

Allhallows Community Centre, Fletchertown Health & Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Allhallows Community Centre.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the village hall 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 Allhallows Community Centre Management 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.

Allhallows Community Centre Management Committee considers the promotion of the health and safety of its employees/volunteers at work and those who use its premises, including contractors who may work there, to be of great importance. The management 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.

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.

Part 2: Organisation of Health and Safety

The Allhallows Community Centre Management Committee has overall responsibility for health and safety at Allhallows Community Centre.

The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name: Caroline Mackenzie

Telephone No: 016973 71103

Address: Front House, 1 Front Street, Fletchertown, CA7 1BQ

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate 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 Centre Manager, 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.

The following persons have responsibility for specific items:

First Aid box: Centre Manager.

Reporting of accidents: Officer in charge of event.

Fire precautions and checks: Centre Manager or delegated responsible person.

Risk assessment and inspections: Centre Management Committee.

Information to contractors: Centre Manager or delegated responsible person.

Information to hirers: Centre Manager or delegated responsible person.

Insurance: Treasurer.

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Part 3: Arrangements and Procedures

3.1 Licences

Allhallows Community Centre holds a Performing Rights Society Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. The Centre also holds a Premises Licence issued by Allerdale Borough Council which permits the provision of plays, films, sporting activities, live music, recorded music and dance. This licence also permits the sale or supply of alcohol under the control of the Designated Premises Supervisor. No alcohol may be sold or served without permission of the Designated Premises Supervisor and the sale or supply of alcohol may only be made or authorised by a Personal Licence Holder. If other licences are required in respect of any activity in the Community Centre the Hirer should ensure they hold the relevant licence or the Centre holds it.

3.2 Fire Precautions and Checks

Copies of the Fire Risk Assessment and the Fire Procedure are displayed on the noticeboard in the foyer and kept in the Plans & Policies folder in the kitchen .

The person on the management committee with responsibility for the fire risk assessment is the Centre Manager.

Company hired to maintain and service fire safety equipment:

Name: Beacon Fire Protection

Address: Unit 6B, Redhills Business Park, Penrith, Cumbria, CA11 0DT

Tel No.: 01768 863551

Location of service record: retained by Treasurer.

Item	Test interval (e.g. weekly/ monthly/annual)	Location
Residual Current Device	Monthly	Cupboard in main hall
Emergency Lighting	Monthly	Main hall
Fire Exits	Weekly	Front door, main hall, back room, front room
Fire fighting appliances	Annually	Main hall, front room, back room, kitchen, boiler room, corridor
Electrical installation	5 years	

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is: Cumberland Infirmary, Carlisle.

The location and telephone no. for the nearest doctor's surgery is: Aspatria Medical Centre, Aspatria – tel: 016973 20209

The First Aid Box is located in: the kitchen. The person responsible for keeping this up to date is the Centre Manager.

The accident book/forms are kept in the kitchen. This must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible.

The person responsible for completing RIDDOR forms and reporting accidents is the Centre

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Manager. 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 new hirers will be given advice by the Centre Manager about safety procedures at the Community Centre which they will be expected to follow (eg fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be informed as to the location of the accident book and health and safety file.

A fire Risk Assessment has been conducted and is displayed on the noticeboard in the foyer as well as a copy being retained in the Health & Safety file located in the kitchen. The main fire hazards identified are the heaters and electrical appliances.

Employees, hirers and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the committee, 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. 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

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Portable Appliance Tested.

- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs). A trolley is provided for moving the pool table.
- **Do not** stack more than seven 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 (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.
- **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 the Centre Manager.
- **Report** every accident in the accident book and to the Centre Manager.
- **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 eg 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

The company providing the Centre's Employer's Liability and Public Liability insurance cover:

Name and address: NFU Mutual, Rosehill Industrial Estate, Carlisle. Telephone no: 01228 523034
Policy No: 080X3175108/N08 Date of Renewal: 5th October 2014

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Review of Health and Safety Policy

The management committee will review this policy annually; the next review is due in Sept 2014.

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.

Health & Safety Risk Assessment Checklist

AREA	HAZARDS
Car Park	<ol style="list-style-type: none"> 1. tripping and falling - inadequate lighting 2. tripping and falling - poor maintenance
Exterior – footpaths and steps	<ol style="list-style-type: none"> 1. tripping and falling – inadequate lighting 2. tripping and falling – poor maintenance 3. access to other hazards eg road 4. window cleaning
Entrance Area	<ol style="list-style-type: none"> 1. slipping on wet floor 2. tripping and falling – loose mats 3. tripping and falling - pushchairs
Main Hall and Meeting Rooms	<ol style="list-style-type: none"> 1. incorrect moving of heavy items (e.g. chairs/tables) 2. electric shock from portable appliances 3. slipping on wet floor 4. too many people 5. electric sockets (access by children) 6. fire exits, blocked (either inside/outside) 7. fire equipment not working
Kitchen	<ol style="list-style-type: none"> 1. hot surfaces (esp. children) 2. sharp implements (esp. children) 3. cleaning materials 4. unsecured hot water boilers (esp. children & infirm users) 5. dangling leads
Toilets	<ol style="list-style-type: none"> 1. slipping on wet floor
Maintenance	<ol style="list-style-type: none"> 1. falls from ladders 2. working alone 3. electric shock from appliances 4. incorrect moving of heavy items (e.g. furniture)
Stores	<ol style="list-style-type: none"> 1. badly stacked equipment 2. people moving heavy items
Boiler Room	<ol style="list-style-type: none"> 1. inflammable items stored near combustion source (e.g. paint, wood)

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Allhallows Community Centre Accident Form

General details of incident

Date of incident..... Time of incident.....
Exact location of incident.....
Which organisation or individual was in control of the premises at the time of the incident (who was the hirer?).....

Person who had the accident

Full name.....
Age..... Sex : M/F
Address.....
(If applicable) Description of injury.....
.....

Status of injured person (delete as appropriate)

Employee of Community Centre committee
Volunteer on Community Centre business (includes members of Community Centre management committee)
Employee of another organisation
Individual hirer
Member of organisation hiring hall
Self-employed person
Contractor
Volunteer on village hall business (includes members of village hall member of general public attending management committee)
Member of general public attending a Community Centre function
Other (please specify).....

Description of how accident/incident occurred.....
.....
.....

What was injured person doing at time of incident?.....
(If applicable) Was this something they were authorised to do? Yes/No
(If applicable) Were they authorised to be where the incident occurred? Yes/No
When was the incident reported?.....date.....time
By whom was it reported?.....
Was the incident witnessed by someone else? Yes/No Details.....
.....
Was first aid treatment given on site? Yes/No Details.....
.....
Was hospital/medical treatment obtained? Yes/No Details.....
.....
Anticipated absence from work: No time lost/Less than 3 days/3 days or more

Any further details of accident.....
Action required to prevent recurrence.....
.....

Signed by: Date:
Name:
Address: