



Coddington Community Association

Health and Safety Policy

Adopted: 13th July 2022

Reviewed:

Next Review Due: July 2023

Health and safety policy for Coddington Community Centre

The Health, Safety and Welfare of all those managing, using and visiting Coddington Community Centre is paramount at all times.

The Trustees although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Trustees is to take reasonably practicable measures in relation to the management of Coddington Community Centre to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. provide healthy and safe working conditions, equipment and systems for our Trustees, employees and Hirers;
2. keep the Community Centre and equipment in a safe condition for all users;
3. provide all necessary support and information to Hall users, hirers and outside contractors.
4. provide all necessary training to Trustee's and employees in order to allow them to complete their tasks effectively.

The Committee will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All Trustees, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) as regards any duty imposed on the Trustees, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

- I. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- II. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Trustees. In case of a serious incident the chairman should be contacted as soon as possible after the emergency services. The incident book will be kept beside the main doors.
- III. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Trustees.

Hirers are responsible for:

- I. complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
- II. ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- III. designating a responsible person (if different from hirer) at each hiring/event who will take charge of evacuation in case of emergency;
- IV. ensuring that highly flammable substances are not brought into or used in any part of the premises;
- V. seeking the consent of the Trustees before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- VI. checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

- I. safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- II. having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- III. advising the Trustees of any flammable or toxic substances that may be used in the course of work on the premises.

The Trustees are responsible for:

- I. ensuring that all Trustees, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- II. ensuring that the Health and Safety Policy is fully implemented;
- III. monitoring compliance with Health and Safety guidelines;
- IV. regularly assessing and reviewing risks and recording such risks;
- V. keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted. The incident book will be an agenda item and reviewed at each meeting;
- VI. taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- VII. making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- VIII. making such representations to Trustees, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- IX. cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

The following persons have responsibility for specific items:

First Aid box: **Chairman** /

Reporting of Accidents: **Chairman** /

Fire precautions and checks: **Chairman** /

Risk Assessment and Inspections: **Chairman** /

Information to contractors: **Chairman** /

Information to hirers: Booking Clerk

Insurance: **xxxxxxxxx**

Part 3: Arrangements and Procedures

1. Licence

The Community Centre holds an operating licence which allows activities between the hours of 07:00 and 24:00.

The person responsible for the event during which the sale of alcohol is intended is responsible for obtaining an Event License.

The Community Centre does hold a PPLPRS license.

The Community Centre does hold a license from Newark and Sherwood District Council for holding Raffles.

2. Fire Precautions and Checks

The Trustees have completed a Fire Risk Assessment carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005. This will be reviewed and updated annually in line with the review date on the document.

The Fire Risk Assessment is available on the community centre website.

A plan of the community centre showing the fire alarm points, fire exits, and firefighting equipment is displayed beside the main entrance doors.

Person with responsibility for testing equipment and keeping logbook: **Chairman / Centre Manager**

Local Fire Brigade Contact: Boundary Road, Newark, Nottinghamshire, NG24 4AT.

Tel No. 0115 838 8100

Company hired to maintain and service fire safety equipment: Name: **Performance Fire Protection Ltd**

Checking of Equipment, Fittings and Services:

These checks are normally performed by the centre manager unless a third party is required to certify the work.

Weekly: Door mats and stops, clocks, toilets, water heaters, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, water boilers and fire alarm.

Monthly: First Aid Box, ladders and steps, locks and sockets

Half Yearly: Window cleaning, Outside gutters,

Yearly: Fire extinguishers, PAT test, Gas boiler and Ambirads, Dorma Door system and Waste Treatment system

5 yearly: Electrical inspection

3. Legionella precautions and checks

A legionella risk assessment is carried out annually by a qualified third party inspector.

The risk assessment is available on the Community Centre web site.

Checks

These checks are normally performed by the centre manager unless a third party is required to certify the work.

Weekly: Check water temperatures and flush all hot water lines.

4. Procedure in case of accidents

In the event of an accident contact the emergency services using 999 or 112.

You are at Coddington Community Centre, Beckingham Road, Coddington NG24 2TP

Should you just need medical advise call 111.

The First Aid Box is located in the kitchen.

The person responsible for keeping this up to date is the **xxxxxxx**.

The accident forms are kept in the accident book which is kept with the First Aid box. These must be completed whenever an accident occurs, placed in the envelope provided and put through the letter box in the office door.

Any accident which requires First Aid treatment must be reported to the **Trustees**.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the **Chairman**.

5. Safety Rules

The Standard Conditions of hire for the hall contain many health and safety aspects. All hirers will be expected to read the conditions and should sign the hiring form as evidence that they agree to the conditions.

The Standard Conditions state that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

A safety check is carried out monthly by the centre manager and findings recorded in the incident log book , any risks reported to the Trustees.

6. Contractors

The Trustees / Centre Manager 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 (eg have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover as above.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes) **Good Point do we need to use the incident book for this.**
- 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 Trustee 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 or the Institute of Electrical Engineers Code of Practice
- Where appropriate a Hot Work Permit will be issued to contractors.

7. Insurance

Company providing the hall's Employer's Liability and Public Liability insurance cover:

Zurich Municipal : Policy no. VVH 2720392023 Date of renewal: 10 November 2019

8. Review of Health and Safety Policy

The Trustees will review this policy annually in line with the review date on the front of the document.

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

Health and Safety Executive, Kingsley Dunham Centre, Nicker Hill, Keyworth, Nottingham NG12 5GG
Tel: 0300 003 1747

Newark Fire Station, Boundary Road, Newark, Nottinghamshire, NG24 4AT.. Tel: 0115 838 8100

Environmental Health Agency (Trentside offices), Lady Bay Bridge, West Bridgford, Nottingham NG2 5FA Tel: 0370 850 6506