



Kingsclere Community Association

The Fieldgate Centre

Health and Safety Policy

Reviewed	March 2020
Next Review	March 2021

Section 1 - General Statement of Health and Safety Policy.

1. The Fieldgate Centre is managed by the Kingsclere Community Association (KCA), a registered Charity No. 1168366. The aim of the KCA Trustees is to provide a safe and healthy environment for staff, hirers and visitors. The Committee believes that the prevention of accidents, injury or loss is essential to the effective operation of the Fieldgate Centre and is part of the legal right of its hirers.
2. The Trustees note the provisions of the Health and Safety at Work Act and in particular the duty of every employee, committee member and hirer to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons, are not exposed to unacceptable risks to their health and safety. The Trustees accept that they have a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and other users of the Centre.
3. The arrangements outlined in this policy statement cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Trustees will take all reasonable steps to identify and reduce hazards to a minimum but all staff and hirers must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the Centre premises.
4. The Trustees will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and hirers.

Section 2 – Responsibilities

The KCA Trustees operate a Health & Safety Policy which seeks to provide a healthy and safe environment for all users.

All statutory requirements for public health and safety are reviewed and implemented in accord with recommendations. Regular Risk Assessments, which address the normal use of the hall, are carried out and wherever practical potential hazards are reduced and if possible eliminated.

User Groups/Hirers and visitors must play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our H&S standards. The policy statements below seek to support User Groups/Hirers and visitors in maintaining this standard and the User/Hirer nominated responsible person is required to sign an acknowledgement of their responsibility to this policy - as part of their facility hire contract. They or their representative is then responsible for the health & safety of the group and/or individuals during their use of the facility.

User Group Managers and Visitors

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Managers/Supervisors of User Groups and/ or individual visitors are responsible and have the day to day responsibilities for ensuring that operations under their areas of control are conducted in compliance with current legislation, KCA policies and approved working procedures.

Managers/Supervisors will:-

1. Instigate all accident investigations within their area of responsibility, review accident reports and progress preventative action where appropriate and follow up recommendations for future avoidance of the hazard.
2. Ensure that all control measures arising from the risk assessments carried out under the Management of Health and Safety at Work Regulations, COSHH and other associated legislation are implemented and that their respective groups receive adequate instruction on all safety rules, procedures and safe working methods (including the issue of personal protective equipment if applicable).
3. Ensure that proper safety precautions have been taken, with regard to equipment, processes, substances, articles and working methods.
4. Impart to all users under their control, the responsibilities they have to themselves and others whilst in the Centre They are required to give personal leadership in carefully integrating safety into all aspects of the entire facility.
5. Be responsible for the instruction of new Employees and Volunteers and Members on safety requirements and arrange for adequate training and instruction to be given to Employees, Volunteers & Members on safety and health matters by internal or external training as appropriate.
6. Ensure that operators of equipment are competent and are aware of the hazards and the precautions that must be taken when operating specific types equipment.
7. Be responsible for ensuring that accident reporting procedures are properly followed.

The Trustees

1. The Trustee committee together with its User Organisations are responsible for advising on, and implementation of all aspects of health and safety within the Centre. Health and Safety will be an agenda item at all formal committee meetings.
2. The Trustee committee through its User Organisations representatives will maintain a close coordination with all users of the Centre to ensure their compliance with the statutory requirements arising from legislation.
3. They will ensure that employees and visitors receive adequate instruction on all safety rules, procedures and safe working methods.
4. They will also ensure that any hazard not previously identified in the risk assessment manual is properly identified, assessed and control measures

established. Appropriate records of such assessments will be retained and the control measures monitored for as long as they are valid.

5. They will impart to all persons under their supervision, the responsibilities they (the employee, user or visitor) have to themselves and others while using the Centre.

6. They will check on-site safety arrangements and will initiate actions where necessary to prevent unsafe conditions.

All Employees, User Groups/Hirers & Visitors

All employees, user groups/hirers and visitors have to:

1. Co-operate with the Trustees and committee on Health and Safety matters;
2. Not interfere with anything provided to safeguard their health and safety;
3. Take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed in this policy statement).
4. Conform to site safety requirements and work in accordance with legislation, working procedures and codes of practice for safe working.
5. Report unsafe conditions immediately to their person in charge so that they can take the appropriate action, including stopping work or activities if necessary. Report issues to the Trustees and committee.
6. Use and keep in good order; any safety equipment and personal protective equipment provided to them or their respective Organisation and report any defects in the equipment to their Responsible Person.
7. Must take care of themselves and others whilst at work and co-operate with the Trustees and committee in carrying out statutory obligations.

Section 3 – General Points

1. The entire building is no smoking at all times.
2. No activities are allowed which involve danger to the public.
3. No obvious fire hazards are allowed on the premises.
4. No unauthorised heating appliances are to be used.
5. No hazardous substances (as regulated by COSHH) are to be used or stored in the building
6. No highly flammable substances shall be brought into or used in any part of the premises.

7. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be used or erected without the permission of the Trustee committee.
8. The Hirer must report all accidents/incidents involving injury to the public to a trustee as soon as possible. The Accident Book is located in the office.
9. Any failure of equipment belonging to the Centre should be reported to a member of the Trustee committee.

Section 4 – Use of the Kitchen

1. Any hirer intending to provide catering should follow the appropriate of the food safety and hygiene requirements.
2. The Office Manager will provide advice on the general use of the kitchen.
3. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use.
4. Users must remove all food at the end of their booking. Outside rubbish bins are provided for disposal of waste food. Bags of food waste must not be left unless securely placed within the external rubbish bins provided. Excessive rubbish created such as by parties should be removed by the hirer.
5. A hand wash facility is available within the kitchen. The kitchen and utensils should be left in a hygienic state – usable by the next booking. Cleaning facilities are provided. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to the Office Manager.
6. While these standards are followed by the Centres own cleaning staff and volunteers, arrangements for cleaning after a booking should be discussed and agreed as part of the booking. A charge will be made for cleaning by the Centres own staff/volunteers.
7. No Children or Minors are allowed within the Kitchen area.

Section 5 - First Aid Functions

1. A First Aid box is sited in the kitchen. Users are advised to consider and resolve their own first aid requirements for particular bookings.

Section 6 - In Case Of Fire/Emergencies

Regarding Safe Escape in the event of a Fire/Emergencies:

1. Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times such as not to impede emergency evacuation.

2. All fire doors are marked as such and under no circumstances are to be wedged open. For all events, the hirer must check that all exits are unobstructed – this includes checking that emergency exits are unlocked and functional as intended.
3. All hires must identify named responsible people to act as fire marshals for the duration of the booking. - See Facilities Management Document. User Organisations are responsible for practicing their own fire drills.
4. In the event of a fire all users and visitors must:
 - i. Evacuate the Centre immediately on hearing the alarms
 - ii. Exit the building through the designated exits
 - iii. Call the Fire Brigade, from the building if safe to do so or from a mobile phone
 - iv. Only return to extinguish a suspected minor fire when certain and safe exit is ensured
 - v. Assemble at the Assembly Point in the main Car Park adjacent to the sports field where parties should be checked and any concerns reported to the designated person.

Section 7 - Accident Reporting

All accidents / incidents, equipment failures must be reported, and recorded. This is to allow the Committee to consider Risk reduction and provide safer facilities and methods of operation. The Accident Book is located in the office.

Section 8 - Common Hazards and Observations within the Centre

1. No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practical.
2. In the event of a power failure – an emergency lighting supply is automatically triggered to illuminate exit routes.
3. Children are to be supervised at all times. The centre has many features such as a kitchen; stage and storage cupboards which while necessary for activities, potentially offer hazards during careless and unacceptable behaviour.
4. Care must be taken at all times when staging is erected.
5. Care must be taken moving furniture, over-stacking of chairs is to be avoided the maximum stack height is 6 chairs. Care should be taken to protect walls from damage when stacking chairs.
6. Users are responsible for the safe operation of all equipment they bring into the Hall which must have a current Portable Appliance Tested (PAT) label. Electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989.

7. The Centre's electrical and gas facilities are regularly inspected by authorised personnel and a certificate issued. Any user noting any questionable defect should report it immediately and where appropriate cease using the faulty appliance.

8. No electrical equipment is to be stored in the hall such that other user groups could mistake it for equipment provided as part of the hall booking.

9. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards. Lengths of floor cable covers or hazard tape are to be used.

10. Certain rooms/cupboards are generally locked for authorised access only.

11. Drivers should take care on entering and leaving the car park.

12. Safety observations should be recorded in the office and where necessary action will be implemented to remove any potential safety hazard. The Office Manager will report issues to the Committee.