

MILFORD ON SEA COMMUNITY CENTRE

HEALTH & SAFETY POLICY

General Statement of Policy

This document sets out the broad policy for ensuring the Health & Safety of all people entering Milford on Sea Community Centre

Our Policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for Trustee members, staff, hirers, users and other visitors.
- Keep the community centre and equipment in a safe condition for all users.
- Provide such advice and information as is necessary for Trustee members, hirers, users and other visitors.
- Comply with all relevant Health & Safety legislation and act positively where reasonably able to do so to prevent injury, ill health or any damage arising from its activities and operations.

Milford on Sea Community Centre Trustees and its employees consider the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise 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

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the 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 other.

Organisation of Health & Safety

The Milford on Sea Community Centre Trustees have overall responsibility for health & safety at the centre and takes day to day responsibility for the implementation of this policy.

It is the duty of all Trustees, hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the trustees and Community Centre staff in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults who may be participating in the hirer's organised activities.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Chair of Trustees, or the office, as

soon as possible so that the problem can be dealt with. This can be done either in person or by email to either office@moscommunitycentre.org.uk or trustees@moscommunitycentre.org.uk.

Where equipment is damaged or otherwise faulty, a notice should be placed on it warning that it is not to be used.

Relevant responsibilities associated with maintaining a healthy and safe environment and operation are

- First Aid Box: Health & Safety Trustee
- Reporting of Accidents: Health & Safety Trustee
- Fire Precaution and checks: Health & Safety Trustee
- Risk Assessment and Inspections: Board of Trustees
- Information to contractors: Chair of Trustees or Facilities Trustee
- Information to Hirers: Office Administrator
- Insurance: Finance Trustee

Procedures and Processes

1. Licences

- The hall is licensed for music, singing and dancing by New Forest District Council.
- The sale of alcohol is permitted through a License.

2. Fire Precautions and Checks

A separate Fire Safety policy is in place. A plan of the Community Centre showing the fire alarm points, fire exits and firefighting equipment is available on request.

A Fire Risk Assessment is carried out annually in accordance with the Regulatory reform (Fire Safety) Order 2005.

A copy of the Fire Risk Assessment and a plan of the community centre showing the fire alarm points, fire exits and fire-fighting equipment are available on request to the office administrator.

Fire safety equipment is maintained and serviced annually by Fire Guard Services, Milton Business Centre, Wick Dr, New Milton BH25 6RH

Periodic safety checks are conducted on a pre-defined cycle:

- Weekly checks: Door mats and stops, clocks, toilets, water heaters, stage, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, dishwasher, torch, water boilers and fire alarm.
- Monthly: First Aid Box, ladders, steps, locks and sockets.
- Half yearly: Diffusers, window cleaning, outside gutters.
- Yearly: Fire Extinguishers, electrical certificate, gas boiler.

3. Procedure in case of accidents

The location of the nearest hospital for treatment of minor injuries is Lymington Hospital, Ampress Park, Lymington, SO41 8QD. Tel: 01590 663000.

The nearest Accident and Emergency department for serious injuries or life-threatening conditions is The Royal Bournemouth Hospital, Castle Lane East, Bournemouth, BH7 7DW.

Nearest Doctors Surgery: Milford Surgery, Sea Road Milford on Sea. Tel: 01590 643022

The First Aid box is located in the office. The person responsible for ensuring this is kept stocked and up to date is the Health & Safety Trustee.

The accident forms are kept in the Office. These must be completed whenever an accident occurs and any accident must be reported to the Health & Safety Trustee.

The person responsible for completing the RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 is the Chair of Trustees. The Health & Safety Executive RIDDOR protocol requires that the following events or occurrences must be reported to HSE:

- Deaths and injuries caused by workplace accidents
- Occupational diseases
- Carcinogens, mutagens and biological agents
- Specified injuries to workers
- Dangerous occurrences
- Gas incidents

4. Safety Rules

All hirers are required to read the conditions of hire and sign the hiring form as evidence that they agree with the conditions.

The Standard Conditions state that all statutory or local regulations and rules for public safety must be strictly adhered to by hirers and fire and safety equipment must not be misused or removed from the designated location. Fire and other exits must not be obstructed, illuminated fire exit signs must be on for all public entertainment.

A safety check is carried out monthly and any risks reported to the Trustees.

5. Contractors

The Trustees will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood to both contractors and the Trustees
- The contractors are competent to carry out the work.
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health & safety file and are aware of any hazards that might arise (eg, electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary, a volunteer should be present)

- Contractors have their own health & safety policy for their staff.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice.

6. Insurance

Company providing the Centre's Employers Liability and Public Liability Insurance Cover:

Ecclesiastical Insurance Group
Beaufort House
Brunswick Road
Gloucester
GL1 1JZ

The insurance cover runs from June 1st until 31st May and is renewed annually.

Health & Safety Policy & Procedure Control

Policy Revision Number: 2021.1

Next Review Date: October 2022