

Health & Safety Policy

General Statement of policy

Our policy is:

- a) Provide healthy and safe working conditions, equipment and systems of work for our trustees, volunteers, hirers, contractors and visitors.
- b) Keep the Community Centre, the grounds including car park, the field and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to our trustees, volunteers, hirers, contractors and visitors.

It is the intention of the Tarporley and District Community Centre and Recreation Ground CIO (hereafter referred to as "TCC") 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 TCC trustees consider the promotion of health and safety of all those who use the premises, grounds including car park and the field 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 and safe systems of work. To this end it will seek to encourage all those who use the building, the grounds including car park and the field to engage in the establishment and observance of safe working practices.

All those who use the building, the grounds including car park and the field are 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, with the safety notices displayed on the website and on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

Signed on behalf of the trustees:  (Mr Matthew Grant, Chair)

Date: 13-4-2022

Organisation of health and safety

The trustees sit on a management committee which is responsible for overall health and safety. The committee roles are chair, treasurer, website/bookings, maintenance/projects, health and safety, governance, cleaning and special tasks. The main charitable user groups and the Parish Council each appoint a trustee. The committee is also assisted by volunteers who issue keys, meet and greet hirers, check the first aid boxes, perform fire safety checks, and take minutes of meetings.

Minutes of meetings are posted on the website: <http://www.tarporleycc.co.uk/Minutes.htm>

It is the duty of all those who use the building, the grounds including car park and the field 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 building, the grounds including car park and field safe.

Should anyone using the building or field come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the management committee 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 the item placed in a safe place.

Contacting the trustees

The trustees may be contacted via email at: tarporley@community-space.org.

In case of emergency dial **01829 700575** which is an automated system which calls the "duty" trustee and simultaneously emails and texts all the trustees.

Arrangements and Procedures

The following information is posted on our website: <http://www.tarporleycc.co.uk/Certificates.htm>

Health and Safety:

- d) Health and safety policy document
- e) Health and safety risk assessment
- f) Periodic review of fire risks assessment
- g) Legionella risk assessment and monthly H&C water flushing checks
- h) Asbestos survey report
- i) Electrical installation condition report and remedial works certificate
- j) Portable appliance test (PAT) certificates
- k) Twelve monthly gas safety certificate and boiler service report by gas safe technician
- l) Twelve monthly gas trip valve test certificate by gas safety technician
- m) Twelve monthly fire extinguisher inspection by competent person
- n) Six monthly tests of fire alarms and emergency lighting by competent persons
- o) Monthly functional test of fire alarms and gas trip valve and visual inspection of fire extinguishers
- p) Monthly functional check of the emergency lighting

Registrations, terms and conditions:

- q) Charities Commission Registration
- r) Premises licence summary issued by Cheshire West and Chester Council
- s) Public and Employers liability insurance certificates
- t) Terms and conditions of booking rooms
- u) Policies relating to complaints, environment and equal opportunities.

The following records are kept in logbooks in wall mounted boxes in the main hall kitchen and the Craven Room kitchen:

- v) Fire report book (also used for reporting the weekly fire alarm tests)
- w) Accident report book
- x) Faults report book

Procedure in case of accidents and injuries

In case of injury First Aid boxes are located in the main kitchen, the Arthur Meredith Room kitchen and the Craven Room kitchen. They are regularly checked and replenished by the trustees. The trustees must be informed of accidents and injuries using the emergency contact number **01829 700575** and the details entered one or other of the ROSPA accident logbooks located in wall mounted boxes in the main hall kitchen and Craven Room kitchen. These are checked by the trustees on a regular basis.

In case of more serious accidents or injuries **phone 999 (see calling the emergency services below)** ask for the ambulance service and explain what has happened.

There is an **automatic external defibrillator** on the north wall of the building and the access codes to open the door will be supplied on **Dialling 999 (see calling the emergency services below)**. The trustees will arrange yearly training courses in its use.

Reporting of injuries, diseases and dangerous occurrences (RIDDOR) regulations 2013.

All the required information can be found at <https://hse.gov.uk/riddor/>

The following must be reported:

- Fracture other than to fingers, thumbs or toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Any burn injury including scalding (<https://hse.gov.uk/riddor/specified-injuries.htm>)
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury resulting from working in an enclosed space.

The report is made on line at <https://notifications.hse.gov.uk/riddorforms/Injury>

Procedure in case of fire or activation of the fire alarms

The Hirer is responsible for the safety of the public attending the Event and informing all present of the action to be taken in the event of fire or the fire alarms sounding.

For larger events it is recommended that the organisers appoint one or more fire marshals responsible for evacuation of all persons in the building. In case of fire activate a manual call point, evacuate all persons from the building, **Dial 999 (see calling the emergency services below)** and report what has happened. The same procedure applies if the fire alarms are activated. The event organisers (and fire marshals) are responsible for making sure that everybody leaves the building and must either perform a roll call or check all areas in use including toilets, kitchens etc.,

If users are present in other areas of the building they must also be evacuated.

The trustees must be informed using the emergency contact number **01829 700575** and the incident reported in one or other of the Fire Report books located in wall mounted boxes in the main hall kitchen and Craven Room kitchen

The event organisers may, if they consider it safe to do so, re-enter the building to check for a source of fire. The fire alarm control panels are located in the main hall foyer and the Craven Room east vestibule and are accompanied by zone maps and silencing instructions. If no source is found the organisers may break the glass on the box adjacent to the control box and silence the alarm. The control panel cannot be reset until the activation cause has been found and the trustees will arrange for a competent person to attend. If the event organisers are convinced that the alarm is false they may then permit users to re-enter but a fire watch must be kept in all parts of the building.

Calling the emergency services

If the emergency services are required **phone 999** using a mobile phone. There is good indoor and outdoor coverage for the O2 and Vodafone networks, and good outdoor coverage for the EE and 3 networks.

Give the address of the TCC as **High St, Tarporley CW6 0AY** and advise that the building is next door to the **Texaco** fuel station.

The “**What Three Words**” codes for the three entrances are:

Main hall entrance: [tapers.pranced.translated](#)

Craven Room entrance: [continued.port.carrots](#)

Arthur Meredith room access steps: [fields.smarter.argued](#)