

LLANGURIG COMMUNITY CENTRE - HEALTH AND SAFETY POLICY

December 2018

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Llangurig Community Centre.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Directors, volunteers, hirers, users and other visitors.
- b) Keep the Community Centre and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Directors, volunteers, hirers, users and other visitors.

It is the intention of Llangurig Community Centre Board of Directors (Management Committee) 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.

Llangurig Community Centre considers 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 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

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 Management 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.

Clare Bound

Chair

On behalf of the Directors

Date: December 2018

Part 2: Organisation of Health and Safety

The Llangurig Community Centre Management Committee has overall responsibility for health and safety at Llangurig Community Centre and takes day to day responsibility for the implementation of this policy.

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.

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 Chairman or the Bookings Secretary, (contact details see P5) as soon as possible so that the problem can be addressed.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: Chairman & Bookings Secretary

Reporting of Accidents: Chairman & Bookings Secretary

Fire precautions and checks: ???

Risk Assessment and Inspections: Chairman

Information to Contractors : Treasurer

Information to hirers: Booking Clerk

Insurance: Treasurer

A plan of the hall is attached showing the location of electricity consumer unit, First Aid kit, oil boiler, emergency exits and fire doors, and fire extinguishers.

In addition both Velux windows on the Mezzanine Floor can be fully opened in an emergency. Instructions for this are beside these windows.

A carbon monoxide detector and warning system has been installed in the Store room.

Part 3: Arrangements and Procedures

3.1 Licence

The hall is licensed for the sale of alcohol, music, singing and dancing by Powys County Council. The Original Licence is in the Blue Folder in Store room and copy is on the Notice Board in the Centre.

The sale of alcohol by hirers is permitted through a Temporary Event Notice which they should obtain prior to the event.

Performing Rights Society Music Certificate is held

3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. (We haven't, do we need to do so and record it?)

A plan of the hall showing the fire alarm points, fire exits and fire fighting equipment is attached.

Person with responsibility for testing equipment and keeping log book: Chairman

Company hired to maintain and service fire safety equipment: K P Fire, The Danes, Ty Gwyn, Commins Coch, Machynlleth, SY20 8LG

Location of service record: In Kitchen Folder

Checking of Equipment, Fittings and Services:

Monthly: Door mats and stops, clocks, toilets, water heaters, accident book, fridge, outside lights, emergency lighting, fire doors, all lights, dishwasher, torch, water boilers and fire alarm.

Three Monthly: Window Cleaning

Half Yearly: Outside gutters, First Aid Box, locks and sockets.

Yearly: Fire extinguishers, electrical certificate & PAT testing & oil boiler.

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept. is -

Bronglais Hospital, Caradoc Rd, Aberystwyth SY23 1ER, 01970 623131

The location and telephone number for the nearest doctor's surgery is -

Arwystli Medical Practice, Mount Lane, Llanidloes, SY18 6EZ. 01686 412228

The First Aid Box & Accident Book is located on the window sill in the kitchen

The person responsible for keeping this up to date is the Chairman. This must be completed whenever an accident occurs. Any accident must be reported to the Chairman of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman. (We haven't, do we need to do so and record it?)

3.4 Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs are permanently illuminated.

Any Risks identified must be reported to the Management Committee immediately

3.5 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 contractors and the Committee
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have had the opportunity to see the health and safety file and are aware of any hazards which might arise (e.g. 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 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 or the Institute of Electrical Engineers Code of Practice

3.6 Insurance

Company providing the hall's Employer's Liability and Public Liability insurance cover:

XL Catlin Insurance Company Limited UK Policy CC006345

Date of renewal: 9 September 2019

3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in December 2019.

Contact details

Chair	Mrs Clare Bound	01686 440673
Bookings Secretary	Mrs Kathryn Jones	01686 440601
Treasurer	Mr Laurie Higgitt	01686 440309

Llangurig Community Centre Plan showing Fire Equipment and Escape doors etc. is attached to this document and a copy is on the notice board in the hall.