

Glasgow Autonomous Space Health and Safety policy

Introduction

Glasgow Autonomous Space (GAS) is run by volunteers and the collectives and groups who use the space. We all have responsibility for keeping each other safe in the space. The following policies and risk assessment have been completed in order to identify potential risk to people's safety in using the space in order to minimise, remove or manage them.

This must be read by volunteers and people organising events in the space.

The policy, documentation, risk assessment and procedures should be reviewed once each year by GAS volunteers. **The next renewal is due in November 2019.** This document is available on our website and in the space itself both in poster form and in a safety file which is kept in the main hall of GAS.

At GAS we acknowledge that No one can guarantee total protection against accidents. Assessed risks and the measures required to reduce or avoid them have to be balanced against the cost and practicality of the relevant safety measures. We strive to do what is reasonable to solve problems and record our actions. Users of the space have a responsibility to watch out for any damage, faults, wear and tear or other circumstances which could pose a hazard to anyone using GAS and to report these immediately to GAS via email (glasgowautonomous@riseup.net)

Everyone who uses GAS is provided with a written agreement that includes the health and safety policy.

General Statement of Policy

This document is the Health and Safety Policy of Glasgow Autonomous Space Community Building.

Our policy is to:

- A) Provide healthy and safe conditions, equipment and systems of work for our volunteers and users.
- B) Keep the space and equipment in a safe condition for all users.
- C) Provide such training and information as is necessary to volunteers and users.

It is the intention of Glasgow Autonomous Space to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Glasgow Autonomous Space considers the promotion of the health and safety of its volunteers and those who use its premises, including contractors, who may work there, to be of great importance. They recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage volunteers, and users to engage in the establishment and observance of safe practices.

Volunteers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by this policy, with all safety requirements set out in the GAS agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

GAS is committed to

- Provide HSE poster or leaflet to all users of the space
- Complete yearly Risk Assessments - General Use, Woodworkshop, Fire Hazards
- Provide First Aid Box
- Provide Accident Forms
- Provide protective equipment (eg. gloves, glasses, ear defenders, cleaning products)
- Maintain and check electrical and fire equipment
- Locating and managing any asbestos
- Facilitating food safety and hygiene

Organisation of Health and Safety

Glasgow Autonomous Space has overall responsibility for health and safety in its premises.

It is the duty of all volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with GAS in keeping the premises safe and healthy, including the grounds.

Should anyone using the space come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform GAS via email as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the left upstairs cupboard.

Insurance

We recommend that event organisers have their own Public Liability Insurance Cover

Plan of Space

A plan of the Hall is available showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, asbestos, fuse box or distribution board, stop cock, boiler, and stairs. It will also detail the capacity of the space. The map will also include the evacuation procedure, fire exits, fire fighting equipment, assembly point(s), accident book locations.

Responsibility of groups using the space

Before the event

Answer the agreement questions to confirm they have understood

Read the risk assessments conducted by GAS on display in the space

Familiarise yourself with the capacity of the venue and limit event tickets to accommodate

Note that

- Local Fire Brigade is [Polmadie](#), Calder Street, Glasgow, G42 0PA, 0141 423 2223
- Local hospital Accident Emergency/Casualty dept. Is Queen Elizabeth University Hospital
- Local Minor injuries is New Victoria Hospital - open 9.00am to 9.00pm every day of the year, adults only
[Address](#): 183 Prospecthill Rd, Glasgow G42 9LQ [Phone](#): 0141 347 8474
- **In case of Fire, or Medical Emergency call 999**

Consider how you will implement the GAS agreement agreement at your event. The agreement states that On entering Glasgow Autonomous space, to the best of our understanding and ability, we each agree to:

- Communicate in a simple and straightforward way
- Be willing to listen to and understand others
- Take responsibility for our actions and be ready to make changes in the ways that are asked of us
- Accept that others' lives and histories outside the space may be different to our own
- Support and believe each other
- Not make assumptions about what people are
- comfortable with and respect people's boundaries
- Be aware that how we speak and behave might be affecting other people around us
- Honour the work that has gone in to making the space and keep it clean and tidy
- Never take drugs or smoke in the space

Before you admit public ensure that

All exit doors are unlocked, and all 3 shutters opened

Escape routes are free from obstruction and available for use.

Any fire doors are closed and not wedged or propped open.

Fire fighting equipment is in place and unobstructed.

There is no combustible storage in areas open to the public.

Manual fire alarm is operable

Exit signs are illuminated.

There is no obvious fire hazard in, or near, the building.

Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. is removed and put in the cupboard upstairs, and GAS notified.

During the event

No smoking, candles or open flame

No gas powered heaters

Supervise children at all times

Do not bring into the property any portable electrical appliances which have not been Portable Appliance Tested.

Do not allow children in the kitchen except under close supervision (eg for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.

Report any accident in the accident book and to GAS via email

Be aware and seek to avoid the following risks:

(a) Creating slipping hazards on stairs, polished or wetfloors, mop spills immediately

(b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors

(c) Use adequate lighting to avoid tripping in poorly lit areas

Fire Plan

1. In the event of a fire shout "Fire" and use manual fire alarm
2. if considered appropriate make a brief attempt to extinguish it without putting yourself at risk.
3. Immediately leave the building to the Assembly Point in the car park
4. Call 999.
5. If there are any children or disabled or frail users then priority should be given to exiting them to the Assembly Point.
6. The Fire Brigade will want the address of GAS which is: 53 Kilbirnie Street, G5 8JD

After the event

Search for smouldering fires or cigarettes left burning.

Check that heaters, urns and cookers are turned off. (except main heaters on thermostat)

Check that all electrical appliances are turned off and unplugged.

Turn out all lights.

Close all internal doors.

Secure all outside doors, shutters and windows.

Bin any perishable food

Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.

Report any evidence of damage or faults to equipment or the building's facilities to GAS via email

Store any cash from the event safely and discreetly, and inform GAS via email

Finish your event at 1am at the very latest.

Spot clean the toilets to make sure they are decent for other groups

Take all your recycling and rubbish away with you.

Mop the floor if it has had drinks spilled on it

Put away all equipment and arrange the furniture so that space looks welcoming

Wash everything up and do not leave any perishable food

Contractors

The management committee will check with contractors (including self employed persons) before they start work in GAS that:

- The contract is clear and understood by both the contractor and the committee
- The contractors are competent to carry out the work eg. Have appropriate qualifications, experience
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables, asbestos or gas pipes)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health and safety policy for their staff.
- The contractor knows which volunteer is responsible for overseeing that their work is as asked and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the institute of Electrical Engineers. (our Electrician is Joe 07950476079)

Risk assessment 1- General use

Slips, trips and falls Eg uneven surface of car park, cleaning floors etc.

Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.

Current

Car park not advertised for public use

Good emergency lighting in all rooms and front corridor.

Removed wood and shelving stored in corridor

No trailing electrical leads/cables.

Front entrance steps maintained and handrail provided.

Appropriate floor cleaner used and cleaning only undertaken when other groups are not present.

Salt provided for steps during icy weather

All obstructions removed from front corridors

Weekly bin collection to deal with waste build up

Regular junk removal organised

Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.

Users know (through hire agreement) to tape down any cables crossing the hall.

Actions

1. Monitor any leaks and catch drips - fix roof where there are drips
2. Motion sensor lighting in car park and main corridors.

Preparing food

Users and volunteers could experience Cuts, grazes, minor burns Food poisoning

Current

Fire blanket in kitchen provided

First-aid box provided

Actions

1. Provide more Heat-resistant gloves/cloths/aprons provided.
2. Ensure handles on pans maintained - schedule review every 6 months
3. Display 'hot water' signs at sinks and 'hot surface' signs at hot plates.
4. Improve knife storage.
5. Add additional first aid box

Arts and crafts

Users and volunteers could get cuts, grazes, minor burns

Current

Safety equipment is provided for specific activities ie. linocut, goggles, ear protection, protective clothing are available.

A first aid box is provided

Additional first aid box added (29/11/18)

Accident book created (29/11/18)

Actions

1. Check first aid box yearly and update contents after an accident
2. Mount first aid boxes on the wall

Work at height

Users and volunteers could fall from height Eg changing light bulbs, cleaning windows, putting up decorations etc. Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.

Current

Appropriate, commercial stepladder securely stored and available for use in woodworkshop

Step ladder is locked away during events.

Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder.

Actions

1. Remove wooden ladders that are not safe from the workspace
2. Put in place system for checking condition of stepladder.
3. Consider implications for work at height of any future alterations to the hall.
4. Box off mezzanine area

Vehicles in Car Park

Pedestrians could be injured by cars moving in Car park

Current

Car park not in use by users of the hall

Bin collection takes place when hall is not in use

Actions

1. Put up 5mph speed limit signs in Car Park
2. Clear car park of rubbish and debris.

Hazardous substances

Cleaning products could cause skin and eye problems

Children could be injured by playing/ consuming products

Current

Cleaning products kept in cleaning cupboard in upstairs kitchen

Milder cleaning products used where possible

Harmful substances (white spirit, paint, glue, rat poison) kept in locked wood workshop

Rat poison kept in safe boxes out of reach of children

Make designated cleaning cupboard

Rat poison labelled

Children and vulnerable adult policy states that children must be supervised at all times

Actions

1. Add child lock to cleaning cupboard
2. Buy child lock
3. Get code lock for woodworkshop

Electricity

Users risk electric shocks or burns from faulty equipment

Current

Fixed installations correctly installed by an electrician and checked yearly

All repairs by qualified electrician

Portable equipment checked for visual signs of damage

Hall users know to check equipment

Electrician working to sign off electrics (29/11/18)

Infrared heaters installed to prevent use of electric heaters downstairs (29/11/18)

Actions

1. Make sure users know how to switch of fuse box in emergency
2. Book electrician check reminders into calendar
3. Get electrician to do certificate and sign off electrics
4. PAT test all equipment in hall
5. Replace all electric heaters with safer infrared heaters

Gas equipment and services

Users risk injury, burns from faulty GAS appliances

Current

Removed all gas heaters

Installed infrared heaters to reduce temptation for people to use gas heaters

PA put in seperate cupboard to reduce use of wood workshop during events (29/11/18)

Actions

1. Secure Slaghammer GAS supplies by locking wood workshop

Stored equipment

Users could be injured by collapsing stacks

Current

Cupboards recently cleared out

Sign put up about storage

Wood cleared from corridor

Locks added to cupboards

Storage of furniture above door has been moved

All storage has been removed from corridor

Actions

1. Box off cupboards upstairs so people cant fall and to prevent spread of fire

Manual handling

Users may suffer back pain if they try to lift objects that are too heavy or awkward.

le. Soundsystem and PA equipment

Actions

1. Box of sound system to prevent users moving it

Asbestos

Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.

Current

No disturbance of asbestos that we are aware of

Actions

1. Get an asbestos check
2. If so, and if asbestos is in good condition, record where it is and put up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained). Label in up stiar scupboard as this is the only place where it is accessible.
3. Damaged asbestos to be removed by specialist contractors.
4. If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors.

Legionnaires' disease

No risk posed

Risk assessment 2- wood workshop

Exposure to wood dust

Volunteer and users risk lung diseases, such as asthma, from inhaling wood dust. Hardwood dust can cause cancer, particularly of the nose.

Current

Woodworkshop activities suspended

Machinery

Users risk serious and possibly fatal cut injuries following contact with moving parts of machinery, particularly saw blades.

Current

All machines stored in wood work shop which is locked unless being used by a trained person

All machines have guards which are inspected regularly and maintained as necessary to ensure their good condition.

Signs saying not to use machines unless trained and competent

Manual handling

Users may suffer musculoskeletal disorders, such as back pain, from handling heavy/bulky objects, eg timber boards and machinery parts. Also risk cuts when handling tooling, or splinters when handling pallets.

Current

Workbenches and machine tables set at a comfortable height.

Strong, thick gloves provided for handling tooling and pallets.

Noise

Users may suffer temporary or permanent hearing damage from exposure to noise from woodworking machinery.

Current

Low-noise tooling used where possible.

Suitable hearing protectors provided for users

Users reminded of risks of noise exposure.

Slips, trips and falls

Users could suffer injuries such as bruising or fractures if they trip over objects, or slip, eg on spillages, and fall.

Current

off-cuts cleared away promptly, dust cleared regularly etc.

Good lighting in all areas.

Remind users to clear up spillages of wax or polish immediately, even very minor spillages.

Electrical

See general risk assessment

Risk assessment 3- Fire

Identification of Fire Hazards and control measures

The Premises	
Number of floors in building:	2
Approximate floor area:(m ²) (To include all floors of responsibility)	
Brief details of construction: (Date of construction, brick, timber, purpose built or converted)	Breeze block main walls Timber partition walls and mezzanine level Asbestos in roof
Primary usage: (e.g. Hotel, Shop)	Social centre

Average occupancy Profile				
WEEKDAYS		WEEKENDS		
0000 to 0400	0	0000 to 0400	0	
0400 to 0800	0	0400 to 0800	0	
0800 to 1200	0	0800 to 1200	0	
1200 to 1600	20	1200 to 1600	40	
1600 to 2000	40	1600 to 2000	100	
2000 to 2400	40	2000 to 2400	200	

Relevant occupants especially at risk of fire

- No sleeping occupants at any time
- No occupants in remote areas
- Likely to be occupants with English as a second language or no english. Likely to be Deaf or disabled users.

Electrical Sources Of Ignition

Measures taken to prevent fires of electrical origin.

Current

Electrician currently assessing and bring electrics up to safe standard

Actions

1. Seek advice form electrician re safety of Trailing leads and adaptors
2. Users to be reminded that Personal electrical appliances are permitted but must be checked for damage and not be left unattended
3. PAT test all equipment in hall

Smoking / Candles

Measures taken to prevent fires as a result of smoking or candles

Current

No smoking or candles allowed in the space

Arson/Deliberate Ignition

Basic security against arson by outsiders or other persons appears reasonable.

Current

No post box

Rubbish uplift increased to once a week

Junk man arranged to removed larger pieces of waste regularly

Portable Heaters

Portable heaters are used within the premises

Current

Safer forms of heater used

New infrared heaters installed

LPG heaters labelled and users told not to use them

LPG heaters removed (29/11/18)

Actions

Cooking

Measures taken to prevent fires of cooking origin

Current

Electric cooker safer than GAS

No deep fat fryer, barbeques etc

Fire blankets are available in kitchen

Fire extinguishers are available in kitchen

Welding

Measures taken to prevent fires of welding origin

Current

No welding allowed inside at any time

Flammable substances

Current

White spirit and paint are stored in suitable areas and containers away from potential sources of ignition
yellow flammable liquids cabinet has been moved into wood workshop out of corridor (29/11/18)

Actions

1. Inform printmakers that all white spirit must be kept in these cupboards.

House keeping

Current

Clearing of storage in corridor currently being removed as a matter of urgency
Disposal of all flammable polystyrene and cushions (29/11/18)
Increased waste uplift arranged (29/11/18)
Cleared main corridor of scrap wood (29/11/18)
Disposed of excess furniture to prevent blockage of exits (29/11/18)
Remind users to keep escape routes clear at all times
Scrap wood cleared
Excess furniture disposed of

Actions

Evacuation strategy

Current

Single stage evacuation is possible
2 fire exits are available, one has stair free access
All groups using the space are given clear instruction re opening the fire exits
Groups reminded to ensure that someone is responsible for getting young people and disabled people out of the building
Capacity of the events must be known to ensure everyone has evacuated
Fire extinguishers are available at top and bottom of stairs
Fixed push bar opening of front door for easier exit (29/11/18)

Actions

- Add a bar opening to back door with yale lock to allow easier evacuation
- Replace door with a fire door

Provision of Elements of Fire Safety as Secondary Control Measures

Evacuation strategy and Means of escape

Current

Single stage evacuation is possible
2 fire exits are available, one has stair free access
All groups using the space are given clear instruction re opening the fire exits before public arrive

Groups reminded to ensure that someone is responsible for getting young people and disabled people out of the building

Capacity of the events must be known to ensure everyone has evacuated

Fire extinguishers are available at top and bottom of stairs

Upstairs areas not used during events with higher capacity (>50)

Escape plan available

Back door unlocked

Actions

Measures to limit fire spread

Current

Fire doors on mezzanine level, kitchen

Limitation of linings that will lead to fire spread

Actions

Reduce ignition materials in the space (wood, cushions)

Emergency escape lighting

Current

Escape lighting leads to one exit

Actions

Add escape lighting in main corridor

Fire safety signs and notices

Current

Signage is installed

Actions

Review signage and check it is up to date

Means of giving warning in case of fire

Current

Manual fire alarm installed upstairs

Shouts of 'fire' can be heard throughout building

Actions

Manual fire extinguisher provision

Current

Reasonable provision of extinguishers

Actions

1. Draw plan of where they are
2. Mount on the wall the ones that are free standing
3. Ensure appropriate signage is next to each extinguisher

Archive of previous Reviews

Our ref BR/ H&S/ CM

Your ref

Date 28/02/2017

The Committee

Glasgow Autonomous Space

Unit 11

53 Kilbirnie Street

Glasgow

G5 8JD

Reference No: 17/00159/COM UPRN: 906700191906

HEALTH AND SAFETY AT WORK ETC ACT 1974

REPORT ON A HEALTH AND SAFETY INTERVENTION

1. PREMISES ADDRESS: Unit 11 53 Kilbirnie Street , Glasgow, G5 8JD
2. TRADING AS: Glasgow Autonomous Space
3. PROPRIETOR OF BUSINESS: Glasgow Autonomous Space
4. PERSON INTERVIEWED:
5. EMPLOYEES' REPRESENTATIVE INTERVIEWED:
6. INSPECTING OFFICER: C Melrose
7. CLASSIFICATION OF PREMISES: Community Group
8. DATE AND TIME OF INTERVENTION: 27th February 2017 at 3:00 p.m.
9. SCOPE OF INTERVENTION: General Inspection following complaint
10. RECORDS EXAMINED: None
11. ACTION TO BE TAKEN BY OFFICER:

Confirmation required in relation to Point 6.

This report refers to the areas visited and matters examined at the time of the inspection.

Environmental Health Officer

Business Regulation Group

If you have any comments in relation to the contents of this report you should contact the named officer.

Direct Phone: 0141 287 4881, Fax. No. 0141 287 8101, e.mail: calum.melrose@glasgow.gov.uk

Mobile: 07881282616 Issue 2.7

A HEALTH AND SAFETY REPORT

PREMISES NAME: Glasgow Autonomous Space

PREMISES ADDRESS: Glasgow Autonomous Space

Unit 11, 53 Kilbirnie Street, Glasgow, G5 8JD

DATE OF INTERVENTION: 27th February 2017

HEALTH AND SAFETY AT WORK ETC ACT 1974

During this inspection, the concept of risk assessment was discussed with particular reference given to hazards such as:

a) slips and trips

Regulation 12 of the Workplace (Health, Safety and Welfare) Regulations 2002
Section 3 of the Health and Safety at work etc. Act 1974

It is recommended that an examination and test of the fixed electrical installation should be undertaken by a competent person and an inspection certificate in the format endorsed by the I.E.E. obtained (Regulation 4 of the Electricity at Work Regulations 1989). (An examination and test of the electrical installation should be undertaken every five years.)

Section 3 of the Health and Safety at work etc. Act 1974

Note: I understand that the electrical system has just been renewed. I would advise that you obtain a Fixed Electrical Certificate from the electrician who completed this work.

It is recommended that all portable electrical equipment is separately identified and regularly inspected for damage. A visual examination of the electrical equipment should be carried out on a regular basis to check for any defects or faults.

An accident book to enable a record of all reportable incidents, diseases and dangerous occurrences to be recorded requires to be provided. (Regulation 7 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

The staircase located within the premises requires to be provided with a suitable handrail. (Regulation 12 of the Workplace (Health, Safety and Welfare) Regulations 1992)

Section 3 of the Health and Safety at work etc. Act 1974

The staircase located at the external steps leading to the main entrance requires to be provided with a suitable protective barrier with a mid-rail to prevent persons from falling from height.

Regulation 6 of the Work at Height Regulations 2005

Section 3 of the Health and Safety at work etc. Act 1974

I request that you confirm by return when you will be able to install this barrier.

Due to the potential for a person to fall from these steps I would request that this work is carried out immediately.

Woodworking Area

It was noted that there was a gas fired space heater located in this area. This equipment is unsuitable for use in such a confined space, however I was advised by John Smith that this was no longer in use.

John Smith also advised me that the woodworking area is not being used at present. However if you do decide to use this area for wood-working you must ensure that:

- All persons using the equipment are competent and suitably trained in its use.
- The Local Exhaust Ventilation is operating efficiently and is maintained.
- Effective general ventilation is provided in the room

Section 3 of the Health and Safety at work etc. Act 1974

I look forward to receiving your response in relation to these matters and in particular details of when you hope to install the barrier at the rear steps.

Yours Faithfully,
Calum Melrose.

April 16th 2019

Document reviewed and action points updated