

Morwenstow Community Centre

Health & Safety Policy

It is the intention of Morwenstow Community Centre Committee to comply with all Health and Safety legislation and to act positively where reasonably possible to prevent injury, ill health or any danger arising from activities within the Centre.

Employees, hirers, users and visitors are 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 hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Organisation of Health and Safety

It is the duty of all employees, hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Community Centre Committee in keeping the premises safe and healthy.

Should anyone using the Centre come across a fault, damage or other situation which might cause injury and cannot be rectified they should inform the caretaker or a committee member as soon as possible so the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning it is not to be used and should be placed on the island in the kitchen.

The following items are maintained and where appropriate reviewed by the management committee:

- First Aid Box
- Risk Assessments
- Insurance
- Information (including Hiring Terms and Conditions) for hirers
- Health and Safety Policy

We will discuss Health & Safety with contractors prior to work being carried out on site.

Introduction

Morwenstow Community Centre Management Committee has drawn up this policy to clarify procedures and areas of responsibility in ensuring the health and safety of its users. The Committee is responsible for running the Community Centre and want to ensure the safety of people using it. Whilst no one can guarantee total protection against accident, precautions will be taken where possible to ensure the health and safety of employees and users of the Centre.

Mitigation of Risk

To mitigate risk the committee will:

- Carry out a full risk assessment and review it regularly. Ensure that there is a copy of the Health and Safety policy located in the Centre.
- Ensure that all hirers are made aware of the Health and Safety Policy and the Fire Evacuation Procedures (Appendix 1).

Health and Safety objectives

This section covers a brief description of legislation and how it would apply. This is carried out by a thorough risk assessment and by good housekeeping.

The fundamental legislation Health and Safety at Work Act requires that the Community Centre committee, as the managers of the premises, ensure the health and safety of others who use the Centre. It encompasses every aspect of the premises, which includes the building and its equipment.

The Community Centre Committee must provide a safe place for people to operate by:

- Identifying and assessing all risk of the hazards associated with the premises held there which may have an effect on the health and safety of others that use the premises.
- Carry out a risk assessment.
- Take action to eliminate or reduce hazards.
- Demonstrate that arrangements are in place.
- Review arrangements when changes occur
- Provide information on health and safety.

The Workplace (Health and Safety and Welfare) Regulations 1992

These regulations are aimed at protecting volunteers and hirers' health from injury or long-term illness by providing for comfort whilst using the Centre and includes:

- Adequate ventilation
- A reasonable temperature
- Suitable lighting and seating
- Clean premises with no tripping hazards
- Suitably maintained machinery and equipment

- Sufficient toilets with hot and cold running water, soap and towels
- Accessible drinking water and suitable facilities for rest and eating

Prevention of fire

The Community Centre Committee try to reduce the risk and prevent a fire occurring. The following activities are carried out:

- A fire Risk Assessment (as part of the overall Risk Assessment)
- Precautions to be put in place where necessary and where it is reasonable to do so
- Ongoing checks of fire safety equipment, exits and alarms

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside and outside the Centre.
- Inflammable substances must either be replaced or when this is impossible measures taken to control the risk.
- Storage of combustible material near a source of ignition is not permitted
- Emergency exit and routes to them must be kept clear at all times
- Appropriate Fire Fighting Equipment is provided
- Fire Equipment is maintained and checked annually
- Others, including hirers and volunteers, have access to the Health and safety policy and the risk assessments.

Important issues associated with the Health and Safety in Morwenstow Community Centre

Working Alone

Volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. When jobs are less risky checks should be made. A mobile phone and telephone number of someone who can administer first aid should be available.

Children and Vulnerable People

On all occasions, the Hirer is responsible for ensuring the care of children and vulnerable adults under the provision of the Safeguarding Vulnerable Groups Act 2006.

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times.

Electrical safety

The following must be adhered to:

- All appliances provided by the Centre will be PAT tested annually.
- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users / hirers want to bring electrical appliances onto the premises they must make the management committee aware of this. The user / hirer is responsible for ensuring that the appliance meets safety standards
- Electrical equipment showing signs of damage, exposure of components, water damage etc should not be touched or operated
- Users have a responsibility to ensure that all electrical appliances are shut off when leaving the Centre
- Trailing wires or cables are a trip hazard and should be taped down

Housekeeping

The Centre is cleaned and checked on a regular basis. However, every user has a responsibility to ensure that the Centre is left clean and tidy. The management committee cannot guarantee that the Centre will be cleaned between each use.

All users must put all rubbish into the wheelie bin and are encouraged to recycle where possible. Any major spillage, damage or accident should be reported to the committee. Food, drink and perishable items must be taken away at the end of each hire.

The paths outside and frontage of the Centre must be kept clear of litter.

Noise

The Centre is situated in a residential area, therefore we ask that users are considerate and keep noise levels to a minimum. Any form of music must be kept to an acceptable level. Users should also be considerate when leaving the Centre.

Parking

Parking in the local area is carried out at the users' risk.

Accident Reporting Procedure

Accident Report Forms are available in the kitchen. (See Appendix 3) Any accident occurring during use of the Centre must be recorded by employees or hirers. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

The following must be reported:

- A Death or Major Injury
 - Any injury
 - A dangerous occurrence
 - Any injury that results in a member of the public having to be taken to hospital.
- Hirers must report any accidents to a member of the Management Committee.

Emergency procedure

In the event of an emergency dial 999.

The nearest hospital with a Minor Injuries Unit is:

Stratton Hospital Telephone: 01288 320100

Address: Hospital Road, Stratton, Bude, Cornwall, EX23 9BP

Hiring Procedure

Every hirer of the premises must:

- read the Hirers' Responsibilities, displayed in the foyer and attached as Appendix 2.
- familiarise his / herself with the Health and Safety Policy. A hard copy of this agreement is located in the kitchen.

January 2020

The hirer is deemed the "Responsible Person" and so is designated the person in charge of the Centre during your hire.

The hirer should inform those attending of the emergency exits and procedures at the beginning of any event.

IN THE EVENT OF A FIRE

Please follow these instructions

- 1) RAISE THE ALARM
- 2) MAKE SURE SOMEONE HAS CALLED THE FIRE SERVICE (DIAL 999)
- 3) ANNOUNCE TO MEMBERS TO LEAVE THE PREMISES, IN AN ORDERLY MANNER, BY THE NEAREST AVAILABLE EXIT.
- 4) ASSEMBLE AT THE FIRE ASSEMBLY POINT - SITUATED ON GRASS NEAR THE PLAY EQUIPMENT.
- 5) ATTACK THE FIRE WITH THE APPROPRIATE FIRE EXTINGUISHERS - **BUT DO NOT TAKE PERSONAL RISK.**
- 6) **DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE INFORMED THAT IT IS SAFE TO DO SO.**

**Morwenstow Community Centre
Shop, Morwenstow, Bude, Cornwall
EX23 9SL**

Morwenstow community centre

These premises are licensed in pursuance of Act of Parliament for Public entertainment.

Hirers' responsibilities:

*The hirer is deemed the "**Responsible Person**" and so is designated the **person in charge** of the Centre during your hire.*

*The hirer should inform those attending of the **emergency exits and procedures** at the beginning of any event.*

- Maximum number of persons: MAIN HALL - 175; COMMITTEE ROOM - 68.
- In line with the law, the facilities are a NO SMOKING venue.
- **On all occasions, the Hirer is responsible for ensuring the care of children and vulnerable adults under the provision of the most recent Safeguarding Act.**
- The **facility keys** are available from the Caretaker at No.2 Morwenna Road EX23 9SW (Telephone 01288 331527) and after locking up they should be returned to the Caretaker following a day event or placed in the post box outside the front door following an evening event unless otherwise informed by the booking secretary.
- The hirer is responsible for arranging adequate **Public Liability insurance** where required and any **licence** necessary in connection with the booking, and for informing the Booking secretary. **All bars must close at 11.45 p.m.**
- The hirer should carry out their own **risk assessment**.
- Any hiring for commercial purposes must comply with trading laws.
- A hiring for a party for **18s and under** must have at least **2 stewards present** throughout the event.
- The committee will not accept any liability for the loss or damage to any vehicles, contents or personal property.
- The hirer shall not sub-let the premises.
- Please leave with **consideration** for local residents. **The premises must be vacated by 2 a.m. at the latest.**
- Please read the **Fire Routine Notice** (situated on the foyer noticeboard) and note the exact location of the nearest telephone, fire exits and fire extinguishers. Please ensure **Fire Exits** are kept clear at all times.
- The **first aid box** is kept on the pegs in the kitchen; the **Accident Record Book** and a hard copy of the Centre's Health & Safety policy are filed below.
- Please ensure that, on each occasion food is served on the premises, a '**Safer Food Better Business**' diary is completed. If you do not have your own, please complete the Community Centre's copy which is kept in the kitchen.
- All areas of the facilities must be left clean and tidy. **Please refer to the cleaning schedule displayed in the kitchen.**
- Check that all lights and electrical appliances are turned off.
- Close all internal doors and secure outside doors and windows.
- The hirer is responsible for the **cost of making good any damage** to the buildings, fittings or contents and for **any additional cleaning**.
- Please use the trolleys provided for moving chairs and tables in order to avoid injury to yourselves and damage to the floor.
- In the event of the Centre being required for use as a polling station, the Committee reserve the right to cancel the hiring and the hirer shall be entitled to a refund of any deposit already paid.
- Please be aware that it has been agreed by the Management committee that the Community Centre may be used as a refuge by a local organisation in the event of an emergency. If this should occur, the Centre would need to be vacated by other users.

Morwenstow community centre

These premises are licensed in pursuance of Act of Parliament for Public entertainment.

Hirers' responsibilities:

*The hirer is deemed the "**Responsible Person**" and so is designated the **person in charge** of the Centre during your hire.*

*The hirer should inform those attending of the **emergency exits and procedures** at the beginning of any event.*

- Maximum number of persons: MAIN HALL - 175; COMMITTEE ROOM - 68.
- In line with the law, the facilities are a NO SMOKING venue.
- **On all occasions, the Hirer is responsible for ensuring the care of children and vulnerable adults under the provision of the most recent Safeguarding Act.**
- The **facility keys** are available from the Caretaker at No.2 Morwenna Road EX23 9SW (Telephone 01288 331527) and after locking up they should be returned to the Caretaker following a day event or placed in the post box outside the front door following an evening event unless otherwise informed by the booking secretary.
- The hirer is responsible for arranging adequate **Public Liability** insurance where required and any **licence** necessary in connection with the booking, and for informing the Booking secretary. **All bars must close at 11.45 p.m.**
- The hirer should carry out their own risk assessment.
- Any hiring for commercial purposes must comply with trading laws.
- A hiring for a party for **18s and under** must have at least **2 stewards present** throughout the event.
- The committee will not accept any liability for the loss or damage to any vehicles, contents or personal property.
- The hirer shall not sub-let the premises.
- Please leave with consideration for local residents. **The premises must be vacated by 2 a.m. at the latest.**
- Please read the **Fire Routine Notice** (situated on the foyer noticeboard) and note the exact location of the nearest telephone, fire exits and fire extinguishers. Please ensure **Fire Exits** are kept clear at all times.
- The **first aid box** is kept on the pegs in the kitchen; the **Accident Record Book** and a hard copy of the Centre's Health & Safety policy are filed below.
- Please ensure that, on each occasion food is served on the premises, a '**Safer Food Better Business**' diary is completed. If you do not have your own, please complete the Community Centre's copy which is kept in the kitchen.
- All areas of the facilities must be left clean and tidy. **Please refer to the cleaning schedule displayed in the kitchen.**
- Check that all lights and electrical appliances are turned off.
- Close all internal doors and secure outside doors and windows.
- The hirer is responsible for the **cost of making good any damage** to the buildings, fittings or contents and for **any additional cleaning**.
- Please use the trolleys provided for moving chairs and tables in order to avoid injury to yourselves and damage to the floor.
- In the event of the Centre being required for use as a polling station, the Committee reserve the right to cancel the hiring and the hirer shall be entitled to a refund of any deposit already paid.
- Please be aware that it has been agreed by the Management committee that the Community Centre may be used as a refuge by a local organisation in the event of an emergency. If this should occur, the Centre would need to be vacated by other users.

January 2020

Signed (hirer): _____

Date: _____

ACCIDENT RECORD FORM

Report No

ABOUT THE PERSON WHO HAD THE ACCIDENT

1

Name

Address

City/Town

Postcode

Telephone

Occupation

DETAILS OF PERSON REPORTING THIS ACCIDENT

2

Name

Address

City/Town

Postcode

Telephone

Occupation

DETAILS OF ACCIDENT/INJURY

3

Date:

DD

MM

YYYY

Time:

HH

MM

Where did the accident/injury take place?

Say how the accident happened, give a cause if you can

Details of accident/injury

Signed:

Date:

DD

MM

YYYY

EMPLOYERS USE ONLY

4

If this incident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

How was it reported?

Signed:

Date:

DD

MM

YYYY

Please Note: To comply with the Data Protection Act 1998 (DPA) personal details entered on accident record forms must be kept confidential.

