



Meadow Close, Tarvin, CHESTER CH3 8LY Registered Charity No: 506560

### **Health and Safety Policy Statement**

The Tarvin Community Centre Committee of Management (hereafter called the Committee) is committed to the following Policy:

- a. Providing healthy and safe working conditions, equipment and systems of work for its volunteers, committee members and hirers
- b. Keeping the Community Centre and equipment in a safe condition for all users
- c. Providing such training and information as is necessary for Committee members, volunteers and users

The Committee will comply with all Health and Safety legislation and will act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations

The Committee considers the promotion of the health and safety of those who use the premises to be of great importance. The 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 to this end, it will seek to encourage committee members, volunteers and users to engage in the establishment and observance of safe working practices. 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 **General Conditions of Hire** agreement and with the safety notices displayed on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others. Attention is particularly drawn to Appendix 1 attached to this Policy which relates to **“Responsibilities for Health and Safety”**

Approved by the Tarvin Community Centre Committee of Management, 14 April 2021

Signed *Ted Lush*

Ted Lush (Chairman)

Signed *Jane Armstrong*

Jane Armstrong (Secretary)

## Appendix 1

### **RESPONSIBILITIES FOR HEALTH AND SAFETY**

#### 1.0 GENERAL INFORMATION

1.1 The Committee has overall responsibility for health and safety in the Community Centre and for the implementation of this policy. It is the intention of the committee to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations in the Community Centre

1.2 All users of the Community Centre are expected to read this Health and Safety Policy Statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

1.3 It is the duty of all Committee members, contractors, hirers and visitors to take care of themselves and others who may be affected by their activities to do everything they reasonably can to prevent injury to themselves and others and to co-operate with the Committee in keeping the premises safe and healthy, including the grounds and car park.

1.4 Should anyone using the Community Centre become aware of any faults, damage or other situations which might cause injury and which cannot be rectified immediately, they should inform a committee member as soon as possible so that the situation can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be reported immediately to a committee member

1.5 Routine reviews, checks and inspections of safety procedures and equipment are conducted by the Committee or their nominees.

#### 2.0 SAFETY INFORMATION

##### 2.1 Fire Precautions and Checks

2.1.1 A copy of the Community Centre Emergency Evacuation procedure is displayed on the Community Centre noticeboard. In addition, each group that regularly meets may have its own evacuation and fire drill procedure. A guide to emergency arrangements is provided to all hirers.

2.1.2 The service record for the fire safety equipment is available in the Kitchen

2.1.3 A schematic of the Community Centre showing the location of fire exits, fire extinguishers is displayed on the noticeboard in the foyer

2.2 Risk Assessments: The Committee carries out a annual risk assessment to assess and examine all activities, a decision is then made as to whether enough precautions are in place or whether further actions are required. These risk assessments also help the Committee to comply with various laws and regulations contained in a wide range of legislation. A copy of the current risk assessments is contained within the policy folder displayed in the foyer.

#### 3.0 SAFETY PRACTICES

The following are best practices and should be adhered to in order to minimise risks:

3.1. Make sure that all emergency exits are clear and unlocked during the Hall use.

- 3.2. Do not operate or touch any electrical equipment where there are signs of damage.
- 3.3. Steps, ladders and mini scaffolding should be properly secured before use and must not be used unless another person is present.
- 3.4. Do not leave portable electrical equipment operating while unattended.
- 3.5. Heavy items e.g. tables and chairs should be moved using the proper equipment.
- 3.6. Do not stack chairs more than six (6) high.
- 3.7. Do not allow children in the kitchen except under close supervision.
- 3.8. Wear suitable protective clothing when handling cleaning or other toxic materials.
- 3.9. Report any evidence of damage or faults to equipment or the building's facilities to a member of the committee.
- 3.10. Record every accident in the accident book which is held in a cupboard in the Kitchen and to the Chairman.
- 3.11 Be aware and seek to avoid the following risks:
  - Creating slipping hazards on steps or wet floors – mop spills immediately.
  - Creating tripping hazards via items left in the foyer, kitchen, main hall, rooms and storage areas.
  - Risk to individuals while in sole occupancy of the building.
  - Risks involved in handling kitchen equipment.
  - Creating hazards by overloading storage cupboards/shelving.

#### 4.0 IN CASE OF ACCIDENTS

4.1 The First Aid Box and the accident book are located in the kitchen. The accident book must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to the Chairman.

5.0 INSURANCE. A copy of the Employer's Liability certificate for the Community Centre is displayed on the Community Centre notice board.

6.0 CONTRACTORS. Before any contractor or person on site begins any work they should:

- a) Carry out their own risk assessment
- b) Ensure they have adequate liability cover
- c) Familiarise themselves with this Health and Safety Policy.

#### 7.0 EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

7.1 If you **discover** a fire:

- Sound the alarm by pressing a fire call point.
- Immediately go to full evacuation procedures
- Dial 999 or 112 for fire service and give address as: - Tarvin Community Centre, Meadow Close, Tarvin, Chester CH3 8LY
- All present to leave building and meet on assembly area and start recording those assembled. The assembly point is to the right of the entrance to the car park (Community Centre side) and is marked with a green sign.
- If possible sweep/check of all rooms and toilets – do not endanger yourself.
- Only attempt to extinguish the fire using the fire appliances provided if it is considered safe to do so. Fire extinguishers are available in the Hall, foyer, Wilkinson Lounge, Small Room, Edna Rose store, rear emergency exit and on the Stage. Fire blankets are provided in the kitchen immediately above the cooker hobs

7.2 If you **hear** the fire alarm:

- Leave the building by the nearest fire exit.
- Close all doors behind you.

- Report to person in charge at assembly point. The assembly point is to the right of the entrance to the car park (Community Centre side) and is marked with a green sign.
- Do not stop to collect belongings.
- Do not take risks – just get out.

This document forms part of the Health and Safety Policy Statement approved by the Tarvin Community Centre Management Committee on 14 April 2021