



Health and Safety Policy Statement

The Old Library Stainland Trustees is committed to the following Policy:

- a. Providing healthy and safe working conditions, equipment and systems of work for its volunteers 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 Trustees 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. Trustees considers the promotion of the health and safety of those who use the premises to be of great importance.

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 to this end, it will seek to encourage all visitors 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 Conditions of Hire terms 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.

Appendix 1 attached to this Policy which relates to "Responsibilities for Health and Safety"

Approved by the SDCC Trustees:

Signed:

J. Booth - Trustee



RESPONSIBILITIES FOR HEALTH AND SAFETY

Trustees have overall responsibility for health and safety in the Community Centre and for the implementation of this policy. It is the intention of the Trustees 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.

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. To progress with the hire is considered as evidence that they agree to the hiring conditions. It is the duty of Trustees, volunteers, 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 Trustees in keeping the premises safe and healthy, including the grounds. 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 Trustee 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 Trustee.

SAFETY INFORMATION

Trustees carry out an 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 Trustees to comply with various laws and regulations contained in a wide range of legislation.

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

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

Do not operate or touch any electrical equipment where there are signs of damage.

Steps, ladders and mini scaffolding should be properly secured before use and must not be used unless another person is present.

Do not leave portable electrical Equipment operating while unattended.

Heavy items e.g. tables and chairs should be moved using the proper equipment.

Do not stack chairs more than six (6) high.

Do not allow any unauthorised person in the kitchen.

Wear suitable protective clothing when handling cleaning or other toxic materials.



Report any evidence of damage or faults to equipment or the building's facilities to a member of the committee.

Record every accident in the accident book and to a Trustee. 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 entrance, kitchen, main hall and storage areas.

IN CASE OF ACCIDENTS, the First Aid Box is located in the kitchen.

INSURANCE. A copy of the Employer's Liability and Public Liability Insurance certificate for the Community Centre are displayed on the Community Centre notice board.

CONTRACTORS. Before any contractor or person on site begins any work they should: Carry out their own risk assessments ,Ensure they have adequate liability cover ,Familiarise themselves with this Health and Safety Policy.

IF YOU DISCOVER A FIRE:

DIAL 999 OR 112 FOR FIRE SERVICE. ALL PRESENT TO LEAVE BUILDING AND MEET ON SAFE ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED. IF POSSIBLE SWEEP/CHECK ROOMS AND TOILET – DO NOT ENDANGER YOURSELF. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.