



Charity Number: 1160538

Policy Documentation

HEALTH & SAFETY POLICY

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Original Author	Advising communities
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1 Introduction

The **Organisation** recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) and other visitors to its premises, under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981
- Working Time Regulations

2 Definitions

Term	Definition
Centre	Eastcott Community Centre located at Savernake Street, Swindon, SN1 3LZ Telephone: 07599256969, e-mail: eastcottcommunity@yahoo.co.uk
Committee	The trustees who manage and run the Centre
Staff	Include both paid and volunteer workers.
Workers	Include both paid and volunteer workers.
Visitors	All individuals not attending community event, regular weekly hire or one off party/function
Employees	Include both paid and volunteer workers.
The Organisation	Eastcott Community Organisation
Personnel	Committee, Employees, Staff, Visitors, Workers
Responsible person	The individual nominated to be responsible for those attending the hire.

3 Why the policy exists

It is the policy of the **Organisation** to promote the health and safety of the **staff** and of all visitors to the **Organisation's** premises ('the Premises') and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Display the HSE poster entitled 'Health and Safety Law'



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- Encourage persons on the premises to co-operate with the **Organisation** in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;
- Ensure the provision and maintenance of plant and other equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative);
- Make, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from the Organisation's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of **employees** and of persons not in the employment of the **Organisation** arising out of or in connection with the **Organisation's** activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employers' workers may be exposed to when on the **Organisation's** premises.

This policy statement and/or the procedures for its implementation may be altered at any time by the Committee. The statement and the procedures will be reviewed annually by the Committee or other persons appointed by the Committee.

4 Scope

All users of the Centre including **staff**, hirers, participants, visitors, contractors.

5 Responsibilities

Role	Responsibility
Management Committee	Has overall and final responsibility for health and safety matters at the organisation, and for ensuring health and safety legislation is complied with. Will appoint a Health and Safety Officer.
Health and Safety Officer	Representation for both themselves and for staff (both paid and volunteer) to: ▪ have a broad overview of Health and Safety matters; ▪ keep the Organisation's Health and Safety policy and procedures under review; ▪ conduct safety introductions to the premises; ▪ ensure that risk assessments are carried out, including assessments regarding substances



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	hazardous to health (COSHH Regulations - see Appendix B - Control of Substances Hazardous to Health (COSHH Regulations)); ▪ take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled; and ▪ report to the Committee on their performance of these responsibilities. Shall carry out annual safety tours and inspections of the premises and make a report to the next ordinary meeting of the Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident Book. Should the Organisation grow a Health & Safety Sub-Committee needs to be considered see Appendix G – Health & Safety Sub-committee
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6 Policy

6.1 Your responsibilities - Personal safety

Keep yourself Safe - Do not put yourself or your group at Risk.

You must take all reasonable precautions to ensure your own safety and those of your group as you would in any other circumstances. Please be aware the hall can be used by up to 2 groups at any one time. This means that the front doors are not locked during your hire and the entrance hall and toilets are available for use by others, you and your group do not have sole access to them. You can secure the doors to the hall that you are using.

Reasonable precautions might include

- avoiding working alone if possible
- where possible the final two people should leave together
- ensuring someone knows where you are and when expected home
- avoiding where possible poorly lit or deserted areas
- taking care when entering or leaving empty buildings, especially at night
- ensuring that items such as laptops or mobile phones are carried discreetly
- ensuring you know the location of exits and entrances
- if you have a mobile phone have it with you at all times
- keeping external doors locked if possible
- lock hall door if possible/appropriate

If there is a disturbance of any description, inside or out, which makes you feel unsafe, then:

- contact the police by dialling: 999 or 112
- record the incident with the crime number, on an 'Incident Form' at the earliest opportunity.

If you are uneasy at the situation, but do not think that it merits contacting the police, then ring the Emergency helpline on: 01793 464703

For more information see the Suzy Lamplugh Trust website (www.suzylamplugh.org)



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6.2 Statutory Duty of the Organisation

The **Organisation** will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its **workers** and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Provide adequate welfare facilities;
- Give **workers** the information, instruction, training and supervision necessary for their health and safety.

In particular, the **Organisation** will:

- Assess the risks to the health and safety of its **workers**;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Where appropriate, draw up health and safety policy statements, including the health and safety procedures and arrangements in force, where these are not covered by this policy, and bring it to the attention of its **workers**;
- Appoint someone competent to assist with health and safety responsibilities and consult **staff** members (or their safety representative(s)) about this appointment;
- Co-operate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures see o (Evacuation Procedure);
- Provide adequate first aid facilities at events run by the **Organisation** and advise hirers to have their own at their activities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

6.3 Statutory Duty of the Organisation's Workers

Employees also have legal duties and the **Organisation** strongly requests non-employed (voluntary) **workers** also to observe these. They include the following.

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;



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- To co-operate with the **Organisation** on health and safety;
- To use work items provided by the **Organisation** correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the **Organisation**.

6.4 Policy for Visitors and Contractors

- 6.4.1 All visitors should be directed, on arrival, to the representative of the Committee, who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident, or be made aware of relevant procedures in line with hire agreement
- 6.4.2 On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, on leaving, their time of departure.
- 6.4.3 Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Committee or other appropriate person who will investigate and liaise with the **Organisation** or Local Authority as appropriate.

6.5 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the **Organisation** may publish from time to time.

6.5.1 Accident Log

Any injury suffered by a worker or visitor in the course of employment or otherwise on the **Organisation's** premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident log maintained by the **Organisation** and stored in the cleaning cupboard.

6.5.2 Fire Procedures

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the **Organisation** in relation to fire.

6.5.3 Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the **Organisation** and any directions for the use of such must be followed precisely.

6.5.4 Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

6.5.5 Mobility aids

Wheelchairs are allowed in the hall

- When the hall is opened to the public an area will be designated for the storage of buggies and mobility scooters, parked at their own risk
- When the hall is not open to the public the hirer must decide if buggies and mobility scooters can be brought into the centre, bearing in mind access to fire escape routes



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6.5.6 Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

6.5.7 Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

6.5.8 Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and always after using the toilet;
- Tell your supervisor of any skin, nose, throat or bowel problem;
- Ensure cuts or sores are covered with waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room, and other enclosed spaces, is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor if you cannot follow the rules;
- Advise your supervisor of any defects or concerns regarding the facilities - e.g. uncleanness, refrigeration malfunction or cracked food preparation surfaces.

6.5.9 Display Screen Equipment

The Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eyetest at the Organisation's expense.

6.5.10 Alcohol, Drugs and Tobacco

Smoking/vaping within the premises and the use of drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants is prohibited during working hours and no employee may undertake his/her duties if under the influence of alcohol or drugs, except under medical supervision.

6.6 Arrangements and Procedures

The Health and Safety Officer is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

- First Aid and Accident Reporting
- First Aid

The centre is not staffed and hirers are advised to nominate their own first aider.

For events run by the Organisation.



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- First Aid Boxes are provided in both kitchens and store room
- There will be nominated First Aiders

6.7 Accidents

In the event of an injury or illness,

- call for a member of **staff** or ring for an ambulance directly.

To call an ambulance, dial 999 or 112 and ask for 'ambulance'.

In the event of an injury or illness in a particular group then

- the relevant trained member from that group should call for an ambulance, dial 999 or 112 and ask for 'ambulance'.
- This incident should also be recorded in the site accident file.

All accidents must be;

- Reported to a member of the committee or another member of **staff** on duty immediately or as soon as practicable.
- Entered in the accident file situated in blue folder in foyer. The procedures for 'notifiable' accidents as shown in Appendix A - Accident Reporting below must be followed.

The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the **Organisation's** Committee to consider the actions necessary to prevent a recurrence.

6.8 Fire Drills and Evacuation Procedures

6.8.1 Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by a nominated person weekly and entered in the log book provided.
- Health and Safety Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C - Fire Prevention) to be carried out entered in the log book.
- Groups can choose to either partake in 6 monthly fire drills or run through fire evacuation procedures before the classes start to ensure ALL attended are aware on how to safely exit the building. Preferences must be confirmed with the Health & Safety officer via bookings administrator.
- The last person securing the premises will ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session (See Appendix C - Fire Prevention).

In the event of fire:

- Person(s) discovering a fire should sound the nearest alarm.
- The first duty of all present is to evacuate all people from the building by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point for the building is in front of play park on Savernake Street.
- No-one should leave the assembly point without the permission of the responsible person for the group.
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire Brigade'.
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.



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- See



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Appendix F - Evacuation Poster

6.8.2 Bomb Warnings

If you receive a warning try to find out from the caller:

- The approximate location of the bomb and likely time of detonation;
- Whether the police and fire brigade have been notified.
- Try to record exactly what is said.
- Notify the Police immediately on 999 or 112.
- Do not sound the Fire Alarm but evacuate the building taking into consideration any information from the bomb warning.
- Assemble at front of play park on Savernake Street unless bomb warning implies otherwise.

6.8.3 Theatre and Public Entertainment Licensed Events

To follow any guidelines as provided in the Premises Licence or any other licences as appropriate.

- Emergency lights in the areas used must be kept illuminated.
- Advise a member of the Committee of any defects or concerns regarding the facilities e.g. uncleanness, refrigeration operation or cracked food preparation surfaces.

6.8.4 Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs, kept in kitchens/entrance.
- Use protective clothing and equipment provided and as instructed on machinery/ equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

6.8.5 General

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors, stairs and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to a member of the committee immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to **staff** or other users.

6.9 APPENDICES

6.9.1 Appendix A - Accident Reporting

A.1. Accidents

All accidents which occur during work for the **Organisation** or on premises under the control of the **Organisation** must be recorded.

A.2. Accidents to Workers or Contractors' Staff

(a) For all accidents

- Complete the Accident **Log**.

(b) For accidents reportable to the Health & Safety Executive (for contractors see A.2(c) below)



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If accident results in incapacity for work for more than 7 calendar days then complete form F2508 with copies to:

- Health & Safety Executive the Chair or other named person.
- If accident results in fatality, fracture, amputation or other specified injury (see Section A.4. below) then immediately notify:

Follow up within seven days with completed F2508 with copies to:

- Health & Safety Executive the Chair or other named person.

(c) Contractors

If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf that is responsible for reporting the accident.

A.3. Accidents involving Members of the Public

(a) For all accidents

- Complete the Accident Log.

(b) For Accidents reportable to the Health & Safety Executive

If accident results in fatality, fracture, amputation or other specified injury (see Section A4 below) then immediately notify:

- Health & Safety Executive the Chair or other named person.

Follow up within 7 days with complete F2508, copies to:

- Health & Safety Executive the Chair or other named person.

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

A.4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist but not a bone in the hand; any bone in the leg or ankles but not a bone in the foot.
- Amputation of: a hand or foot, a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
- The loss of sight in an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not it is due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requiring immediate medical treatment.
- Either acute illness that requires treatment, or a loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this
- resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

IF IN DOUBT REPORT IT



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A.5 Dangerous Occurrences

In the event of any of the following:

- Collapse/overturning of machinery;
- Explosion/collapse of closed vessel/boiler;
- Electrical explosion/fire:

Notify the following immediately:

Health & Safety Executive, Chair or other named person.

A.6 Occupational Diseases

- Poisoning;
- Skin Diseases;
- Lung Diseases;
- Infections.

On receipt of a written diagnosis from a Doctor, report the disease using form F2508A to:

Health & Safety Executive, Chair or other named person.

Full details of Dangerous Occurrences and Occupational Diseases can be found in the HSE Guide to RIDDOR.

IF IN DOUBT REPORT IT

6.9.2 Appendix B - Control of Substances Hazardous to Health (COSHH Regulations)

B.1. Assessment

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006?ⁱⁱⁱ

B.2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is prevented or, if this is not reasonably practicable, adequately controlled. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean preventing exposure by:

- removing the hazardous substance;
- changing the process;
- substituting with a safe or safer substance, or using a safer form;
- Or, where this is not reasonably practicable, controlling exposure by, for example:
 - totally enclosing the process;
 - using partial enclosure and extraction equipment;
 - general ventilation;



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- using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required. The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to situations where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information and instruction to do the job properly

6.9.3 Appendix C - Fire Prevention

C.1. Has the Fire Brigade been consulted on:

- The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
- Emergency Lighting and its maintenance?
- The most suitable way of raising an alarm in the event of fire?
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
- The maximum number of people who should be allowed on the premises at any one time?
- Are the escape routes kept usable?
- Are seating and gangways in the hall/rooms arranged so as to allow free and ready access direct to fire exits?
- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
- Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains, etc.?

C.2. Is Fire Equipment properly looked after?

- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- Are **staff** / duty officers trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and unobstructed?

C.3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

- No smouldering fires or cigarettes left burning?
- Heaters and cookers turned off?
- Electrical apparatus turned off and unplugged?
- Lights off?
- Internal doors closed?



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- Outside doors and windows closed and secured?

C.4. Are all reasonable steps taken to prevent fires?

- Smoking not allowed in any enclosed spaces, including in the building?
- Heating appliances fitted with adequate and secure fire guards?
- If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
- Precautions to ensure that convector type heaters are not covered with clothes and curtains?
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?
- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- Scenery, decorations and costumes for stage performances treated to make them flame retardant?
- All parts of the premises kept clear of waste and rubbish, particularly staircases, spaces under stairs, store rooms, attics and boiler rooms?

6.9.4 Appendix D - Health and Safety Inspections

(Appendix D is the specimen document 'Community Building Health and Safety Checklist')

6.9.5 Appendix E - Display Screen Equipment

E.1 Who is a display screen user?

The Regulations are for the protection of workers (including self-employed workers) who habitually use display screen equipment for a significant part of their normal work.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individuals concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met.

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to the use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual normally uses display screen equipment for continuous spells of an hour or more;
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user: for example, where the consequences of error may be critical.

E.2 Eye testing and spectacle costs

There is no reliable evidence that work with a display screen causes any permanent damage to eyes or eyesight, but it may make the user with pre-existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these symptoms can also be due to poor lighting, incorrect posture, poor workstation layout, design or maintenance of hardware or other problems. All of these can, separately or in combination, cause eye discomfort.

E.3 Workers' Entitlement.



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E.3.1 Eye Test.

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if s/he:

is already a user for a significant part of her/his work.

- is about to start using display screen equipment for a significant part of his/her work.
- is experiencing visual difficulties which may reasonably be considered to be related to display screen work.
- it is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

E.3.2 Spectacles (Glasses).

If, as a result of the eye tests, a worker requires spectacles solely for use with display screen equipment, s/he is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If, as a result of the tests, spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

E.3.3 Who pays the Optician?

The worker pays the optician and then obtains reimbursement, attaching the receipt(s) and any other reports to form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.



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Appendix F - Evacuation Poster

Eastcott Community Centre

EMERGENCY EVACUATION

FIRE ALARM - A continuous ringing of the bell.

BOMB ALERT – Fire Alarm, Verbal by member of staff or public

ACTION TO BE TAKEN ON FINDING A FIRE

If you find a FIRE, you are to immediately activate the nearest Alarm Point (BREAK GLASS) and leave the building.

EVACUATION OF BUILDING

When you hear the alarm bell, leave the building quickly by the nearest emergency exit possible (do not run) and make your way to the designated assembly point, which is the Play Park adjacent to the centre car park on Savernake Street.

After evacuation you must not return to the building until authorised by a member of staff or the fire brigade.

It is essential that all individuals familiarise themselves with all emergency escape routes, exits and location of assembly points.

ASSEMBLY POINT

Play Park adjacent to the centre car park on Savernake Street.

On arrival at the assembly point, report to your Group Leader or line manager.

Do not leave the assembly point until authorised by a member of staff or Fire Brigade.

Note: The designated assembly points are only for initial response to an alarm. You may be directed to an alternative location by a member of staff, the police or the fire brigade.

REMEMBER

- Do not stop to collect personal effects.
- Leave the building by the nearest exit
- Remain in your designated assembly area.
- Do not re-enter the building until authorised to do so.



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6.9.6 Appendix G – Health & Safety Sub-committee

Should the **Organisation** grow and decision to implement a sub-committee, below will be adapted:

The Management Committee as the employer, has overall and final responsibility for health and safety matters at Eastcott Community **Organisation** and for ensuring health and safety legislation is complied with.

The Management Committee will appoint a Health and Safety Sub-Committee, including representation for both themselves and for **staff** (both paid and volunteer) to:

- have a broad overview of Health and Safety matters;
- keep the **Organisation's** Health and Safety policy and procedures under review;
- conduct safety tours of the premises;
- ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations - see Appendix B);
- take such action as may be required to ensure that the **Organisation's** responsibilities for Health and Safety are fulfilled; and
- report to the Committee on their performance of these responsibilities.

The Health and Safety Committee shall carry out 6-monthly safety tours and inspections of the premises and make a report to the next ordinary meeting of the Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident Log.



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6.9.7 Further information:

Health & Safety Executive (HSE)

Redgrave Court

Merton Road

Bootle

Merseyside L20 7HS

Website: www.hse.gov.uk

HSE Books

PO Box 1999

Sudbury

Suffolk CO10 2WA

Tel: 01787 881165

Fax: 01787 313995

E-mail: hsebooks@prolog.uk.com

Website: www.books.hse.gov.uk

Advising Communities

The Foundry

17 Oval Way

London

SE11 5RR

E-mail: advisingcommunities@advising.london

Web-site: <http://www.advisingcommunities.org.uk>

HSE checklist for village hall managers:

<http://www.hse.gov.uk/voluntary/village-halls.htm>



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Foot notes

i This is legally required where there are five or more **employees**. It is good practice also where there are fewer than five workers, whether paid or volunteers.

ii As note 3.

iii See also B.2 and, for further information on the Control of Asbestos Regulations, see Community Matters technical guidance note 'Control of Asbestos'.

7 Associated Policies

Policy Name	Policy Ref

8 Version Control

Version	2.5	Date created on	08 January 2018
Rational for changes	Transfer to new template, adopt model Advising Communities policy and feedback from committee review (2.1 update from minutes – fire drill) Mobility aids		
	(2.2 update from minutes 18-06 8.7) 9/9/19		
	Incorporate lone working policy (2.3)		
	2.4 – name change to Eastcott Community Centre (from Savernake Street Social Hall) 27/3/20		
	2.5 – include consideration of public access building as per minute point 5.4 19-12		
Status	Approved		
Revision Author	Jo Innes		
Date Approved On	08 January 2018	Review Date	January 2019
Approved By:			
Name	Role	Date of signature	
Committee	Trustees	See minutes	



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9 Community Building Health and Safety Checklist

A health and safety inspection of the building should be undertaken at least every six months. One of these inspections may conveniently be undertaken at the same time as the annual building maintenance check (see specimen document 'Checking your Community Building: An Annual Maintenance Check'. Appointed members of the Management Committee, or a subgroup, should arrange to meet to carry out the inspection.

You will need to agree together how each question needs to be answered.

When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to any appropriate subcommittee and then to the Main Committee, with proposals for action.

The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.

The whole form should be made available to members of the Main Committee and of any appropriate subcommittee for inspection.

When no longer required for this purpose, the form should be preserved carefully in a file maintained specifically for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box. Once all required action has been completed, the form should be placed in the building log-book.

While the health and safety inspection relates particularly to the building, the risk assessment form relates to activities within it. Risk assessments need to be carried out in relation to every activity undertaken, whether by groups or individuals, and including the work of paid staff and volunteers. Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding and people with disabilities.

While the Organisation will risk assess the events and activities it organises, hirers of the facility are expected to undertake their own risk assessments related to their activity.

A risk assessment needs to be carried out whenever a new activity is envisaged and assessments need to be repeated whenever circumstances change: e.g. following:

- changes in layout of equipment;
- observing trends in the accident book;
- recent training (to check its effectiveness);
- changes in legislation;
- changes in staff;
- an accident or incident;
- introduction of new equipment, procedures, processes or materials;
- changes in staff circumstances – e.g. a woman becoming an expectant mother.



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Health and Safety Inspection Checklist

Name of Centre:		Eastcott Community Centre		Date of inspection:		
Inspectors						
Name :		Position		Signature		
Name :		Position		Signature		
Name :		Position		Signature		

	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
A. The Building's Surroundings					
1. (a) Is the site (car park and any other land) free of hazardous items (e.g. broken glass, old metal, etc.)?					
(b) Is it inspected regularly and such items removed?					
2. (a) Are paths, car park and other finished surfaces even and free from holes and other trip hazards?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
(b) Are the paths adequately lit?					
3. Is all fencing sound, with nothing broken and no projections?					
4. Are there any tree boughs overhanging paths, the car park or the building?					
5. Are cars entering / leaving the site a hazard to pedestrians?					
6. Can noise from activities or departing users of the building cause annoyance to neighbours?					
7. (a) Is appropriate clothing provided (including warm clothing in cold weather) for staff or volunteers working out of doors?					
(b) Are there facilities for such people for warming up and making hot drinks when cold?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
(c) In hot weather, is cool drinking water available and can breaks be taken in the shade?					
8. Are there sufficient ash receptacles provided and emptied regularly?					
B. The building – external					
1. Are there any loose or damaged gutters, drainpipes, stones or bricks, slates or tiles?					
(b) Are gutters, down-pipes and drains kept clear at all times?					
2. Are steps, ramps and handrails to entrance(s) and from exit(s), and externally in general, safe?					
3. Can emergency vehicles get to the building at all times?					
C. The building – internal					
1. Have all doors been checked to see that their opening does not cause a hazard to other users?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
2. Are all floors kept dry and in a non-slippery condition?					
3. Are step edges and changes in floor level adequately marked?					
4. Are there sufficient litter receptacles provided and emptied regularly?					
5. Are cleaning arrangements adequate? Are all surfaces, including walls and floors, kept tidy and regularly cleaned?					
6. (a) Is the lighting bright enough, especially over work stations?					
(b) Are stairs, corridors, etc., properly lit?					
(c) Are light bulbs, etc., replaced promptly?					
(d) Are windows kept clean on both sides and free from obstructions?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
7. (a) Are storage areas secure and any inflammable or hazardous substances (e.g. cleaning materials, toner for photocopier and/or laser printer) separately stored and clearly labelled?					
(b) Is training provided in safe use of chemicals and on what to do in an emergency (spillage, poisoning, splashing, etc.)?					
8. Are stairs -					
(a) Strong enough for anticipated use?					
(b) adequately lit at all times?					
(c) kept clear of obstruction at all times?					
(d) provided with a strong and secure handrail?					
9. Are balustrades so designed that small children cannot fall through them?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
10. Are there regular checks that any overhead hazards (e.g. stage lighting units) are secure?					
11. Are the premises ever overcrowded?					
12. Is the telephone used for emergency purposes kept in working order?					
D. Fire precautions					
1. (a) Are there adequate emergency exits? Are they suitable for disabled people?					
(b) Are they wide enough to prevent a crush, and do they lead quickly and directly to a safe area?					
2. Are all escape routes kept clear at all times?					
3. (a) Are there illuminated signs above the emergency exits and, where necessary, signs to the emergency exits?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
(b) Are fire instruction notices displayed in every room?					
4. Is there a fail-safe system of emergency lighting, regularly tested and maintained?					
5. (a) Is there an adequate number of fire extinguishers and any other firefighting equipment required by the Fire Authority (e.g. sand buckets, fire blankets)?					
(b) Is all firefighting equipment kept in position?					
(c) Have all fire extinguishers been serviced in the past year by a company possessing the British Approval of Fire Equipment (BAFE) registration?					
(d) If any fire extinguishers have been used, have they also been recharged?					
6. (a) Do all fire doors open and close properly?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
(b) Are staff and users instructed not to wedge or otherwise leave them open?					
(c) Do all fire escape doors open in the direction of escape, and close properly?					
7. Are curtains and upholstery flame-retardant?					
8. Is furniture and equipment made of materials which will not give off poisonous vapour if burned?					
9. Are adequate gangways maintained at all times to ensure speedy evacuation of the building?					
10. (a) Are there smoke detector and alarm bell systems and are they checked?					
(b) Are the alarms audible throughout the building?					
(c) Are there other forms of warning for the hearing-impaired?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
11. (a) Are fire drills held at least quarterly?					
(b) Are employees, volunteer workers and leaders of Sections and other groups given information, instruction and training on fire risks and precautions, including what to do in the event of a fire or fire alarm?					
12. (a) Are bins regularly emptied and rubbish safely disposed of?					
(b) Are cigarettes and matches disposed of separately from other rubbish?					
13. Have all the requirements of the Fire Officer been met?					
E. Electrical and gas systems					
1. Do cables, wiring, power points, gas supply pipes and all fittings conform to modern standards?					
2. Is flexible cable to appliances free of wear and fraying?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
3. (a) Are plugs, switches, sockets free of cracking and loose wires?					
(b) Do sockets have child-proof covers?					
4. (a) Are fuse boxes and main switches in a place which is accessible but tamper-free?					
(b) Is access to live high-voltage equipment (e.g. main fuse boxes, etc.) restricted to authorised people only?					
5. Do you prohibit use of two-way adaptors and multiple outlet sockets?					
6. Are all items of electrical equipment tested as appropriate by a competent person?					
7. (a) Are all gas appliances serviced annually by a Gas Safe registered fitter?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
(b) Do staff and relevant volunteers know what to do there is a gas leak?					
F. Heating, ventilation and noise					
1. (a) Are the exposed surfaces of heating appliances ever too hot for a child to touch?					
(b) If so, are there safety guards in place?					
2. Where electrical heating is used, has a check been made to ensure it cannot overload the circuit(s)?					
3. Is fuel storage (particularly oil and bottled gas) outside the main building and secure from tampering?					
4. (a) If portable (bottled) gas appliances are used, are they being used and maintained to manufacturers' instructions?					
(b) Is there a programme in place to eliminate their use?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
5. (a) Is there adequate ventilation for normal use in all main rooms, including					
(b) Is there an adequate supply of fresh air and means of extraction of stale air without draughts when rooms are in use to their maximum capacity?					
6. (a) Are there thermometers in all main rooms?					
(b) Is the temperature comfortable at all times throughout the year?					
(c) Does the temperature reach at least 16°C (61°F) within one hour of the start of the working day?					
(d) Can staff and volunteers take breaks away from hot areas?					
7. (a) Are noise levels kept to an acceptable level (rough guide: ability to talk with someone a metre away without shouting)?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
(b) Are noise levels kept to a level that will not create annoyance for local neighbours?					
(c) As a last resort, are earmuffs or plugs provided for staff and volunteers?					
(d) are they regularly checked, cleaned and maintained, and stored in a clean and safe place?					
G. First aid					
1. (a) If there is a first aid box, are its contents regularly checked and replaced as necessary?					
(b) Do users know where it is?					
2. (a) If there is no generally accessible first aid box, are users of the premises informed of their responsibility to provide their own?					
(b) In these circumstances, is there a first aid box fully equipped and accessible to staff and volunteers for their own use?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
3(a). Are accident/incident record forms or an accident/incident book available?					
3(b) Are all accidents, near misses and incidents reported and recorded in an accident book in the statutory format?					
4 (a). Since the last inspection, have there been accidents or incidents which draw attention to any unsatisfactory feature of the building or of the organisation's arrangements?					
(b) Have they been attended to?					
H. Kitchen and other food preparation areas					
1. Are stoves, utensils, crockery, shelves, cupboards, work surfaces, serving areas and floors kept tidy and clean at all times, and disinfected as appropriate after use?					
2. Are food stores vermin-proof?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
3. (a) Are refrigerators and deep freezers cleaned and defrosted regularly and maintained at correct working temperatures?					
(b) Do they have thermometers?					
4. (a) Are all scraps, left-over and stale food disposed of immediately?					
(b) Are there sufficient bins and are they kept hygienic?					
5. Have all bread/meat slicing machines got proper guards for the cutting blade?					
6. Are there adequate washing and drying facilities both for crockery, etc., and (separately) for kitchen staff and helpers?					
7. Are the tea- and hand-towels laundered regularly?					
8. Are there adequate supplies of hot water, soap and detergents?					
9. (a) Is smoking prohibited?					
(b) Is the prohibition enforced?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
10. Are kitchen walls and ceilings clean and not crumbling or flaking?					
I. Toilets, wash and rest facilities					
1. Are they adequate in number (see note at end of this checklist)?					
2. Are all urinals, wcs and basins secure, uncracked, clean and generally in good repair?					
3. (a) Is there adequate provision for the disposal and/or destruction of used sanitary towels and disposable nappies?					
(b) Are there suitable facilities for pregnant and nursing mothers to rest and to feed babies?					
4. Is there an adequate supply of hot water and soap and provision for drying hands?					
5. Does the toilet provision for disabled people comply with current requirements?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
6. (a) Is there a rest room or other suitable accommodation for staff and volunteers to rest?					
(b) Is it kept clean, properly lit and ventilated?					
(c) Are there facilities for staff and volunteers to warm up food and to eat meals?					
(d) Are lockers (or similar facilities) provided for staff and volunteers?					
J. Furniture and equipment					
1. (a.i) Is furniture and equipment inspected and maintained regularly to see that it is safe to use and free of snags, splinters and sharp edges?					
(a.ii) Are all joints firm and screws tightly in place?					
(b) Is there a procedure for reporting faulty equipment and for taking it out of use until repaired?					
(c) Are all guards in place on machinery?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
(d) Are potentially dangerous machines only operated by or under the direct supervision of properly trained personnel aged 18 and over?					
2. Are there any loose floor coverings?					
3. Are all shelves and storage units securely fixed to walls and/or the floor?					
4. Are sharp and power tools securely stored away when not in use?					
5. Are chairs and tables stacked safely when not in use?					
K. Computer Use					
1. Are workstations and seating fully adjustable, and are users trained and encouraged to make adjustments?					
2. (a) Does seating give proper adjustable back support?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
(b) Are footrests provided where needed?					
3. Is furniture and equipment checked and maintained regularly, with faulty items taken out of service and replaced?					
4. (a) Can users easily read screens, and are they flicker and glare free?					
(b) Are users offered full free eye tests?					
(c) Are reports of aches, pains, numbness or tingling in limbs recorded and investigated?					
(d) Is the work free from awkward postures, movements and very repetitive work?					
(e) Is training provided about the use of equipment?					
(f) Is training provided about methods of work, and how to avoid repetitive strain injury (RSI)?					
L. Stress and violence					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
1. (a) Has the organisation done an audit or risk assessments of the likelihood of staff or volunteers being subject to unreasonable/unacceptable levels of stress?					
(b) Are there measures in place to avoid or minimise the risk?					
2. (a) Have risk assessments on violence or the threat of violence (physical, verbal abuse or intimidation) been conducted?					
(b) Are those at risk encouraged to report all incidents, including intimidation?					
(c) Are there preventive measures in place to avoid the risks (e.g. panic buttons, mobile phone contact, mobile alarms, etc.): do they work and are they quickly responded to?					
(d) Are staff trained in how to defuse potentially violent situations?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
3. Is there a policy and procedure (if appropriate) for home visits or work in an isolated or threatening area?					
4. Is counselling and support provided for workers under stress and/or for the victims and witnesses of violence?					
M. Lifting and Manual Handling					
1. Have all staff and volunteers who are at risk from lifting or moving heavy items been trained in manual handling?					
2. (a) Is mechanical handling equipment (lifts, hoists, etc.) in use?					
(b) If so, have staff and others involved been trained in its use?					
(c) Where mechanical assistance is not possible, are staff and volunteers trained in safe lifting techniques, and is there enough space to use them?					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
(d) Are heavy items stored at a convenient or adjustable height to suit the users?					
N. Other considerations					
Have matters arising from previous inspections been addressed and dealt with? If not, please list them again consult previous reports if necessary.					
In addition, are there any other hazards? - for example:					
- machinery hazards					
- ineffective locks and safety catches					
- inflammable materials					
List matters not dealt with and other hazards here - continue on an additional sheet if necessary.					
O. Insurance					



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	Condition			Action needed	Action taken (initial and date when done)
	Yes	No	N/A		
If, despite all reasonable care, an accident does occur, is the organisation's insurance adequate? Is the policy checked regularly to see that all risks are covered and that the total amount of cover is enough to meet any foreseeable claims?					

NOTE: Toilet Accommodation. The recommended minimum provision is:

- for women, 3 WCs and 3 wash basins per 50 people;
- for men, 4 WCs per 100 plus 2 urinals per 50 (under 25, 1 urinal required); 1 basin per WC and/or range of urinals
- basins to have hot and cold water
- enough soap or alternative washing agent
- a means of drying hands
- to have provision for use by small children

For more detailed advice, contact your local Council's Environmental Health Department.



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10 Annual maintenance check

This checklist is intended as an aid to ensuring that a community building is fully and adequately maintained and cared for, that the terms of any lease or letting agreement are being observed and also that important legal requirements are being complied with.

- Appointed members of the Management Committee, or a sub-group, should arrange to meet to carry out the inspection.
- A Health and Safety inspection should be undertaken at the same time; see 'Community Building Health and Safety Checklist'.
- You will need to agree together how each question needs to be answered.
- When the form is complete and has been signed, matters noted in Section Q "Action Priorities", together with any other concerns raised by the inspection, should be reported to any appropriate sub-committee and then to the full Management Committee, with proposals for action.
- The whole form should be made available to members of the Management Committee, and of any appropriate sub-committee for inspection.
- When no longer required for this purpose, the form should be filed in the building logbook. As required action is taken, the responsible person should initial the form in the appropriate box to indicate it has been completed.



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Name of Centre:	Eastcott Community Centre	Date of inspection:	
Inspectors			
Name :		Position	
Name :		Position	
Name :		Position	

A. General Enquiries
1(a). How do you hold the building? (Please tick one box) ☐ Freehold ☐ Leasehold ☐ Other (Please specify)
(b). If you do not hold the freehold, are all the conditions of any lease or other agreement being fulfilled? ☐ Yes ☐ No (Please detail):
2(a). Is any part of the premises sub-leased or let for exclusive use by any body other than the Organisation? ☐ Yes (Please detail) ☐ No
(b). If 'Yes', are all the conditions of any lease or other agreement being fulfilled? ☐ Yes ☐ No (Please detail).....
(c). Do all hirers of the building comply with the conditions of hire? ☐ Yes ☐ No (Please detail).....
3. Are there any rights of way, light or air to be preserved? See 10.1 ☐ Yes (Please detail) ☐ No
4(a). Tick which of the following licences or other permissions are in force for the building or the organisation: (see Advising Communities "Summary of Licences and Permissions link " under Activities and Trading) ☐ Premises Licence (Licensing Act 2003) ☐ Food hygiene registration ☐ Data protection registration (records of information on individuals) ☐ Film and/or video licence ☐ Gaming and lotteries licences ☐ Combined PRS for Music Licence (performance of copyright music, plays, for making recordings of musical or literary works, etc.) and Phonographic Performance Ltd (PPL) licence (public use of sound recordings) ☐ Minibus licence ☐ Club Premises Certificate (Licensing Act 2003)



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(b). Where such licences exist, are all the conditions of the licence being met?
☐ Yes ☐ No (Please detail)

(c). Have all licences been renewed as necessary?
☐ Yes ☐ No (Please detail).....

(d). Have there been any changes in the past year in the way the building has been used or are there other reasons why any new licences need to be obtained, or an existing licence needs to be modified?
☐ Yes (Please detail) ☐ No

5. Are there any outstanding matters from last year's inspection report which have not received attention?
☐ Yes (Please detail)..... ☐ No

6. Does all work carried out by the organisation with children, young people under the age of 16 years and vulnerable adults comply with the Protection of Freedoms Act 2012 and/or the Home Office Code of Practice Safe from Harm? (See Advising Communities guidance note: 'Safeguarding Children and Young People').
☐ Yes ☐ No (Please detail).....

7. Have the Association's accounts been audited or independently examined for the last financial year, and have the requirements of the Charity Commission regarding their receipt of accounts and an annual report been complied with?
☐ Yes ☐ No (Please detail).....

Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
B. General Structure of the Building			
1. Are the external walls satisfactory?			
2. Are there any indications of damp penetration?			
3. Is the external ground level at least 150mm (6") below damp proof course level?			
4. Are all air-bricks clear and undamaged?			
5. Are all flues and combustion vents free from obstruction?			
6. Is there any damage due to vandalism, etc.?			
<i>Please list here all items that require attention:</i>			
C. External Areas			
1. Are the grounds generally in good order?			



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Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
2. Are notice boards in good order and the information up to date?			
3. Are external walls/fences/hedges in good order?			
<i>Please list here all items that require attention:</i>			
D. Roof and Coverings			
1. Are slates, tiles or felt coverings in need of attention?			
2. Are all flashings sound?			
3. Are there any signs of water penetration into the roof space?			
4. Are ridges straight and horizontal and all roof surfaces free of sagging?			
5. Is roof-space insulation in place?			
6. Are tanks in the roof space insulated?			
7. Is all roof insulation in good order?			
8. Is anything stored in the roof space? <i>(If so, it should be removed to alternative storage, to overcome any fire hazard and the possibility of accident from climbing or falling).</i>			
<i>Please list here all items that require attention:</i>			
E. Rainwater Disposal System			
1. Have all the gutters been cleaned out in the last twelve months? Are all downpipes satisfactory? Are all gullies and gratings clear?			
2. Are all roof and ground surfaces adequately drained and free from puddles in wet weather?			
<i>Please list here all items that require attention:</i>			
F. External Doors and Windows.			
1. Are all external doors satisfactory?			



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Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
2. Is there any defective glass in doors or windows?			
3. Are all window frames in good condition?			
4. Have door and window hinges and mechanisms been cleaned and maintained in the last twelve months?			
5. Are windows cleaned regularly?			
6. Is window cleaning done by experienced contractors?			
7. If there are window guards, are they satisfactory?			
<i>Please list here all items that require attention:</i>			
G. External Paintwork			
1. Is external paintwork in good condition?			
2. When was external painting last undertaken? Date...			
<i>Please list here all items that require attention:</i>			
H. Internal Partitions, Ceilings, Walls and Doors			
1. Are internal doors in satisfactory condition?			
2. Are ceilings satisfactory?			
3. Are partitions and walls satisfactory?			
4. Is there any timber decay?			
5. Is there any dampness?			
<i>Please list here all items that require attention:</i>			
I. Floors and Stairs			
1. Are the floor coverings in good order?			
2. Are any stairs or steps in good order?			
3. Are handrails and balustrades in good condition?			



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Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
4. Are the balustrades designed so that small children cannot fall through?			
<i>Please list here all items that require attention:</i>			
J. Heating System and Other Gas Installations			
1. Is the main heating system in good working order?			
2. Has the boiler been inspected and serviced by a qualified person in the last twelve months?			
3. Are any supplementary heaters in good working order?			
4. Have supplementary heaters been inspected and serviced by a qualified person in the last twelve months?			
5. Are any other gas installations satisfactory?			
6. Have all gas installations been inspected and serviced by a Gas Safe registered person in the last twelve months?			
<i>Please list here all items that require attention:</i>			
K. Electrical Installation and Appliances			
1. Is the electrical installation satisfactory?			
2. Is there a current electrical safety certificate?			
3. Has an inspection of the electrical system been made by a qualified inspector in the past twelve months?			
4. Are there any defective light switches, power points, etc.?			
5. Are all lights (internal and external) in working order?			
6. Have electrical appliances been examined in the past twelve months by a qualified person?			
<i>Please list here all items that require attention:</i>			
L. Sanitary and Kitchen Facilities			
1. Are the kitchen facilities in good order?			
2. Do food preparation areas comply with requirements of			



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Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
the council's Environmental Health Department?			
3. Are the toilet facilities in good order?			
<i>Please list here all items that require attention:</i>			
M. Facilities for Disabled People			
1. Is there adequate wheelchair access into the building?			
2. Is there a 2m x 1.5m (6'8" x 5'2") toilet for wheelchair users?			
3. Is wheelchair access possible throughout the premises?			
4. Is there an induction loop system in any part of the building?			
5. If so, are groups using the premises instructed in its use?			
6. Is lift/stair-lift access available to upper or lower floors?			
<i>Please list here all items that require attention:</i>			
N. Security			
1. Is there an intruder alarm fitted?			
2. Are there any security lights?			
3. Are there any special locks or other security devices?			
4. Are security features tested regularly, serviced as necessary and kept in good order?			
<i>Please list here all items that require attention:</i>			
O. Asbestos			
1. Has an assessment been made to determine whether asbestos is present in the building?			
2. Has there been any significant change to the building, or is there any other reason to review the assessment?			



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Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
3. Have the conclusions of the assessment been recorded?			
4. Has a risk assessment been prepared, specifying steps to be taken to manage any risk arising from the presence of asbestos?			
5. Is the management plan available for inspection and has it been recently reviewed?			
<i>Please list here all items that require attention:</i>			

P. Other Matters Are there any other matters that require attention? <i>If so, please record them here.</i>	
<i>Matters requiring attention</i>	<i>Action needed</i>

Q. Action Priorities <i>Now re-read your responses to all questions and note the points that need urgent action. List these actions below in priority order and note by whom and by what date action is to be taken.</i>			
Priority No.	Action	Action by whom	Action by when
1.			
2.			
3.			
4.			
5.			
6.			



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7.			
8.			
9.			
10.			

10.1 Appendix a - Rights of Way, Light and Air

- A right of way - for example, the right to have access to a community building by passing over land adjacent to the site of the building itself - will normally exist either through a formal agreement with the neighbouring landowner, or because of long use that has not been contested (usually, for at least 20 years).
- A right to light is the right for the windows of a building to continue to receive light. It is acquired after 20 years, and this may then prevent an adjoining landowner from putting up an obstruction to that light.
- A right of air is the right of a landowner or tenant to prevent occupation by someone else of the airspace above a site. The most common breach of this right is caused by growth of a tree over the site boundary. A physical construction that protrudes over the boundary would similarly be a breach of this right.
- Where it is believed that any of these rights has been breached, steps should be taken to ensure continuance of the right. If this cannot be achieved by discussion with the neighbour concerned then legal advice should be obtained.
- Similarly, care should be taken to note any changes to adjoining properties which might lead to a neighbour acquiring such a right over your property. In these circumstances, advice should be sought promptly and, if you do not own the freehold, the freeholder or landlord notified.