

Old Leake Community Centre Health and Safety Policy

This document is the Health and Safety Policy of Old Leake Community Centre and Playing Field Committee.

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 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 Old Leake 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.

The Old Leake Community Centre Management Committee considers the promotion of health and safety of its employees, volunteers 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.

Signed: (On behalf of the Management Committee) _____

Name: Graham Harrison

Position: Chairman

Date: 5.7.23

Organisation of Health and Safety

The Old Leake Community Centre Management Committee has overall responsibility for health and safety at the Old Leake Community Centre, Furlongs Lane, Old Leake PE22 9NX.

The person delegated by the management committee to have day to day responsibility for the implementation of this policy is Graham Harrison, Phone 07803 560 907.

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 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.

The following persons have responsibility for specific items:

First Aid box	Caretaker
Reporting of accidents	Chairman
Fire precautions and checks	Caretaker
Training	Chairman
Risk assessment and inspections	Chairman
Information to contractors	Caretaker
Information to hirers	Bookings Clerk
Insurance	Treasurer

Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in July 2024

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.

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:-
Boston Pilgrim Hospital Sibsey Road Boston PE21 9QS
Phone 01205 364801

The location and telephone no. for the nearest doctor's surgery is:-
Old Leake Medical Centre, Church End, Old Leake, Boston, PE22 9LE
Phone 01205 870666

The First Aid Box is located in:-
Ground Floor Kitchen (main kit), Mens Changing Rooms and First Floor Kitchenette

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

The accident book/forms are kept in the First Aid Kits located in the Kitchen and First Floor room.
One of these must be completed whenever an accident occurs.

Any accident must be reported to the Bookings Secretary, the Caretaker or the Committee Chairman.

The person responsible for completing RIDDOR forms and reporting accidents is:-
Graham Harrison – Committee Chairman.

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 booking secretary about safety procedures at the hall which they will be expected to follow (eg 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.

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:

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Employees, hirers, volunteers 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. 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
- **Ensure that any Portable Appliances** brought onto the property have been subject to a visual safety check and are safe to use (ideally any portable electrical appliances should have an up to date Portable Appliance Test)
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) – without a good understanding of safe Manual Handling procedures, use trolleys etc where possible.
- **Do not** stack more than six 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.
- **Report** every accident in the accident book

- **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 (Lone Working etc)
 - risks involved in handling kitchen equipment e.g cooker, water heater and knives
 - creating toppling hazards by piling equipment e.g. in store cupboards.

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

Lincolnshire Fire and Rescue Service Phone 01522 555777

In the event of a Fire call 999 and ask for the Fire Service

The local environmental health department – (Boston Borough Council) 01205 314200

The Health and Safety Executive Website: www.hse.gov.uk

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

Details of the Community Centre's current insurance policy will be displayed on the notice board located in the entrance lobby of the Centre.