective clothing and the use of protective devices, if requested to do so by a Trustee
- Exercise awareness, alertness, self-control and common sense while on the premises
- Report promptly to a Trustee any hazards, potential hazards, defects in equipment and any perceived shortcomings in the Charity's procedures.

2.6 This policy will be reviewed by the Trustees annually. In conducting the reviews, due regard will be given to the following:

- **Planning**  
Risks on the premises should be eliminated by careful selection and design of facilities, equipment and processes, together with effective control measures and training, where appropriate
- **Organisation**  
An annual review of the Charity's organisation will be carried out to ensure that responsibilities for Health & Safety are clearly defined
- **Control**  
Safety requirements must be implemented throughout the premises by all members, volunteers and staff, and training should be given, as necessary, in support of those standards
- **Monitoring and Review**  
Safety audits will be carried annually and a safety report completed. These documents will form the basis for monitoring and review, to ensure that a credible standard of Health & Safety is maintained
- **Health & Safety Management**  
The Trustees have overall responsibility for the implementation of the Policy and will ensure that sufficient finance provision is made available to support this

### 3. Responsibilities for Health and Safety

To ensure that health and safety standards are maintained/improved, the following individuals have responsibility as specified and are designated **'Responsible Persons'**.

Overall and final responsibility for the Policy	Chairman
Day-to-day responsibility for ensuring that the Policy is followed	Trustees, Section Leaders and Responsible Persons
Checking of equipment and appliances Arranging PAT testing Checking and replenishing first aid box Complete date of check label on first aid box	Maintenance Officer
Checking of storerooms, cupboards, cleaning materials and all disposable items	Manager
AED	Currently, Brian Bigwood
Day-to-day responsibility for ensuring that the Fire Safety Policy is followed	Trustees, Section Leaders and Responsible Persons
Fire risk assessments	Maintenance Officer

### 4. Equipment

- 4.1 A First Aid Kit is located in the Club Room on the wall to the left of the kitchen area. The contents are checked regularly by the Maintenance Office or Welfare Officer, replenished as necessary, and new stocks ordered. The label confirming dates of checks should be completed.
- 4.2 The Accident Book is located in the Club Room office cupboard (red plastic box file). When an accident or incident occurs, this should be recorded in the Accident Book. Any person may administer first aid and ask the casualty whether they would like an ambulance to be called. If the casualty declines this offer, this should also be recorded. The report should be completed by one of the 'Responsible Persons', as indicated in Section 3.

- 4.3 In the event of a serious accident, the casualty should not be moved or transported to hospital except by a medical professional.
- 4.4 If cardiac arrhythmia is suspected, anyone present should call 999 and cardiopulmonary resuscitation (CPR) should be started immediately if a person with suitable skills is present and able to do. The Ambulance Service will likely direct the caller to use the Automated External Defibrillator (AED) situated on the external wall outside the Club Room, giving them the code to open the cabinet; the next nearest AEDs are located at The Barn Surgery, where healthcare professionals will assist, or on the outer wall of both St Andrew's Church Centre and Ferring Village Hall. The appliances are clearly signposted and available for anyone to use as needed. No training is necessary as the AED is semiautomatic; the machine gives clear guidance and instructions, and advises when to shock or not shock the casualty.
- 4.5 It is the Club's responsibility to keep the AED operational and maintained. A designated person must complete the tasks contained on the two checklists provided by the AED supplier. These are located in the tall cupboard in the Club Room.

## **5. Risk Assessment**

- 5.1 Under the Management of Health and Safety at Work Regulations 1999, the Charity is required to manage risk by:
- identifying what could cause injury or illness on the premises (hazard)
  - deciding how likely it is that someone could be harmed (the risk)
  - taking action to eliminate the hazard or, if not possible, to control the risk
- 5.2 Accordingly, the Charity adopts a Risk Assessment that involves the following steps, as recommended by the Health & Safety Executive:
1. Identify the hazards
  2. Decide who might be harmed and how
  3. Evaluate the risks and decide on precautions
  4. Record findings and implement them
  5. Review the risk assessment and update
- 5.3 A Risk Assessment Form, provided for this purpose, will be completed annually by one or more of the Responsible Persons, as indicated in Section 3. (See addendum)
- 5.4 If, between annual Risk Assessments, any person using the premises becomes aware of a potential hazard, they should report it immediately to the Responsible Person present. This will then be passed to the Maintenance Officer for action.

## **6. Manual Handling**

6.1 Manual handling is defined as “any transporting or supporting of a load, including lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.” This may include:

- Moving furniture
- Moving equipment stored at height
- Lifting heavy items
- Carrying items when taking delivery of goods
- General movement of equipment

6.2 Manual handling should be minimised as far as is reasonably practicable and should be conducted in a manner that reduces the risk of injury

6.3 Anyone undertaking manual handling should assess the risk and, if necessary, seek advice from one of the Responsible Persons, as indicated in Section 3. Consideration should be given to:

- whether the object needs to be moved at all
- where it needs to be moved to
- whether there is any risk, taking into account the task, the load and the health and strength of the individual.

## **7. Working at Height**

7.1 The purpose of The Work at Height Regulations 2005 is to prevent death and injury caused by a fall from height.

7.2 The Charity has a duty to ensure that work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

7.3 The Charity believes that any tasks carried out on its premises are relatively straightforward and of low risk. However, those carrying out a task at height in control must first assess the risks.

7.4 To comply with the Charity’s Health & Safety regulations, individuals working at height on the premises have a duty to take reasonable care of themselves and of others who may be affected by their actions. In particular, they should ensure that:

- All work at height is properly planned
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is used
- The risks from fragile surfaces is properly controlled
- Equipment for work at height is properly secured and maintained
- Anyone working at height must be accompanied

7.5 The Charity requires that work at height, including organisation, planning, and supply and maintenance of equipment, is only undertaken by competent persons.

7.6 A list of typical tasks that might involve working at height include:

- Putting up posters, pictures or decorations
- Placing/retrieving items above head height
- Moving and erecting equipment
- Cleaning, painting and decorating
- General site management/caretaking activities/maintenance and repairs
- Construction work/projects

7.7 Any contractors to the premises should follow this guidance. Contractors should hold their own Public Liability Insurance as well as Professional Indemnity Cover. They should produce a copy of their Certificate of Insurance, if requested by one of the Responsible Persons, as indicated in Section 3.

## **8. Fire Safety, Prevention & Control**

See Fire Safety Policy.

**Adopted/Last reviewed 9 May 2023**

Addendum

**Ferring Retirement Club, Greystoke Rd, Ferring, Worthing BN12 5JL**

**Risk Assessment Inspection Form**

Area	Potential hazards	Action needed	Person to carry out action	Date by which to be completed	Date completed
Floor & Tables and chairs					
Windows and doors					
Electrical sockets					
Toilets					
Kitchen					
Review of Accident Book					

Assessment carried out by: .....

Date of assessment: .....

Signed: .....

Date of next review: .....