



Registered Charity No. 1094571
Willow Road, Darlington DL3 6PZ

HEALTH AND SAFETY POLICY STATEMENT

1.1 GENERAL STATEMENT OF POLICY

The Willow Road Community Centre Management Committee are committed to ensuring the health, safety and welfare of all users (eg voluntary helpers, contractors, visitors, users) of their premises.

They will endeavour to ensure, so far as is reasonably practicable, a healthy and safe working environment in which to pursue their aims and objectives with the local community. Health and safety will be an agenda item for all meetings of the Management Committee and all users of the premises will be consulted on a regular basis in order to seek their views on health and safety matters.

The Management Committee, in so far as is reasonably practicable, will seek to ensure that:-

- a) All access to and egress from the above premises are maintained in a condition which is safe and without risk to health.
- b) The environment within which the Management Committee conduct their community activities is maintained in a condition which is safe and without risk to health.
- c) All plant, equipment and methods of working are safe and without risk to health.
- d) All users of the Centre are provided with information and instruction necessary to ensure their health and safety and that of others affected by the community activities.
- e) That adequate hygiene standards are maintained throughout all premises.
- f) Competent people will assist in meeting our statutory duties including, where appropriate, specialists from outside the organisation.
- g) A systematic approach of monitoring all issues of health and safety is undertaken.
- h) Every user of the above premises has a personal responsibility to take all reasonable precautions to ensure their own safety and that of others.
- i) To achieve high standards of safety and health, co-operation and commitment will be enlisted from all users of the premises.
- j) This policy will be regularly monitored to ensure that the objectives of the Management Committee are achieved. To ensure a proactive health and safety culture, this policy will be reviewed and, if necessary, revised in light of any change in legislation, building use.

2.1 Responsibility of the Willow Road Community Centre Management Committee

The Management Committee has general responsibility to ensure that the health and safety policy is implemented, inclusive of:

- a) Being familiar with Health and Safety Regulations as far as community premises are concerned.
- b) Being familiar with the Health and Safety Policy and arrangements and ensure they are observed.
- c) Ensuring so far as is reasonably practicable, that safe systems of work are in place.
- d) Ensuring the community centre is clean and tidy.

- e) Ensuring the community centre grounds are properly maintained, including the safety of trees, railings and that grass is kept cut.
- f) Ensuring that safety equipment and clothing is provided and used by all personnel where this is required.
- g) Ensuring that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training.
- h) Ensuring that adequate access and egress is maintained.
- i) Ensuring adequate fire fighting equipment is available and maintained.
- j) Ensuring that food hygiene regulations and procedures are observed.

2.2 Responsibility of volunteers

All volunteers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on community business or premises.

Volunteers must therefore:

- a) Comply with safety rules, operating instructions and working procedures.
- b) Use protective clothing and equipment when it is required.
- c) Report any fault or defect in equipment immediately to the appropriate person.
- d) Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- e) Not misuse anything provided in the interests of health and safety.

2.3 Responsible Persons

The following are responsible for safety in particular areas:-

	BY ACTIVITY	NAME
1	Accident Reporting/Book	All users
2	Fire Extinguishers	External Contractor via MC
3	Emergency Evacuation	User in Charge
4	Portable Electrical Appliances	WRCC MC
4	Gas Equipment	External Contractor via MC
5	Hazardous Substances	WRCC MC
6	Plant and Equipment	WRCC MC
7	Condition of Floors	Volunteer Cleaners
8	Condition of Grounds	WRCC MC
9	Light Bulb Changing	WRCC MC
10	Food Preparation	Designated trained persons
11	Manual Handling	All users
12	Building Defects/Glazing	WRCC MC
13	Child Protection	WRCC MC & All user groups
14	Personal Safety	WRCC MC
15	Fetes and Outings	Respective organising authority
16	Contractors	WRCC MC
17	Health and Safety Training	WRCC MC
	BY AREA	NAME
18	Kitchens	WRCC MC
19	Large Hall	WRCC MC
20	Small Hall	Serendipity Pre-School
21	Toilets	WRCC MC
22	Storage Areas	WRCC MC/Users
23	Community Centre Grounds	WRCC MC

3. Implementation of the Policy

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of volunteers, contractors and users.

3.1 Accidents and First Aid

First Aid Boxes and Accident Book are located:

Small Hall Kitchen

Large Hall Kitchen and additional First Aid Box in Main Room

Trained and qualified First Aiders are identified within all user groups.

All accidents are recorded in the Accident Book and Incidents on the proforma provided. These books are regularly reviewed and Incidents brought to the attention of the WRCC MC. A Responsible Person (WRCC MC) will report any accidents in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

3.2 General Fire Safety

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997 (as amended 1999). In order to achieve this, we undertake the following:

- a) An assessment of the fire risks in the community centre is undertaken as part of our general health and safety risk assessments on a yearly basis.
- b) A check that a fire can be detected in a reasonable time and that people can be warned.
- c) A check that people who may be in the building can get out safely and that all emergency lighting is operational.
- d) To provide reasonable fire fighting equipment.
- e) A check that those in the building know what to do if there is a fire.
- f) A regular check of our fire fighting equipment (extinguishers/smoke detectors) is undertaken and an annual maintenance contract is in place with a recognised contractor.

3.3 Fire Extinguishers/Blankets

Small Hall	Entrance by door Near to kitchen hatch Kitchen	Water (9 litre) & CO2 (2kg) Water (9 litre) & CO2 (2kg) Water (9 litre) & Blanket
Large Hall	Entrance Side Fire Door 2 other corners of hall Kitchen	Water (9 litre) Water (9 litre) Water (9 litre) Water (9 litre) & Blanket

3.4 Fire Alarm System

Small Hall	Alarm buttons are situated next to the Entrance and Fire Exit Doors - if broken the alarm will sound Smoke detectors: 2 main room, 1 passageway Heat detector: kitchen
Large Hall	Alarm buttons are situated next to the Entrance and Fire Exit Doors - if broken the alarm will sound Smoke detectors: main room Heat detector: kitchen

3.5 Evacuation Procedures

- a) All fire doors will be unlocked before use of the premises and are clearly marked as fire exits with the “running person” symbol.
- b) A check will be made that all doors can be opened
- c) A trained steward (for events exceeding 75 persons) will be allotted to each door and have responsibility for persons in a specific part of the Community Centre.
- d) Responsibility for using fire extinguishers will be by adult users or trained stewards.
- e) Emergency lighting will be automatic should there be a power failure and need to evacuate the premises.
- f) In the event of an emergency, an announcement to leave the Centre will be made by the User in Charge.
- g) Persons will assemble on the corner of Hazel Avenue (right of main entrance gates when exiting)
- h) The emergency services will be contacted immediately by the User in Charge by mobile phone.

3.6 Evacuation Drills

Fire evacuation drill will be carried out every six months by users groups. All users should ensure they familiarise users with the escape routes and ensure they are kept clear and unobstructed.

3.7 If you discover a fire (no matter how small)

- a) Immediately raise the alarm
- b) Telephone the emergency services
- c) Check the building for occupants
- d) Attach the fire if possible within your capability using the appliances provided, but without taking personal risk.
- e) If it is not possible to attach the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you.
- f) Evacuate to the designated assembly point (Hazel Avenue)
- g) Ensure clear access for the emergency vehicles.

3.8 Electrical Safety

- a) A list of all portable electrical appliances is maintained by the WRCC MC.
- b) Plugs, cables, sockets and visual inspection of fixed electrical installations will be undertaken quarterly by a representative of WRCC MC to ensure that there is no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the WRCC MC.
- c) Every year all portable electrical equipment will be tested by a competent contractor to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of. No portable electrical equipment can be used on site without prior testing.
- d) Every 5 years, out fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
- e) Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All volunteers must observe the following:
 - i) Visual check all electrical equipment before use
 - ii) Report all faults immediately via our Maintenance Request Procedure
 - III) Do not attempt to use or repair faulty equipment
 - iv) No electrical equipment is to be brought onto the premises and used until it has been

- tested by the approved person and entered in the electrical equipment record.
- v) Electrical equipment should be switched off and disconnected when not in use for long periods.
 - vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. Gas Equipment Safety

The WRCC gas boilers and any other gas equipment is maintained and checked annually by a Competent contractor who is a registered gas installer. Any necessary work required for safety is implemented immediately.

5. Hazardous Substances

The WRCC MC will maintain a list of all hazardous substances used in the community centre. Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:-

For all hazardous substances, which include substances marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment”, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident. These are displayed on the inside of the Cleaners locked storage cupboard.

6. Safety of Plant and Machinery

The WRCC MC will maintain a list of all plant and machinery. The procedures for checking and rules for use are as follows:

- a) Volunteers must not operate plant or machinery that they are not trained or authorised to use.
- b) Volunteers must not ride on any parts of machinery not intended for that use.
- c) Machinery must be switched off before any adjustments are made.
- d) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- e) Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- f) The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
- g) Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- h) Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two person operation.
- i) Any defect and damage found to any item of plant or machinery must be reported to the WRCC MC.
- j) All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- k)

7. Slips, Trips and Falls (Condition of floors, steps and paths)

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the WRCC MC designated person, of all floors and stairs in the community centre and all paths and steps. Particular note will be made of moss,

algae and leaves on paths. Any defects will be reported to the WRCC MC who will arrange for repairs to be carried out.

8. Lighting

In order to ensure that the community centre is adequately lit, an inspection will be made every quarter by the WRCC MC designated person to ensure that all lights in the community centre and grounds are working. Any bulbs which require replacing will be reported to the WRCC MC for replacement, ensuring that the safety procedures for replacement are followed.

9. Working at high levels

Only the following work is authorised without special agreement:

- i) Replacing light bulbs
- ii) Clearing leaves from guttering
- iii) Clearing moss from roofs (low level)

10. Preparation of food

- a) We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
- b) We ensure that all food handlers have received adequate supervision, instruction and training.
- c) We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- d) Before any preparation commences, all surfaces coming in contact with food must be washed down and disinfected.
- e) Food stuffs may only be prepared in the kitchen areas of the community centre.
- f) We ensure that all hirers who wish to provide food stuffs are advised of the facilities and procedures.

11. Manual Handling (Lifting, carrying and moving loads)

- a) Shall be in accordance with the Manual Handling Operation Regulation s1991. Tasks involving repetitive handling and lifting of loads will be identified and effective measures taken wherever practicable to reduce or eliminate the handling or lifting aspect.
- b) Where it is not possible to avoid the need to move loads, we will carry out risk assessments and made use of lifting aids, including trolleys, lifts and hoists, as far as possible.
- c) The necessary training will be given to all those volunteers who are required to undertake manual handling.
- d) Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. Hazardous buildings/glazing

- a) Our policy is to ensure that our buildings are safe and without wish to the health, safety and welfare of all who work in and use the community centre. In order to achieve this the buildings are inspected every 3 months by a member of the WRCC MC.
- b) Any defects noted are immediately reported and procedures put in hand for repairs.
- c) Where necessary, temporary measure are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- d) A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

13. Children and Vulnerable Adults Protection

- a) All users of Willow Road Community Centre have a part to play in safeguarding and providing for the welfare of children and preventing their abuse. All complaints, allegations or suspicions will be taken seriously and discussed with the nominated WRCC Management Committee member(s). (refer to separate policy)
- b) All youth activities undertaken at the Community Centre will record details of numbers attending, names and ages of the young people involved in each group. Additionally details of all adult supervisors will be maintained (together with CRB checks).
- c) Parental consent forms will be obtained for trips away from the premises, noting individual children's needs.

14. Personal Safety

Risk assessments will be undertaken to assess the risks to persons working alone in the community centre, travelling to and from the centre and handling cash and other valuables and appropriate procedures developed.

15. Other Activities

Risk assessments will be undertaken to assess the risks relating to other activities, eg Fetes, including the use of Bouncy Castles, Sponsored Walks, ground maintenance, erection of temporary staging and appropriate procedures developed.

16. Risk Assessments

Risk assessments will be carried out on all areas of the premises and all activities that carry a significant risk, assessed at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

17. Contractors

Anyone entering the premises for the purposes of carrying out work other than a volunteer of the community centre, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- a) Have their own health and safety policy (where required by law), risk assessment and be able to provide copies of the same.
- b) Produce evidence that they have appropriate public and employer's liability insurance in place. A record of this evidence will be maintained.
- c) Comply with all the requirements of this health and safety policy and co-operate with the WRCC MC in providing a safe place of work and a safe system of operation.
- d) Where plant and machinery is brought onto the premises by contractors, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.
- e) Contractors may only use sub-contracts or persons other than their own direct employees with the express permission of the WRCC MC. However, responsibility will remain with the contractors.
- f) All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake.
- g) The WRCC MC will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations 1994. This includes, new buildings,

alterations, repairs, restoration, temporary structures, re-decoration and conservation work which:

- Lasts for more than 30 days
- Involves more than 500 person days of work or
- Involves 5 or more people on site at any one time, or
- Any demolition work.

18. Information and Enforcement

- Environmental Health, Darlington Borough Council, Town Hall, Darlington, DL1 5QT
Tel: 01325 388582
- Health and Safety Executive Information Line: 0541 5445500
- HSE Books: 01787 881165

Adopted	Updated				
November 2001	September 2004	29 April 2009	April 2012	September 2017	
Version 1	Version 2	Version 3	Version 4	Version 5	
Joint Policy with St. Matthew & St. Luke's Church	WRCC				