



**Barnes**  
community  
association

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Founded in 1974  
Charity Registration No.1156379

## **BCA HEALTH & SAFETY POLICY**

### **A) POLICY STATEMENT**

- 1 It is the policy of the BCA to provide a safe working environment at Rose House (the Building) at the above address for all its staff, members of the BCA, and visitors. The BCA undertakes to ensure, as far as is reasonably practicable, that the premises it uses are a healthy and safe place in which to work and to conduct meetings and classes and to provide such training and information as may be necessary to enable the safe performance of such activities.**
- 2 All BCA staff members and visitors will be made aware of this policy through notice boards or other appropriate methods and must adhere to this policy at all times.**

### **B) RESPONSIBILITIES**

- 1 All staff are required to take reasonable care for their own health and safety and that of other persons, including visitors to the Building, who may be affected by their acts or omissions at work. All potential hazards cannot be foreseen. Thus health and safety must remain everyone's responsibility and it is the duty of all staff, and other occupants of the Building to report to the BCA Administrator any perceived hazards.
- 2 Overall and final responsibility for Health and Safety matters directly related to the BCA is vested in the Administrator on behalf of the Trustees.
- 3 The responsibility for ensuring that the procedures outlined in this policy are carried out on a day to day basis rests with the Administrator as the nominated Health & Safety Officer.

### **C) PROCEDURES**

- 1 Fire drill will be carried out in term time, twice a year. It will be arranged by the Administrator and carried out by Fitzgerald Fire and Safety who will keep a record of fire drill dates and the Principal of the Language School.
- 2 The Fire Alarm will be tested monthly by Fitzgerald Fire and Safety – records are kept each time.

- 3 The fire extinguishers will be checked regularly by Chubb Fire Ltd.

It is the responsibility of the Administrator of the BCA to arrange this check. A record of these reports will be kept by the Administrator.

- 4 Notices detailing action to be taken in the event of a fire, including evacuation procedures, will be displayed on each floor of the Building.
- 5 Faults with electrical equipment, the blocking of exit doors or any other potential hazards will be reported to the Administrator immediately they are identified. The Administrator will take appropriate action to rectify the situation speedily.
- 6 Accidents to anyone, however trivial, must be reported to the Administrator who will record details, including action taken, in the Accident Book which is kept in the cupboard under the stairs, along with a first aid box.

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- 7 The Administrator of the BCA, will monitor this Policy annually and where appropriate make adjustments to the wording and/or application of this policy.

All members of staff are to sign below after having read and understood the above policy:-

JULIA BEBINGTON .....

LEYLA HUTCHINGS .....

GLYNIS POTTER .....

RUSSELL GREAVES .....

CHARLOTTE SHARPE-NEAL .....

EMMA ROBINSON .....