

Health & Safety Policy

Tiddington Community Centre

Health & Safety Policy

Name of Charity: Tiddington Community Centre

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Tiddington Community Centre (also referred to as “TCC”, “we”, “us”).

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members and hirers
- b) Keep the community centre and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the TCC Committee 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.

The TCC Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Committee recognises 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

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

Signed: (On behalf of the Management Committee)

Name:

Position:

Date:

Part 2: Organisation of Health and Safety

The TCC Committee has overall responsibility for health and safety at the Community Centre.

The persons delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name:

Telephone No:

Email:

Name:

Telephone No:

Email:

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 cooperate with the management committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the persons above, 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 FCC Office. In the event of the office being closed please leave in a safe place and inform the manager.

The following persons have responsibility for specific items:

First Aid Box:

Reporting of accidents:

Fire precautions and checks:

Risk assessment and inspections:

Information to contractors:

Information to hirers:

Insurance:

A plan of the hall is attached showing the location of fire extinguishers, fuse box, stop cock, boiler, stairs, loft access and emergency points.

Part 3: Arrangements and Procedures

Risk Assessment

The Chair of the Committee is to undertake an annual risk assessment and report back to the trustees with any proposals to eliminate or minimise any risks identified. Long term users will be responsible for issuing health and safety policy statements to their employees or volunteers when working within the rooms. They will also be responsible for conducting risk assessments within their rooms as appropriate.

Fire Precautions and Checks

Please see following attachments:

Fire risk assessment including the evacuation procedure map showing the fire exits, firefighting equipment, and assembly point.

Person on the management committee with responsibility for testing for the fire risk assessment: **XXX**

Local Fire Brigade: Stratford-upon-Avo, Masons Road, Stratford-upon-Avon, Warwickshire, CV37 9NA

Company hired to maintain and service fire safety equipment:

Name:

Address:

Tel No:

All service records can be requested by XXX.

Procedure in case of accident

The location of the nearest hospital Accident and Emergency/Casualty department is:

Warwick Hospital - 24hr A & E, Warwick Hospital, Lakin Rd, Warwick CV34 5BW

Minor Injuries - Tuesdays, Wednesdays and Thursdays between 9am-4pm in Stratford Hospital Building 2

The First Aid Box is located in: **Kitchen**

The person responsible for keeping this up-to-date is: **XXX**

The accident book is located in the kitchen. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is: **XXX**

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin

- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire.

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the TCC Committee about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment.) They will be informed the accident book is located in the kitchen and the Health and Safety file is in the kitchen.

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

The committee has carried out risk assessments. All risk assessments carried out can be viewed in the Health and Safety File in the TCC Kitchen.

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear as soon as the hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision

- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to: **XXX**
- Report every accident in the accident book, located in the kitchen and to: **XXX**

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- use adequate lighting to avoid tripping in poorly lit areas
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards.

Contractors

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

- the contract is clear and understood by both the contractors and the committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, 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 (e.g. electricity cables 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 member of the committee 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.

Insurance

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name of Insurer: **XXX**

Policy No: **XXX**

Date of Renewal: **XXX**

Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in

Month: **XXX**

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.