



# Hale Community Centre

## Health & Safety Policy

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

*The Board of 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.*

### **PART 1 – GENERAL STATEMENT OF POLICY**

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

- 1) Supply healthy and safe working conditions, equipment, and systems of work for our trustees, employees, consultants, contractors, volunteers, and hirers.
- 2) Keep the Hale Community Centre and equipment in a safe condition for all users.
- 3) Supply such training and information as is necessary to staff, consultants, contractors, volunteers, and users.

It is the intention of Hale Community Centre's Board of Trustees 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

Hale Community Centre's Board of Trustees considers the promotion of the health and safety of its employees and volunteers at work and those who use its premises, including consultants and contractors who may work there, to be of great importance. The Board of Trustees 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, consultants, contractors, volunteers, and users to engage in the establishment and observance of safe working practices.

Employees, consultants, contractors, volunteers or hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Board of Trustees, with all safety requirements set out in the Booking Terms & Conditions of Hire 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 Board of Trustees)



Name: Norma Corkish

Position: Chair of the Board of Trustees

Date: 10<sup>th</sup> October 2023

## PART 2 - ORGANISATION OF HEALTH AND SAFETY

The Hale Community Centre's Board of Trustees has overall responsibility for health and safety at Hale Community Centre.

To achieve the Board of Trustee's objectives the Centre Manager and Management Team has been appointed to be operationally responsible for health and safety at the Centre, to keep workplace health, safety, and welfare procedures under constant review and to keep the Board of Trustee aware of new legislation, to ensure ongoing compliance with the law.

It is the duty of all employees, consultants, contractors, volunteers, hirers, and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Community Centre's Management Team in keeping the premises safe and healthy, including the grounds.

Should anyone using the Community Centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Centre Manager, or the Centre Administrator, 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 the Centre Administrator informed.

No one person within the Community Centre is solely responsible for the specific actions or reporting; responsibilities are shared equally. Staff, consultants, contractors, and volunteers in different roles having different health and safety duties to uphold.

A detailed plan of the Centre showing fire exits etc is available from the Office.

## PART 3 – ARRANGEMENTS & PROCEDURES

3.1 **LICENCE.** The Hale Community Centre has a 'TheMusicLicence' for playing recorded music.

3.2 **FIRE PRECAUTIONS AND CHECKS.** A copy of the current fire risk assessments is available from the Office (they are dynamic documents that get updated regularly). A testing regime is in place complying current legislation.

### 3.3 PROCEDURE IN CASE OF ACCIDENTS

- The location of the nearest hospital Accident & Emergency/Casualty department is **Frimley Park Hospital**, Portsmouth Rd, Frimley, Camberley GU16 7UJ – T: 0300 614 5000
- The location and telephone number for the nearest doctor's surgery is **Farnham Park Health Group**, Farnham Centre for Health, Hale Road, Farnham, Surrey GU9 9QS – T: 01252 723122
- The **First Aid Box** and **Accident Book/Forms** which must be completed whenever an accident occurs, are to be found on the window ledge in the kitchen at the Community Centre and in the wooden shelving unit as you enter the kitchen at the Youth Centre. The Centre Administrator oversees keeping these up to date.
- A **Defibrillator** is readily available for emergency use, near the double glass doors of the Main Hall. The defibrillator is fully automatic and the instructions are given audibly by the defibrillator, once it is turned on for use.
- Any accident must be reported to the Centre Manager. The Centre Manager is the person responsible for completing **RIDDOR forms** and **reporting an accident**.

The following major injuries or accidents 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:
  - i. electrical short circuit or overload causing fire or explosion
  - ii. collapse or partial collapse of a scaffold over 5m high
  - iii. unintended collapse of a building under construction or alteration, or of a wall or floor
  - iv. explosion or fire

### 3.4 SAFETY RULES

All Hirers will be expected to read the whole of the Centre's [Booking Terms & Conditions of Hire \(dated October 2023\)](#) and to complete a Booking Request Form. The Centre Administrator will invite all new hirers to attend a Health & Safety Induction covering fire evacuation procedures, location of fire exits and fire extinguishers, use of trolleys to move equipment, location of the first aid box and accident book and any other aspect of health and safety pertaining to their facility hire. For example:

- 1) It is the intention of the Hale Community Centre's Board of Trustees to follow all health and safety legislation and to act positively where it can do so to prevent injury, ill health or any danger arising from its activities and operations.
- 2) Employees, consultants, contractors, 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 Board of 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
- 3) The Centre Manager has conducted risk assessments. The following practices must be followed to minimise risks: -
  - a) Make sure that all emergency exit doors are clear and unlocked as soon as the Community Centre is to be used and throughout the hiring
  - b) Do not use or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
  - c) Do not work on steps, ladders or at height until they are properly secured, and another person is present
  - d) Do not leave portable electrical or gas appliances running while unattended
  - e) Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
  - f) Do not try to move heavy or bulky items (e.g., stacked tables or chairs) - use the trolleys provided
  - g) Do not stack more than five chairs
  - h) Do not try to carry or tip a water boiler when it has hot water. Leave it to cool.
  - i) 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.
  - j) Wear suitable protective clothing when handling cleaning or other toxic materials

- k) Report any evidence of damage or faults to equipment or the building's facilities to the Centre Administrator
  - l) Report every accident in the accident book to the Centre Manager.
- 4) Be aware and look to avoid the following risks:
- a) creating slipping hazards on stairs, polished or wet floors – mop spills at once
  - b) creating tripping hazards such as buggies, umbrellas, mops, and other items left in corridors
  - c) use adequate lighting to avoid tripping in poorly lit areas
  - d) risk to individuals while in sole occupancy of the building
  - e) risks involved in handling kitchen equipment e.g., cooker, water heater and knives
  - f) creating toppling hazards by piling equipment e.g., in store cupboards

### 3.5 CONTRACTORS

A member of the Management Team will check with contractors (including self-employed persons) before they start work that:

- 1) the contract is clear and understood by both the contractors and the member of the Management Team
- 2) the contractors are competent to conduct the work e.g., have proper qualifications, references, experience
- 3) contractors have adequate public liability insurance cover
- 4) contractors have seen the health and safety file and are aware of any hazards which might arise (e.g., electricity cables or gas pipes)
- 5) contractors do not work alone on ladders at height (if necessary, a volunteer should be present)
- 6) contractors have their own health and safety policy for their staff
- 7) the contractor knows which member of staff or consultant handles overseeing that their work is, as asked and to a satisfactory standard
- 8) any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers

### 3.6 INSURANCE:

The Hale Community Centre's Employer's Liability and Public Liability insurance cover:

- Name of Insurer: **Aviva Insurance Limited**
- Policy No: **015940/03/24**
- Date of Renewal: **25<sup>th</sup> March 2025**
- Any risks excluded or special conditions users should be aware of: **All contact sports are excluded from cover.**

### 3.7 REVIEW OF HEALTH AND SAFETY POLICY

The Board of Trustees will review this policy annually. The next review is due in October 2024.

The Centre Manager with operational responsibility for health and safety will report to the Board of Trustees 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 (The HSE also have regional centres whose contact details can be obtained from their telephone line)
- The Fire Authority: **Surrey Fire & Rescue**, Service *Headquarters*, Woodhatch Road, Cockshot Hill, Reigate RH2 8EF – T: 01737 242444  
E: [sfcontactqueries@surreycc.gov.uk](mailto:sfcontactqueries@surreycc.gov.uk)
- The local environmental health department: **Waverley Borough Council**, The Burys, Godalming, Surrey GU7 1HR - T: 01483 523333

### 3.8 DOCUMENT AND DATA CONTROL

Documents related to health and safety management are controlled and managed in such a way that;

- They can be easily located;
- Can be periodically reviewed, revised, and approved;
- Current versions are used, and available and obsolete versions removed;
- Obsolete documents required for legal reasons can be preserved; and
- They are available in the event of an audit, inquiry, or investigation.

All health and safety policy, practices, procedures, and local work instructions should be maintained locally.

In line with GDPR requirements personal data should be anonymised, should there be a need to disseminate investigation reports following any health and safety incident. Should it be necessary to share personal data as part of an investigation, recipients will be reminded to treat it appropriately and destroy it when no longer required.