



CLAYGATE COMMUNITY ALLIANCE

Health & Safety Policy

1. Purpose

This document is the Health and Safety Policy of the Claygate Community Alliance (CCA).

The policy is to provide healthy and safe working conditions, by ensuring the Community Centre and its equipment is maintained in a safe condition for all users.

CCA complies with all relevant Health and Safety legislation and acts positively to prevent injury, ill health or any danger arising from activities within the Community Centre or in its external areas.

2. Obligations

There is a duty on volunteers, contractors, hirers, users and visitors to comply with this policy, with all safety requirements set out in hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The term "users" means any and all volunteers, staff, trustees, hirers, contractors and visitors.

Hirers and contractors should prepare their own Risk Assessments and Method Statements for their activities, where necessary.

Should anyone using the Community Centre come across a fault, damage or other situation, which might cause injury and cannot be rectified they should inform a Responsible Person (see Appendix A at the end of this document) as soon as possible so the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning it is not to be used and portable items should be placed on the desk in the foyer.

The following items are maintained and reviewed by the management committee:

- First Aid Box
- Information to contractors
- Insurance
- Information (including Hiring Terms and Conditions) for hirers
- Health and Safety Policy

Health & Safety inspections are carried out in accordance with the HSE Guidelines & Checklist once per annum by the Trustee responsible for Health & Safety, accompanied by the Duty Manager. The Trustee is responsible for reporting thereon promptly after the annual inspection to the Board of Trustees and for ensuring that any necessary remedial works are carried out promptly. Further, interim, Health & Safety checks are carried out by the Duty Manager accompanied by Trustees during the “Walkaround” every four months.

Copies of this Health and Safety Policy are available in the foyer reception.

3. The Workplace (Health and Safety and Welfare) Regulations 1992

These regulations are aimed at protecting users’ health from injury or long term illness by providing a safe environment whilst using the Community Centre and includes:

- Adequate ventilation
- A reasonable temperature
- Suitable lighting and seating
- A clean premises with no tripping hazards
- Suitably maintained machinery and equipment
- Sufficient toilets with hot and cold running water, soap and towels
- Accessible drinking water

4. Prevention of fire

The Trustees have appointed a Fire Safety Officer (Steve Fleming). The purpose of this appointment is to reduce the risk and prevent a fire occurring. The following activities are carried out by the Fire Safety Officer:

- Operate the Fire Risk Procedure
- Precautions to be put in place where necessary and where it is reasonable to do so
- Ongoing checks of fire safety equipment, exits and alarms

Hazardous materials and equipment that must not be used in the Community Centre without authorisation by the Trustees and include:

- Flammable liquids
- Naked lights and pyrotechnics
- Electrical equipment producing heat

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside and outside the Community Centre.
- Flammable substances must either be replaced or when this is impossible measures taken to control the risk.
- Storage of combustible material near a source of ignition is not permitted
- Emergency exit and routes to them must be kept clear at all times
- Appropriate Fire Fighting Equipment is provided
- Fire Equipment is maintained and checked annually

5. Working Alone

Volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. Before working alone on less risky jobs, checks should be made. The CCA has a Lone Working Policy.

6. Children

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times.

Children under the age of 12 are not permitted in the kitchen areas. This is to avoid the risk of scalds, burns, cuts and other injuries occurring.

7. Electrical safety

The following must be adhered to:

- Portable Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users want to bring electrical appliances onto the premises they must make the Duty Manager aware of this. The user is responsible for ensuring that the appliance meets safety standards (i.e. has been PAT tested, and labelled as such)
- Electrical equipment showing signs of damage, exposure of components, water damage, etc should not be touched or operated
- Users have a responsibility to ensure that all portable electrical appliances are shut off when leaving the Community Centre
- Trailing wires or cables are a trip hazard and should be taped down

8. Heating

Portable heating appliances should not be used in the Community Centre. The Community Centre has gas central heating. Should users suspect any of the heating systems of being damaged then the Duty Manager should be informed immediately.

9. Housekeeping

The Community Centre is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that the Community Centre is left clean and tidy. The Trustees do not guarantee that the Community Centre will be cleaned between each use.

All users must use the rubbish bins. Any major spillage, damage or accident should be reported to the Duty Manager. Food, drink and perishable items must be disposed of in the receptacles provided.

The paths outside and frontage of the Community Centre must be kept clear of litter.

10. Noise

The Community Centre is situated in a residential area, therefore we ask that users are considerate and keep noise levels to a minimum. Any form of music must be kept to an acceptable level. Users should also be considerate when leaving the Community Centre.

11. Parking

Parking outside the Community Centre is limited. Please do not obstruct driveways or block the road. Parking is carried out at the users' risk.

12. Accident Reporting Procedure

Accident Report Forms are available on the Foyer desk and on the website. Any accident occurring during use of the Community Centre must be recorded by users, contractors or hirers. To ensure that personal data is kept confidential, individual records are removed and held separately by the Health and Safety Trustee. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

Users must report any accidents to a member of the Board of Trustees including but not exclusively, a death or major injury, an injury, a dangerous occurrence or an injury that results in a member of the public having to be taken to hospital.

13. Hiring Procedure

Every hirer of the premises must familiarise his / herself with the Health and Safety Policy. A hard copy of this agreement is located in the foyer.

14. Review

This policy will be reviewed at least annually by the CCA Trustees or when new legislation requires this policy to be updated.

APPENDIX A TO HEALTH & SAFETY POLICY

Claygate Community Alliance Responsible Individuals:-

Brian Howells

Clive Thompson

Steve Fleming

