

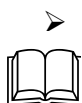
HEALTH AND SAFETY STANDARDS

The essential responsibilities of a Community Centre with regards to health and safety are:

- to identify and remedy any hazards in the Centre
- to provide and maintain emergency supplies and equipment
- to ensure evacuation and emergency procedures are made available to employees and users of the Centre.

Employees and volunteers have a responsibility to ensure they are aware of the evacuation and emergency procedures for the Community Centre.

Use a checklist to regularly review the Centre for the presence of hazards and to ensure emergency supplies are available.



See page 107 for an example

An Emergency Warden should be appointed (usually the Co-ordinator) and is responsible for evacuating the building in case of emergency. Wardens need to be aware of any people with disabilities present at the Centre.



For more information about what hazards are and how to identify and deal with them, contact:

ACC Thinksafe: 0800 THINKSAFE (0800 844 657)

www.acc.co.nz

HEALTH AND SAFETY STANDARDS POLICY

Rationale: The Community Centre and employed staff need to take all practicable steps to ensure the safety of everyone on the premises

Purposes:

1. To provide and maintain a safe working environment
2. To ensure, so far as is reasonably practicable, any hazards are corrected, repaired, removed or made inaccessible.

Procedures

1. The Co-ordinator regularly performs a Hazard check in the building, ideally monthly
2. Employees and Centre users are to notify the Co-ordinator/Committee immediately of any hazard they notice so that action can be taken to eliminate or reduce the hazard
3. Any hazards not dealt with immediately are reported and discussed at the earliest monthly Committee meeting and steps taken to eliminate, isolate or minimise the hazard
4. Emergency evacuation plans are clearly displayed in the Centre and the emergency and evacuation policy is adhered to.

DISASTER MANAGEMENT

Please refer to the Civil Defence pamphlets for more information regarding preparing and surviving Civil Defence emergencies.

The following is an example of Emergency Procedure Policy and some templates for Emergency Procedures and Contact Information Posters.

EMERGENCY PROCEDURES POLICY

Rationale: To prepare for emergencies that may happen during session

Purpose: To ensure that Community Centre users are safe in the event of an emergency.

Procedures:

1. An evacuation plan is clearly displayed and programme participants are made aware of the plan at the beginning of a programme
2. Fire extinguishes and smoke alarms are located in the kitchen, hallway, office and meeting room and receive an annual maintenance check
3. Exits are marked and kept clear at all times
4. Adequate protection against earthquake damage, annual checks of buildings and equipment are carried out by Centre personnel and reported to the Committee
5. A First Aid Kit and a Civil Defence Box are kept in the office and checked and restocked regularly
6. The Community Centre Co-ordinator holds a current First Aid Certificate and whenever possible a person with a current First Aid Certificate should be present while programmes are running.

IN CASE OF EMERGENCY

Insert a diagram of the Centre that clearly shows all emergency exits and the designated assembly area outside

EVACUATION GUIDE

In the event of a fire or earthquake:

- Leave the building immediately (once shaking stops in case of an earthquake)
- Go directly to the designated assembly site and remain there until directed otherwise
- **Do** use the closest available fire exit
- **Do** turn off electrical equipment and lights
- **Do** try and close doors behind you.
- **Do not** take personal possessions
- **Do not** return to the building
- **Do not** carry drinks or food

FIRE GUIDE

If a fire breaks out:

- raise the alarm so everyone can get out
- phone the fire service on 111
- check everyone is safe
- only attempt to put out the fire if there is no danger
- close doors and windows on your way out if possible
- escape and avoid smoke by crawling
- if overcome by smoke keep low and crawl.

EARTHQUAKE GUIDE

During a major' quake:

- do not panic but stay indoors
- take cover under sturdy tables or doorframes. Hold on to them firmly if the object starts to move, move with it
- stay away from glass doors and windows
- if outdoors, stay away from buildings and electrical wires.

EMERGENCY CONTACT INFORMATION

Doctor/Medical Centre _____ Ambulance: _____

Hospital: _____ Fire Brigade: _____

Police: _____

Civil Defence Post location:

Poisons Information Line:

Contents of First Aid Kit

- Antiseptic ointment
- Assorted adhesive plasters
- Assorted sterile dressings
- Cotton wool
- Disinfectant
- Disposable gloves
- First Aid booklet
- Safety pins
- Scissors
- Small bowl
- Triangular bandage
- Tweezers

Contents of Civil Defence Kit

- Can opener
- Candles and matches
- Clothing (warm)
- Essential medications
- First Aid Kit and booklet
- Food (canned and dried)
- Knife
- Spare batteries
- Torch
- Transistor radio
- Water (2-3 days supply)

The First Aid Kit is located: _____

The Civil Defence Kit is located: _____

The Fire Warden for this building is: _____

The following people hold First Aid Certificates: _____

HEALTH AND SAFETY CHECKLIST

To be completed on a regular basis by the Co-ordinator or a delegated person.



The Building			
Exit Doors are clear		Exit doors are properly marked	
Wheelchair access		Windows are in working order	
Exit doors have secure locks		Windows can be securely closed	
Grounds are well maintained			
Office			
Carpet is intact		Heater is in working order	
Light switches and electrical sockets are safe		Lighting is adequate	
Telephone is in working order		Filing Cabinet is secured to wall	
Shelving is secure		Office is kept reasonably tidy	
Work space is adequate		Work surfaces are clear	
Meeting Room			
Carpeting is intact		Heater is in working order	
Light switches and electrical sockets are safe		Lighting is adequate	
Tables are in good condition		Seating is adequate	
Kitchen			
Light switches and electrical sockets are safe		Taps are in working order	
All cooking equipment works		Floor is intact	
Hot water available and set at a safe temperature		Adequate ventilation	
Bench surface is in good condition			
Bathroom			
Lighting is adequate		Flooring is intact	
Toilet is in working condition		Taps are in working condition	
Hot water available and set at a safe temperature		Bathroom is cleaned regularly	
General			
Fire extinguisher works		Smoke alarms work	
Telephone available for emergencies		First Aid Kit is properly stocked	
Civil Defence Kit is properly stocked		Adequate heating is available	
The building is tidy & clean			
Comments:			
Action:			
Signature:		Date:	

SMOKE-FREE WORKPLACES

The 1990 Smoke-free Environments Act requires employers to have a written policy on smoking in the workplace. While workplaces do not have to be totally Smoke-free, certain requirements must be met, specifically:

- Lifts, shared offices, and places to which the public normally have access must be Smoke-free
- Signage indicating smoking and non-smoking areas must be displayed
- A written Smoke-free policy must be displayed prominently
- Staff cafeterias and tearooms must be at least 50 per cent Smoke-free.



For more information see the Smoke-free Workplaces booklet included in the back of this kit.

SMOKE-FREE POLICY

Rationale: We operate a Smoke-free environment

Purposes:

1. To ensure all those entering the Centre are aware of the no smoking rule
2. To ensure employees are aware of the no smoking areas and negotiations are held as to their rights on the matter

Procedures

1. No smoking signs are displayed within the Centre
2. Discussions are held with any person being employed about the Smoke-free policy and an agreement made as to how they and the Centre will deal with this issue. If necessary a smoking area is identified outside of the Centre
3. The Supervisor will ask anyone smoking within the Centre, to stop smoking or leave.

MEETING ROOM HIRE CONDITIONS AND RESPONSIBILITIES

The following rules apply to groups and individuals who hire the Community Centre Meeting Room on a regular or casual basis.

The hirer must ensure that:

1. The Meeting Room is left clean and tidy
2. They pay for any loss or damage to Community Centre furniture, fittings or chattels
3. They supply their own tea, coffee, sugar, milk etc
4. The Meeting Room is left secure ensuring windows are closed and locked and heating is turned off. *(If your group is the last to leave the Centre it would be helpful if you could please ensure the front and back doors are locked)*
5. Any games of chance and/or consumption of liquor at social functions on the Centre premises will occur with the appropriate license(s)
6. Their members are aware of the location of the Fire Hose, Extinguishers and Emergency Exits
7. The Smoke-free policy of the Centre is upheld
8. They sign the key register and the keys are the responsibility of the signatory. The keys must be returned to the Centre Manager's office within three days of hiring the Meeting Room. If the keys are lost or mislaid the hirer will notify the Centre Manager and the hirer will be invoiced for the cost of replacement key(s)

- 9. They respect the privacy of other individuals/groups using the Centre

- 10. Information divulged by persons using the Centre and its group services is kept confidential

- 11. They avoid behaviour that might endanger or cause distress to other people, or otherwise contribute to the disruption of the Centre

- 12. No animals, except seeing-eye dogs, are permitted on the premises

The Community Centre Governance Team has the right to rescind this agreement at any time if these conditions and responsibilities are not adequately maintained.

.....

On behalf of _____

I _____ agree to uphold this set of rules in respect to hiring the Downtown Community Centre.

Signed: _____

Date: _____

DOWNTOWN COMMUNITY CENTRE RULES

1. No smoking on premises
2. Please read and follow the Emergency Evacuation Procedures of the Centre and familiarise yourself with Emergency Exits and assembly points
3. No animals, except guide dogs, are permitted on the premises
4. Please respect the rights of other users of the Centre
5. No alcohol, drugs or any illegal substances are permitted on these premises, nor any person/s under the influence of these substances
6. Please use and look after Centre equipment and furnishings appropriately. You are responsible for repairing/replacing any Centre property that is damaged
7. Help keep the Centre in a clean and tidy manner for the benefit of all users.