

Longhoughton Community and Sports Centre Trust

Health and Safety Policy

1 General Statement of Policy

This document is the Health and Safety Policy of the Longhoughton Community and Sports Centre Trust (LCSCT).

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- b) Keep the Community Hall and equipment in a safe condition for all users.
- c) Provide such information as is necessary to staff, volunteers and users.

It is the intention of the LCSCT Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The LCSCT Management Committee considers the promotion of the health and safety of its volunteers and employees at work and those who use its premises, including contractors, who may work there, to be of great importance. The management 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 safe systems of work. To this end, it will seek to encourage employees, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, 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 hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Address of the Community Centre: Longhoughton Community and Sports Centre Trust,
Westfield Park
Park Road
Longhoughton
Alnwick
NE66 3JH

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2 Organisation of Health and Safety

The LCSCT Management Committee has overall responsibility for health and safety at the Site.

The person delegated by the management committee to have day-to-day responsibility for the implementation of this policy is:

Name Adrian Hinchcliffe
Telephone Number 01665 572888
Address The Croft
 Boulmer
 Alnwick
 Northumberland
 NE66 3BW

Email Address adrian.hinchcliffe@btopenworld.com

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds.

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 person above, as soon as possible so that the problem 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 placed in the kitchen.

The following persons have responsibility for specific items:

| | |
|---------------------------------|--------------------|
| First Aid Box | Vanessa Chapman |
| Reporting of Accidents | Adrian Hinchcliffe |
| Fire Precautions and checks | Mike Pritchard |
| Risk assessment and inspections | Adrian Hinchcliffe |
| Information to contractors | Adrian Hinchcliffe |
| Information to hirers | Jeremy Pickard |
| Insurance | Adrian Hinchcliffe |

A plan of the Hall is shown on the Hirers' noticeboard giving the location of fire exits, fire extinguishers, fire call points, fire alarm system control panel, electrical distribution board(s), stop cock and boiler.

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3 Arrangements and Procedures

3.1 Premises Licence

The Trust has a premises Licence authorising the following regulated entertainment and licensable activities which are restricted to the times indicated below.

| | | | | |
|---|--|--------------|---------------|----------|
| a | the performance of plays | Yes | 08.00 – 23.00 | All Year |
| b | the exhibition of films | Yes | 08.00 – 23.00 | All Year |
| c | indoor sporting events | Yes | 08.00 – 23.00 | All Year |
| d | boxing or wrestling entertainment | Not licensed | | |
| e | the performance of live music | Yes | 08.00 – 23.00 | All Year |
| f | the playing of recorded music | Yes | 08.00 – 23.00 | All Year |
| g | the performance of dance | Yes | 08.00 – 23.00 | All Year |
| h | entertainment similar to a,b,c,e,f,& g | Yes | 08.00 – 23.00 | All Year |
| i | the supply of alcohol | Yes | 10.00 – 23.00 | All Year |

3.2 Fire Precautions and Checks

| | |
|--|---|
| Telephone Box | None. Mobile phone is to be used |
| Person on the management committee with responsibility for in-house routine fire safety tests (in accordance with Fire Risk Assessment) | Mike Pritchard |
| Fire Brigade Contact telephone no. | In an emergency, always dial 999 For non-emergency queries, contact Alnwick Fire Station 01665 606097 |
| Company hired to maintain and service fire fighting equipment: | Aln Fire Protection Services 36 Wellesley street, Jarrow, Tyne and Wear, NE32 5PJ Tel. 07778 181218 |
| Location of Service records | Held by the Secretary |

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3.3 Equipment Checks and/or Testing

A list of Equipment checks/tests is provided below along with the frequency of checking and equipment location.

| Item | Test Interval | Location | Service Date Due |
|--|---------------|--|------------------|
| Residual Current Device | Monthly | Plant Room | |
| Emergency lighting, Fire Alarm test & fire fighting appliance checks | Monthly | Throughout the Centre | |
| Fire Exits – Main Hall | Weekly | Meeting Room 1, Function Room, Meeting Room 3 & changing corridor | |
| Fire Fighting Appliances | Annually | Main Entrance, Meeting Room 1, Function Room, Meeting Room 3 and Plant Room. | Nov 2024 |
| Gas safety inspection | Annually | Plant Room | Nov 2024 |
| Electrical Installation | 5 Years | - | March 2026 |
| Portable Appliances | Annually | Various | April 2025 |

3.4 Procedure in case of Accidents

3.4.1 First Aid

| | |
|---|--|
| The First Aid Box is located in: | The Kitchen |
| Person on the management committee with responsibility for keeping the box contents up to date is: | Vanessa Chapman |
| The location of the nearest hospital Accident Emergency/Casualty dept. is: | Cramlington |
| The location and telephone number of the nearest doctor's surgery is: | Alnwick Medical Group Infirmary Close Alnwick. NE66 2NL Telephone 01665 602388 |

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3.4.2 Accident Reporting

| | |
|--|--------------------|
| The Accident Book is located in: | The Kitchen |
| The Accident Book must be completed whenever an accident occurs. | |
| All accidents must be reported to the member of the management committee responsible, who is: | Adrian Hinchcliffe |
| The person responsible for completing RIDDOR forms and reporting on accidents is: | Adrian Hinchcliffe |

Note- The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances by inhalation, ingestion or through skin.
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

3.5 Risk Assessments

A HSE Health and Safety Checklist for Village and Community Halls was considered by the Committee on 14.05.24. As a consequence, a Legionella Risk Assessment has been arranged.

A Fire Risk Assessment, completed by Crusader Fire Ltd on 5th April 2024, was considered by the Committee on 18.04.24.

The Committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

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- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical heating appliances operating while unattended.
- Do not bring into the property any portable electrical appliances which have not been Potable Appliance Tested.
- Do not attempt to move heavy or bulky items (eg. stacked tables or chairs) – use the trolleys provided.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision. Avoid over-crowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or the building's facilities to Adrian Hinchcliffe.
- Be aware and seek to avoid the following risks:
 - (a) Creating slipping hazards on stairs, polished or wet floors,- mop spills immediately
 - (b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - (c) Tripping in poorly lit areas, by ensuring the area is adequately lit
 - (d) Creating toppling hazards by piling equipment eg. In store cupboards.

3.6 Safety Rules for Hirers

All hirers will be expected to read the whole of the hire agreement and the Standard Conditions of Hire and will be required to accept the conditions as evidence that they agree to the hiring conditions. All new hirers will be given information by the Bookings Secretary about health and safety procedures at the hall which they will be expected to follow (eg fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and First Aid kit.

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3.7 Contractors

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

- The contract is clear and understood by both the contractor and the committee.
- The contractors are competent to carry out the work eg. Have appropriate qualifications, references and experience.
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg mains electricity cables)
- Contractors do not work alone on ladders at height.
- Contractors have their own health and safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations (BS7671: Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition).

3.8 Insurance

The details of the company providing the Community and Sports Centre's Employer's Liability and Public Liability Insurance Cover are as below:

| | |
|--|--|
| Name and address of insurer | Allied Westminster Allied House Holgate Lane Boston Spa LS23 6BN |
| Telephone No. of Insurer | 01937 845 245 |
| Policy number | VH 88/0047440/BS67743 |
| Date of Renewal | 21.09.24 |
| Any risks or special conditions users should be aware of | Portable gas heating appliances are not allowed. Hirer BBQs are not permitted |

3.9 Review of Health and Safety Policy

The management committee will review this policy annually, or when changes to the organisation and/or building make a review appropriate. The next scheduled review is in November 2024.

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of employees, volunteers or users.

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| Change Record | | |
|---------------|----------|--|
| 1 | | Original |
| 2 | May 2024 | <p>Updated names throughout to reflect changes in committee responsibilities.</p> <p>Deleted approval signature box : approval of policy to be indicated in Trustees' meeting minutes</p> <p>Updated Premises Licence details</p> <p>Updated Fire Brigade contact details</p> <p>Updated electrical installations or equipment regulations details</p> <p>Updated Equipment Checks and/or Testing Table contents (incl deletion of RCD checks in Plant Room (there is no RCD) and adding the gas safety inspections to the list)</p> <p>Added text regarding HSE checklist and Legionella risk assessment</p> <p>Updated details relating to Fire Risk Assessment</p> <p>Updated Insurer's details and policy details</p> <p>Revised text relating to policy review schedule</p> |