

Corbridge Community Partnership: Corbridge Community Hub

Health and Safety Policy

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Part 1: General Statement of Policy

This document is the Health and Safety Policy of Corbridge Community Hub, managed by Corbridge Community Partnership.

Our policy is to:

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

It is the intention of the Community Partnership 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 Community Partnership considers the promotion of the health and safety of its employees and volunteers at work and those who use its premises, including contractors who may work there, to be of great importance. The Community Partnership 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, committee members, volunteers 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 Community Partnership, 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.

Signed: (On behalf of Corbridge Community Partnership)

Name: David Crompton

Position: Secretary

Date: 1st April 2023

Part 2: Organisation of Health and Safety

Corbridge Community Partnership has overall responsibility for health and safety at Corbridge Community Hub.

The person (s) delegated by the Community Partnership to have day to day responsibility for the implementation of this policy (the “authorised contacts” is/are:

Name: David Crompton

Telephone No: 07885 224581 or 01434 632639

Email: david.crompton5@btinternet.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 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 an authorised contact, or the Bookings Secretary, 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. The damaged equipment should be removed to a safe place where possible.

The authorised contact has responsibility for specific items:

- First Aid Box
- Reporting of accidents
- Fire precautions and checks
- Training in use of hazardous substances and equipment
- Risk assessment and inspections

- **Information to contractors**
- **Information to hirers**
- **Insurance**

A plan of the hall is attached showing the location of electricity fuse boxes and main switch; gas cut-off, fire exits, fire extinguishers.

Part 3: Arrangements and Procedures

3.1 Licences

The community hub does not have a Premises Licence. The following activities are not licensed and guidance must be sought from an authorised contact if any of them are proposed.

Activity

- a. The performance of plays**
- b. The exhibition of films**
- c. Indoor sporting events**
- d. Boxing or wrestling entertainment**
- e. The performance of live music**
- g. The performance of dance**
- h. Entertainments similar to those in a – g**
- i. Making music**
- j. Dancing**
- k. Entertainment similar to those in i – j**
- l. The provision of hot food/drink after 11pm**
- m. The sale of alcohol**

The Hub has a PRS/PPL Music licence for. playing recorded music. This does not however cover commercial organisations hiring the Centre (e.g. fitness instructors) who must make their own arrangements.

3.2 Fire Precautions and Checks

A copy of the fire risk assessment is held in the Hub's Health and Safety and Operations File kept at the Hub. This also contains annual, monthly and weekly checklists for the Hub's safety equipment, including

- **Emergency Lighting**
- **Smoke Alarms**
- **Fire Exits – main hall**
- **Fire fighting appliances**
- **Electrical installation**

The Authorised Contact is responsible for keeping the risk register and compliance checks up to date.

3.3 Risk Assessments

The Hub will maintain a comprehensive series of risk assessments and associated checklists, which will be kept with the Health and Safety File.

3.4 Procedure in Case of Accidents

The location of the nearest hospital Accident and Emergency/Casualty department is:

Urgent Care Centre 8 am to 10 pm only Hexham General Hospital, Corbridge Road, Hexham NE46 1QJ. Tel 0344 811 811

24 hour Accident and Emergency: Northumbria Emergency Care Hospital, Northumbria Way, Cramlington, Northumberland NE23 6NZ. Tel 0344 811 811

The location and telephone no. for the nearest doctor's surgery is: Corbridge Health Centre, Newcastle Road, Corbridge, NE45 5LG. Tel 01434 632011

The First Aid Box is located in the Kitchen on the wall opposite the sink

The person responsible for keeping this up-to-date is: the Authorised Contact

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the Community Partnership responsible, who is: the Authorised Contact

The person responsible for completing RIDDOR forms and reporting accidents is: The Authorised Contact

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 substance or biological agent

- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance 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.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire.

3.5 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. All new hirers will also be given information/training by the authorised contact about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

The plan of emergency exits at Appendix 1 and safety advice at Appendix 2 is included in the hire agreement, and should be drawn to the attention of hirers.

3.6 Contractors

The Community Partnership 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 Community Partnership

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 seen 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 of the Institute of Electrical Engineers.

3.7 Insurance

The Community Partnership is insured for public and employers liability.

3.8 Review of Health and Safety Policy

The Community Partnership will review this policy annually. The next review is due in April 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 users or employees.

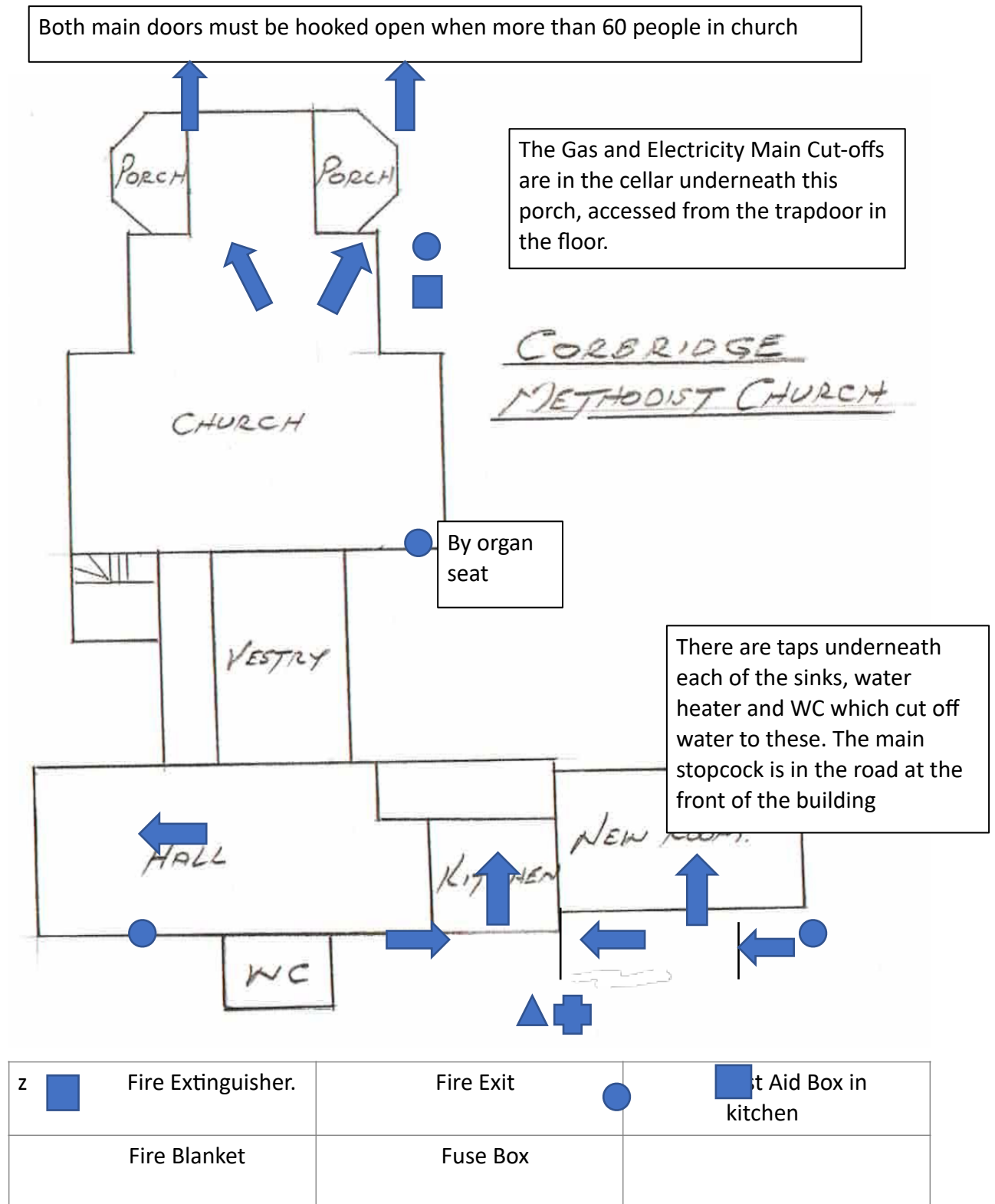
Organisations that can give advice on health and safety are:

The Health and Safety Executive (see Section 10 – The HSE also have regional centres whose contact details can be obtained from their telephone line).

The Fire Authority.

The local environmental health department.

Appendix 1: Corbridge Community Hub Plan: Fire Exits and Utilities



Appendix 2: Safety Rules for Hirers

It is the intention of Corbridge Community Partnership 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.

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.

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. If 60 or more people in church, exit doors to street must be locked open using hooks provided.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- Do not stack more than five chairs
- 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 (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- Tripping/falling on step from the corridor into the small hall(schoolroom)
- use adequate lighting to avoid tripping in poorly lit areas
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards.

Report any evidence of damage or faults to equipment or the building's facilities to: one of the Authorised Contacts
Record every accident in the accident book