



Hale Community and Youth Centre

2026/27 Health & Safety Policy

PART 1 – GENERAL STATEMENT OF POLICY

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

The Board of Trustees recognises and accepts its duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, the Equality Act 2010 (as amended), and all other relevant legislation, including forthcoming duties under the Terrorism (Protection of Premises) Bill ('Martyn's Law').

The Board will take all reasonably practicable measures to:

- Provide safe and healthy working conditions, equipment, and systems of work.
- Maintain the Centre and its equipment in a safe condition for all users.
- Provide appropriate information, instruction, and training.
- Prevent injury, ill health, harassment, and danger arising from Centre activities.

“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.”

All employees, consultants, contractors, volunteers, hirers, and visitors must comply with Centre safety procedures and do everything reasonably possible to prevent injury to themselves or others.

Signed: (On behalf of the Board of Trustees)

Name: Dr John Lewis

Position: Chair of the Board of Trustees

Date signed: 11th September 2026

PART 2 – ORGANISATION OF HEALTH & SAFETY

2.1 Board of Trustees. The Board has overall responsibility for Health & Safety at the Centre

2.2 Centre Manager & Management Team. Responsible for:

- 1) Implementing this policy.
- 2) Maintaining workplace health, safety, and welfare procedures.
- 3) Monitoring compliance and reporting to the Board.
- 4) Keeping the Board informed of new legislation.

2.3 Responsibilities of All Users

“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...”

Everyone must:

- Follow all safety procedures and signage.
- Report hazards immediately.
- Use equipment safely and appropriately.

2.4 Preventing Harassment

In line with the **Worker Protection (Amendment of Equality Act 2010) Act 2023**, the Centre will take all reasonably practicable steps to prevent sexual harassment of employees, volunteers, contractors, and Centre users. This commitment is supported by the Centre’s **Equality Policy**⁽¹⁾.

2.5 Security & Martyn’s Law (Standard Tier)

Hale Community and Youth Centre has a maximum occupancy of fewer than 200 people and therefore **does not fall within the scope of the Terrorism (Protection of Premises) Bill (‘Martyn’s Law’)**.

Although the Centre is not legally required to comply with Standard Tier duties, the Board recognises the importance of proportionate security preparedness. The Centre Manager may therefore undertake light-touch measures to enhance safety where appropriate. These may include:

- 1) Considering security risks as part of the annual Health & Safety review
- 2) Developing simple evacuation and invacuation (‘lockdown’) procedures
- 3) Providing basic security awareness information to staff, volunteers, and hirers
- 4) Ensuring signage, exits, and muster points remain clear and unobstructed

Further details of proportionate preparedness measures are set out in **Appendix A – Proportionate Security Preparedness (Martyn’s Law – Not in Scope)**.

These measures will be reviewed as the legislation progresses and statutory guidance is published.

PART 3 – ARRANGEMENTS & PROCEDURES

3.1 Licence

The Centre holds TheMusicLicence for playing recorded music.

3.2 Fire Precautions and Checks

- 1) **Compliance & Documentation:** The Centre maintains current Fire Risk Assessments (FRA) for both buildings, conducted in accordance with *The Regulatory Reform (Fire Safety) Order 2005*. A **Summary of Compliance** is displayed in the reception area, while the full technical audits are held securely by management for inspection by authorized authorities.
- 2) **Review Cycle:** The FRA is a dynamic document. It is subject to an annual professional review, or sooner should there be any significant changes to the building layout or usage.
- 3) **Testing & Maintenance:** A comprehensive testing regime is in place for all fire detection and prevention equipment (including alarms, emergency lighting, and extinguishers) in strict accordance with British Standards and current legislation. Records of these tests are maintained in the Fire Safety Logbook.
- 4) **User Safety & Induction:** All staff, volunteers, and hirers receive a mandatory Health & Safety induction. This covers evacuation and invacuation procedures, identification of fire exits, assembly points, and the correct use of fire-fighting equipment.

3.3 Emergency Procedures. Emergency procedures include:

- **Evacuation** (fire, gas leak, structural risk)
- **Invacuation / Lockdown** (security threat, violent intruder, terrorism risk)

Staff, volunteers, and hirers will be briefed on which procedure to follow depending on the incident.

1) First Aid & Accident Reporting

First Aid Boxes and Accident Books are located:

- **Community Centre:** on the kitchen window ledge.
- **Youth Centre:** in the shelving unit outside the kitchen door.

A **defibrillator** is located near the Main Hall double glass doors.

All accidents must be recorded and reported to the Centre Manager, who completes RIDDOR reports.

2) RIDDOR – Reportable Injuries. Includes:

- Fractures (excluding fingers, thumbs, toes)
- Amputations
- Dislocations
- Loss of sight
- Electric shock injuries requiring resuscitation or hospitalisation
- Acute illness from harmful substances

- Illness from biological agents

3) **Dangerous Occurrences.** Includes:

- Electrical short circuit causing fire/explosion
- Collapse of scaffolding over 5m
- Unintended structural collapse
- Explosion or fire

3.5 Safety Rules for All Users

- 1) Keep emergency exits clear and unlocked.
- 2) Do not use damaged electrical equipment.
- 3) Do not work at height without securing ladders and having another person present.
- 4) Only bring PAT-tested electrical items.
- 5) Use trolleys for heavy items; do not stack more than ten chairs.
- 6) Children may only enter the kitchen under close supervision.
- 7) Wear protective clothing when handling cleaning or toxic materials.
- 8) Report all accidents and faults immediately.

3.6 Additional Modern Safety Sections

1) Lone Working

- Lone working should be avoided where possible.
- Staff or volunteers working alone must ensure someone off-site knows they are in the building.
- External doors must remain locked during lone working.

2) Violence, Aggression & Behavioural Safety

The Centre does not tolerate harassment, bullying, violence, or aggressive behaviour. Any incidents should be reported right away, which could lead to restricted access or the participation of external authorities.

3) Manual Handling

- Heavy or awkward loads must be moved using trolleys.
- Staff and volunteers must not lift beyond their capability.
- Training will be provided where required.

4) COSHH

- Cleaning products and chemicals must be stored securely.
- Safety Data Sheets will be maintained.
- Protective equipment must be worn as required.

5) Water Hygiene / Legionella

- Hot water systems will be monitored in line with HSE guidance.

- Taps and outlets will be flushed regularly if not in frequent use.

6) Wellbeing & Stress

The Centre is committed to supporting the wellbeing of staff and volunteers. If you have any concerns about workload, stress, or your wellbeing, please speak with the Centre Manager.

3.7 Contractors. Contractors must:

- 1) Be competent and qualified.
- 2) Hold public liability insurance.
- 3) Be aware of hazards (e.g., cables, gas pipes).
- 4) Not work alone at height.
- 5) Comply with IEE electrical regulations.

3.8 Insurance

- **Insurer:** ANSVAR INSURANCE
- **Policy Number:** 2459439
- **Renewal Date:** 23RD March 2027
- **Exclusions:** All contact sports

PART 4 – REVIEW OF HEALTH & SAFETY POLICY

The Board will review this policy annually. The Centre Manager will report regularly on accidents, faults, misuse by hirers, and any matters affecting safety.

The Board will ensure the policy reflects current legislation, including Martyn's Law, fire safety regulations, and duties to prevent harassment.

PART 5 – DOCUMENT & DATA CONTROL

Documents will be:

- Easy to locate
- Reviewed and approved periodically
- Kept up to date
- Preserved where legally required
- Available for audits or investigations
- Personal data in incident reports will be anonymised where possible. Records relating to harassment, security incidents, or terrorism-related concerns will be handled with heightened confidentiality.



APPENDIX A

Proportionate Security Preparedness (Martyn's Law – Not In Scope)

(To support Section 2.5: Security & Martyn's Law)

Hale Community and Youth Centre has a maximum occupancy of fewer than 200 people and therefore **does not fall within the scope of the Terrorism (Protection of Premises) Bill ('Martyn's Law')**.

Although the Centre is not legally required to comply with Standard Tier duties, the Board recognises the importance of proportionate security preparedness. This Appendix sets out sensible, voluntary measures the Centre **may develop** to enhance safety.

A1. PROPORTIONATE TERRORISM RISK CONSIDERATION

- 1) The Centre Manager **may undertake a proportionate review** of security risks as part of the annual Health & Safety review.
- 2) This will be light-touch and appropriate to the Centre's size and activities.

A2. INVACUATION / LOCKDOWN PROCEDURE *(Optional Development)*

A simple written invacuation/lockdown procedure **may be developed** to support staff and volunteers in the event of:

- a violent intruder
- a threat outside the building
- police advice to remain indoors

This procedure will sit alongside the fire evacuation procedure.

A3. SIGNAGE AND INFORMATION *(Optional Development)*

The Centre **may review** signage to ensure:

- evacuation routes are clear
- invacuation instructions are available where appropriate

Any updates will be proportionate and accessible.

A4. STAFF, VOLUNTEER AND HIRER INDUCTION *(Optional Development)*

Induction materials **may be updated** to include:

- awareness of suspicious behaviour
- how to respond to an invacuation/lockdown
- how to raise concerns

Hirers may receive a simplified version.

A5. TRAINING (OPTIONAL DEVELOPMENT)

The Centre Manager **may arrange** basic security awareness training for staff and volunteers if proportionate and beneficial.

A6. ANNUAL REVIEW

This Appendix will be reviewed annually alongside the Health & Safety Policy, or sooner if:

- Martyn's Law is enacted
- statutory guidance changes
- a security incident occurs
- the Centre's operations change

SPECIAL NOTES: ⁽¹⁾The latest Hale Community and Youth Centre policies are available to download from our website - <https://www.halecommunitycentre.org.uk/who-are-we-2/policies/>