

Health and safety.



Rooms.

Rooms acknowledges and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work etc. Act. 1974 and other relevant legislation.

Rooms considers the health, safety and welfare of staff and Rooms members and other visitors to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving Rooms objectives as a creative and collaborative work space in which to work, talk and grow.

Through the implementation of the Health and Safety policy, management at Rooms are committed to achieving the following objectives:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees and Rooms members are competent to do their work
- Engage and consult with employees and Rooms members on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or other significant incident
- Maintain safe and healthy working conditions

All employees, Rooms members and visitors, have the following legal responsibilities under 'The Health and Safety at Work etc. Act 1974' and 'The Management of Health and Safety at Work Regulations 1999':

- To take reasonable care for the safety of themselves and others at work who may be affected by their acts or omissions
- To co-operate with Rooms management and others in fulfilling statutory responsibilities
- To notify Rooms management immediately of any situation which they have reason to believe might present a serious and imminent danger to their own or others' safety (in the context of Rooms this means notifying us by contacting us directly in person, submitting an email to info@roomsworthing.co.uk or submitting an incident form)
- To notify Rooms management of any shortcomings or perceived shortcomings in their health and safety arrangements, even when no immediate danger exists, so that appropriate remedial action can be taken
- To ensure that any electrical equipment brought into the space complies with the essential requirements of the relevant European health, safety and environmental protection legislation and UK Electrical Equipment (Safety) Regulations 1994
- To ensure that any guest brought into the space signs the visitor book, is accompanied by a member at all times and ensure they are aware of the terms of use of the space and H&S
- The hosting member for any meeting has full responsibility for their guests actions at all times

Rooms coworking requires all employees, Rooms members and visitors to fulfil the legal responsibilities set out above by cooperating in all matters concerning health and safety by:

- Adhering to procedures for fire and other preventive and protective measures put in place to control and manage risks to the health and safety of employees, members and visitors. Members must adhere to the fire and emergency procedures, by evacuating the building if the fire alarm sounds and going to the emergency assembly point at either the grass area, High Street or open space by trees, South Street. They must follow any instructions given to them by fire wardens or building management
- Reporting any accident, incident of verbal or physical abuse, near miss or equipment damage immediately to Rooms management so that appropriate remedial action may be taken

- Notifying Rooms management if they experience ill health that they have reason to suspect may be related to working at Rooms, e.g. musculoskeletal problems as a result of seating in Rooms or lifting, skin conditions from using cleaning chemicals etc
- Carrying out, as appropriate, regular visual checks of equipment before use, to identify any obvious defects such as worn leads or cables, damaged covers/guards or plug tops. After taking any remedial steps, they themselves can safely take, members should report any defect in equipment etc. to Rooms management, who will be responsible for taking the necessary steps to ensure that the equipment is removed and or repaired
- Treating fellow members and other persons with whom they interact during the course of their work with consideration, respect and dignity. It is important that members appreciate that their own actions and performance could be the source of stress to their fellow members
- Recording all visitors in the visitors' book and ensuring they are aware of general H&S like fire drill, first aid etc
- Ensuring that the space and private offices are kept clear of danger and ensuring there are no hazards that could cause injury others or damage to the space Rooms management expects all members to co-operate with its efforts to protect their health, safety and welfare

Members must take reasonable care of their own safety and not place others at risk by their actions. Members must not engage in reckless or careless behaviour that might compromise Rooms preventive and protective measures (such as letting off fire extinguishers without good cause, or maliciously setting off the fire alarm). Members must not intentionally damage or misuse any equipment, such as wedging open fire doors in common areas and must report defects or unsafe situations to Rooms management. Rooms is officially available from 8.30am to 5.30pm Monday to Friday, outside of these hours keyholders take responsibility for keeping the space open and the front door secured/locked. Rooms is locked outside these hours when the last key holder leaves. It is the responsibility of keyholders to be knowledgeable of the Health & Safety rules in this policy, as well as to act as fire marshals for Rooms if Rooms management are not present. CCTV is in operation in the spaces for the safety of Rooms members, the public using the meeting facilities and Rooms management.

Additional information

- You can access our latest health & safety risk assessment through Rooms management
- Health & Safety Posters are situated in our space
- [Seating Leaflet from HSE - how to sit well and look after your precious body!](#)
- Incident reporting forms can be obtained from Rooms management and the Accident Report Book is situated in the first aid cupboard in the staff office
- First-aid boxes are made available in the kitchen cupboard and staff office
- For ensuring you have good posture when at work, you can check out some helpful videos [here](#) and [here](#)

Fire Safety related

- Emergency Fire Evacuation separate policy
- Fire extinguishers are available both foam and carbon dioxide
- Fire Alarms are situation throughout the building. The main panel is in reception.
- Qualified first aiders – Val John and Kirsty Lyon