

# HAMDON YOUTH & FAMILY CENTRE TRUST

## HEALTH & SAFETY POLICY

Hamdon Youth & Family Centre Trust is a registered charity with Trustees responsible for its management. The Management Committee is responsible for the day-to-day management of the Centre and comprises elected members and members who represent some of the regular hirers of the hall. The Committee is responsible for the implementation of this Health and Safety Policy.

The premises comprise an entrance lobby, two halls, kitchen, toilets, an office, and a grassed area round the building.

### **A. Policy Statement**

The Management Committee seeks to comply with all relevant 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 Management Committee's Health & Safety Policy is:

1. As far as is reasonably practicable, to eliminate accidents and minimise the likelihood of ill-health being caused by operating conditions in and around the Centre
2. As far as is reasonably practicable, to ensure that the Centre is maintained in a safe condition, that means of entry and exit are without risk and that operating procedures are formulated with the welfare of all interested parties in mind.
3. To assess the risks inherent in using the Centre facilities for different activities and take all reasonable steps to minimise these risks.
4. To inform any users, contractors, volunteers and staff of their obligations with regard to health and safety and as far as is reasonably possible ensure that they comply with these requirements. The Management Committee will provide such advice and information as is necessary for members, hirers, users and other visitors.
5. The Committee will review this policy annually and also as required by any change of circumstances. Individuals with responsibility for aspects of health and safety will report to the Committee regularly, including any accidents, faults, misuse or other matters that could affect health and safety of users. These reports and subsequent actions will be recorded in the minutes of Committee meetings.

### **B. Organisation of Health and Safety**

1. The Centre Management Committee has overall responsibility for health and safety at the Centre and takes day to day responsibility for the implementation of this policy.
2. It is the duty of all 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

Management Committee 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.

3. Should anyone using the Centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chair, as soon as possible, so that the problem can be dealt with. Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chair informed as soon as possible.
4. **Trustees** have the responsibility for:
  - First Aid box, kept in the kitchen
  - The Accident Book which is kept in the kitchen.
  - Fire precautions together with a periodic Fire Risk Assessment
  - Periodic Health and Safety Risk Assessment checks
  - Keeping the Hall and equipment clean and hazard-free, as far as is reasonably practicable
  - Entrance and exit signage and checking that they are clear internally and externally
  - The public liability insurance certificate which is located in the entrance lobby of the Centre
5. **Hirers** will be given and have access to this Policy Statement via the Centre website. The hiring agreement will require them to confirm that they have read and understood the Statement.

Hirers are responsible for:

- their own safety when using the Centre and using the Centre equipment safely and having their own accident/emergency procedures
- complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices especially that for emergency evacuation. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation or activity
- ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency
- ensuring that highly flammable substances are not brought into or used in any part of the premises

- ensuring that alcohol or drugs are not brought into the building at any time
- seeking the consent of the Centre Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters
- checking that, if any portable electrical equipment is brought onto the premises, it is safe for use.
- ensuring that no unauthorised heating apparatus is brought to the Centre. In particular, the use of portable liquefied gas appliances (LPG) is expressly forbidden
- reporting any accidents and any faults found in the premises to the Chair
- ensuring the Centre is left in a clean and safe condition and all windows and doors are secured and all lights and water heaters turned off on leaving the premises

6. **Contractors** are responsible for ensuring, before they start work, that

- The contract is clear and understood by both the contractor and the Committee.
- The contractor is competent to carry out the work, e.g. have appropriate qualifications, experience, references.
- The contractor has adequate public liability insurance cover and the committee has seen the relevant certificate.
- The contractor has seen the Centre's Health and Safety Policy and Fire Safety Policy and is aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- The contractor has their own health and safety policy and emergency procedures for their staff.
- The contractor knows which member of the Committee is responsible for overseeing that their work is as agreed and to a satisfactory standard.
- The contractor complies with current regulations relating to electrical installations, electrical equipment and gas installations.
- The contractor has advised the Committee of any flammable or toxic substances that may be used on the premises.
- The contractor will have regard to the safety of Centre users when working on the premises and/or in respect of anything left/stored on the premises.

7. **Hygiene**

In the interests of good hygiene the following guidelines should be observed:

- hands must be thoroughly washed before and after food preparation

- all surfaces at which food is prepared, served and eaten should be thoroughly cleaned with an appropriate cleaner
- food brought to the Centre for consumption or sale should be prepared using the highest standards of hygiene
- thoroughly wash all crockery, cutlery etc. after use
- follow the detailed instructions for the preparation and serving of food in the kitchen and observe all relevant food health and hygiene legislation and regulations, in particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations 6

## **8. Emergencies**

The nearest accident and emergency department is Yeovil District Hospital, Higher Kingston, Yeovil, BA21 4AT. Tel: 01935 475 122.

The nearest telephones are located in West Street at the Fleur de Lis, and also at the Shop on the Cross at the junction of West Street and the High Street.

Main Key holders are :-  
Barbara Brooks 01935 824432  
Hugh Donovan 01935 829181  
John Bailey 01935 881227