



Hesketh Bank Community Centre

Health and Safety Policy

This document is the Health and Safety Policy for Hesketh Bank Community Centre.

1: General Statement of Policy

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, Trustees and hirers.
- Keep Hesketh Bank Community Centre and equipment in a safe condition for all users
- Provide such training and information as is necessary to staff, volunteers and users.
- It is the intention of the Trustees of Hesketh Bank Community Centre 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 Trustees considers the promotion of the health and safety of their employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Trustees 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, they will seek to encourage all Trustees, volunteers and users to engage in the establishment and observance of safe working practices.
- Employees, 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 Trustees, 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 Trustees)

Name: Steve Kirby

Position: Chairman

Date:

2: Organisation of Health and Safety

The Trustees of Hesketh Bank Community Centre have overall responsibility for health and safety at Hesketh Bank Community Centre. The person delegated by the Trustees to have day to day responsibility for the implementation of this policy is:

Name: Steve Kirby,

Position: Chairman

Telephone No: 07766 367550

Address: 50 Shore Road, Hesketh Bank PR4

It is the duty of all employees, 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 hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Bookings Secretary, 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 Office.

The following persons have responsibility for specific items:

- First Aid Box: Steve Kirby
- Reporting of accidents: Steve Kirby
- Fire precautions and checks: Steve Kirby
- Training in use of hazardous substances and equipment: Steve Kirby
- Risk assessment and inspections: : Steve Kirby
- Information to contractors: Tony Earles
- Information to hirers: Tony Earles
- Insurance: Diane Earles

A plan of the Community Centre Back Hall is attached showing the location of electricity cables, fire exits, fire extinguishers, fuse box and stop cock.

3: Arrangements and Procedures

3.1 Fire Precautions and Checks

A copy of the fire risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire fighting equipment and assembly point and other such measures for the prevention, detection and action in the event of a fire is appended to this policy.

A Trustee with responsibility for testing for the fire risk assessment will be appointed.

Local Fire Brigade contact name: Ewan Duncan, LFRS Safety Inspector
Fire Brigade contact tel: 01695 723853

Company hired to maintain and service fire extinguishers:

Name: Fire Equipment Services Ltd,

Address: 269 - 271 Billings Rd, Pemberton, Wigan WN5 8DF

Tel No: 01942 228170

Location of service record: Office

3.2 Procedure in case of accidents

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

- **Southport and Formby Hospital for 16+ and Ormskirk Hospital for children**

The location and telephone no. for the nearest doctor's surgery is:

- **Tarleton Health Centre: 01772 214855**

The First Aid Box is located in the Office.

The person responsible for keeping this up-to-date is: Steve Kirby.

The accident book/forms are kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to the Trustee responsible, who is: Steve Kirby.

The person responsible for completing RIDDOR forms and reporting accidents is: Steve Kirby.

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.

3.3 Safety Rules

All hirers will be expected to read the whole of the hall 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 booking secretary 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) and will be shown the location of the accident book and health and safety file to be provided by Springfield Modular Buildings and kept with this policy.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

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

Employees, 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 Trustees, 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 Trustees have carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked 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 stack more than five chairs
- 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 (e.g. 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.
- 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:
- Report every accident in the accident book to:

Be aware and seek to avoid the following risks:

- creating slipping hazards on 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.

3.4 Contractors

The Trustees 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 Trustees
- 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.

3.5 Insurance

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

Name of Insurer:

Address:

Policy No:

Date of Renewal:

Any risks excluded or special conditions users should be aware of:

Review of Health and Safety Policy

The management committee will review this policy annually.

Trustees 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.

Address and telephone number of organisations that can give advice on health and safety:

- The Health and Safety Executive (see Section 10 – The HSE also have regional centres whose contact details can be obtained from their telephone line).
- The Fire Authority.
- The local Environmental Health department.

Policy issued: 05 August 2020

Review date: May 2021