

Health & Safety Policy

The Trustees of the Brough Community Centre Management Committee desire to provide and maintain safe and healthy working conditions and equipment for its employees and volunteers and a safe and healthy environment for members of the public using the community centre premises so far as is reasonably practicable.

The Trustees will ensure that all employees and volunteers know and understand the policy and will provide information and training to such staff.

Details of responsibilities and duties concerned with the implementation of the policy are set out below.

The policy, and the way it operates, will be reviewed every year to ensure it is up to date and relevant to the responsibilities of the Trustees and the needs of its employees and volunteers.

Responsibilities

The Trustees have overall responsibility for health and safety in all community centre affairs.

Duncan McMillan is the Trustee who has been named as responsible to the Committee of the Trustees for ensuring that the policy is effective and is being implemented. In their absence the Chair will assume this responsibility.

All employees and volunteers have the responsibility to work with the Trustees to maintain a healthy and safe workplace and to take care of themselves and other persons.

All Trustees, employees and volunteers have the responsibility to take immediate corrective action on any health and safety problem, if it is within their capacity to do so. They should always report any accident, dangerous occurrence, hazard or any other problem affecting the local environment to the persons named above.

Accidents

Any accidents should be reported and recorded immediately. A First Aid box, for general use, is positioned in a marked cupboard in the kitchen. The Site Manager is the

person responsible for this box and all removal of first aid material must be recorded on the note pad in the box or reported to them.

An ambulance may be called by dialling 999 or 112. Ask for "Ambulance Service" and state the location as "Petuaria Community Centre, Centurion Way, Brough HU15 1DF located within the Petuaria Centre". The police must also be notified in the event of a serious accident or injury.

An Accident Record Book is kept with the first aid box in the kitchen. The Site Manager (or in their absence, the Trustee responsible for safety) must enter all accidents into the Record Book. Users of the Community Centre must report any accidents to either of these two people.

General Rules

Scope

These general rules apply to everyone on the community centre property including employees, volunteers, users and contractors.

Vehicles

All drivers of powered vehicles will observe any specific instructions given either verbally or by signs. All damage, whether to persons, vehicles or property, must be reported to the Site Manager or the Trustee responsible for safety as soon as possible.

General Conduct

Accidents need not happen if everyone behaves in a normal and sensible manner.

Red PROHIBITION and **blue MANDATORY** protection signs must be obeyed. **Yellow WARNING** signs are provided to warn of specific hazards requiring particular care.

Passages must allow the free movement of people under emergency as well as normal conditions. Their use as storage areas is prohibited.

All spillage of solid and liquid materials on floors must be removed immediately. Floor surfaces must be kept in good condition and when polished a non-slip surface will be maintained.

Unsociable behaviour, such as throwing articles or running indoors, is strictly prohibited other than as part of an organised activity.

Tidiness and good housekeeping are conducive to safe and healthy working conditions. Any work carried out should be conducted in an orderly manner and the working area cleared before a new task is begun.

General Fire Safety

The Action On Fire policy should be understood and adhered to.

Doors marked “Fire door – keep closed” must not be wedged open. Doors which are designed to be self-closing and fail to close correctly must be reported to the Trustee responsible for safety.

Access to all escape routes and doors from enclosed areas must not be obstructed at any time. Access to safety and fire-fighting equipment must never be blocked.

Users of the community centre should familiarise themselves with the fire exits and location of fire extinguishers when they first come into the hall and before they start the activity for which the hall has been hired.

If the fire alarm sounds all persons in the hall must leave immediately by the nearest exit and assemble on the grassed area to the north of the building, adjacent to Welton Road and the Citizen Link kiosk.

Leave in an orderly manner and do not run.

Smoking or vaping is prohibited in any part of the building.

Storage

Equipment, goods and materials must be stored in a safe manner with hazardous cleaning chemicals kept in a locked room or cupboard.

Cleaning chemicals must not be transferred to unlabelled containers.

Storage is not permitted of petrol or other inflammable or explosive substance.

Heavy items must not be stored at heights which create hazards to handling. The best height for heavy items is at 1 to 1.1m; lighter items can be stored above 1.1m but not more than 1.7m.

Furniture should not be stacked in such a manner that it can fall over or cause a hazard.

Contacts:

Site Manager: Sara Dawson – 07904 193584

Health & Safety Officer: Duncan McMillan – 07967 650987