

Health & Safety Policy

Introduction

Manuden Village Community Centre (MVCC) Management Committee (the “Committee”) has drawn up this policy to set out procedures and areas of responsibility to ensure, in so far as it can, the health and safety of users of the MVCC.

The Committee is responsible for running the MVCC and recognises its duty to ensure the safety of the people using it.

Monitoring Health & Safety

It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities, and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose.

If anyone using the MVCC comes across a fault, damage of any type, or any other situation which might cause injury and which cannot be rectified, they should inform Chris Bailey, the Manager, as soon as possible so that the problem can be resolved.

Mitigation of Risk

- Health & safety is a standing item for discussion at all meetings of the Committee.
- The Committee ensures a full risk assessment is carried out every year, or sooner if deemed necessary.
- A current version of this Health & Safety Policy is available on the MVCC website.
- Fireworks may only be used by prior arrangement with the Manager, who will ensure compliance with the requirements set out in the Hire Agreement.
- Preventative and protective measures must be taken in accordance with this Health & Safety Policy.
- Smoking is forbidden inside the MVCC.
- Storage of combustible material near a source of ignition is not permitted.
- Emergency exits and routes to them must always be kept clear and unlocked.

The use of the following hazardous substances/materials is not allowed at the MVCC:

- Unauthorised flammable liquids
- Naked flames, including candles

Children

Minors under the age of 18 must always be accompanied and supervised by a responsible adult.

Electrical Safety

- Electrical appliances must not be left unsupervised when in operation.
- Plug sockets must not be overloaded.

- If hirers/users wish to bring electrical appliances to the MVCC, they must make the Manager aware of this in advance. Users/hirers are responsible for ensuring that the appliances meet safety standards.
- Electrical equipment showing signs of damage, exposure of components, water damage, etc. must not be touched or operated.
- Hirers/users are responsible for ensuring all electrical appliances are turned off and, where possible, unplugged when leaving the MVCC.
- Trailing wires or cables are trip hazards and should be taped down with high-visibility hazard tape.
- All electrical equipment available at the MVCC is PAT tested annually.

Heating

If hirers/users suspect any malfunction with the central heating, they must inform the Manager. All doors and windows must be closed at the end of the period of hire.

Housekeeping

The MVCC is cleaned and safety checked on a regular basis. However, all hirers/users are responsible for ensuring the MVCC is left clean and tidy. All users must use the rubbish bins and recycling dustbins. Any major spillage, damage or accident should be reported to the Manager. Food, drink, bottles and perishable items must be taken away at the end of each hire. All parts of the grounds must be kept clear of litter.

Noise

As the MVCC is situated in a residential area, users should be considerate and keep noise levels to a minimum. Playing any form of music must be at an acceptable level and must cease at 11.30pm (or 12.00am on Friday and Saturday evenings), unless authorised by the Manager. Users should also be considerate when leaving the MVCC.

Parking

Parking in the car park or grounds of the MVCC is at the risk of users. Driveways must not be obstructed and the road must not be blocked. Drivers are asked to observe speed limits and to show due courtesy to other motorists and pedestrians in the car park.

First Aid

Basic first aid kits are kept in the main kitchen and the club room kitchen. However, hirers/users are advised to bring their own supplies and to inform the Manager if they use the last of any specific item.

Defibrillator

A defibrillator is stored outside the entrance opposite the multi-use games area and is checked on a weekly basis. Hirers/users should dial 999 to obtain the code to access it.

Fire Evacuation Procedures

Appropriate firefighting equipment is provided, which is checked regularly and maintained. The hirer is deemed the "Responsible Person" and is designated in charge of the MVCC during the period of hire.

- In the event of a fire, the Responsible Person shall instruct everyone to leave the building using the nearest available Emergency Exit and to muster together as soon as possible in the car park. A roll call should be taken.
- If appropriate, the fire brigade must be called, giving the address – MVCC, David Collins Drive, Manuden CM23 1EH.
- The Responsible Person shall ensure that, once the MVCC is vacated, no-one re-enters the building under any circumstances.
- On the arrival of the fire brigade, the Responsible Person shall inform the Officer in Charge that a roll call has been taken, and advise whether everyone is accounted for or of anyone missing.
- Attempts to extinguish the fire with the firefighting equipment within the MVCC should only be made if it is considered safe to do so.
- Once the steps set out above have been carried out, the Responsible Person shall inform the Manager and caretaker.

Accident Reporting Procedure

The following must be reported to the Manager, who must then complete an Accident Report Form:

- A death
- An injury, including details of anyone having been taken to hospital
- A dangerous event

In the event of an emergency, the nearest hospital with A&E facilities is the Princess Alexandra Hospital, Hamstel Road, Harlow, Essex CM20 1QX.

Insurance

A copy of the certificate of insurance is displayed at the MVCC.

Contact Information

Manager

Chris Bailey
01279 817111
info@mvcc.manuden.org.uk

January 2020

Caretaker

Richard Dale-Cooke
07894 146303

Vulnerable Adult and Child Safeguarding Policy

Principles

The welfare of the child or the vulnerable adult is paramount and is the responsibility of everyone. Without exception, all children and vulnerable adults have the right to protection from abuse, whether physical, verbal, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children or vulnerable adults will not be permitted or tolerated.

The Manuden Village Hall and Sports Trust (MVHST) and all hirers of the MVCC have a duty to safeguard children and vulnerable adults who use the Centre and its facilities, and those who may come into contact with vulnerable users.

All hirers of the MVCC are responsible for ensuring that they have their own safeguarding policies in place. This is one of the terms of the Hiring Agreement that all hirers must sign before the booking commences.

Definition of Abuse

Abuse may be described as “a violation of an individual’s human or civil rights by any other person or persons”.

Definition of a Vulnerable Adult

A vulnerable adult is someone aged 18 or over who “is, or may be, in need of community services due to age, illness or a mental or physical disability and who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.”

This policy is designed to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Policy Statement

All suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately. There is a named member of the Trust to whom any suspicions or concerns should be reported. This person is Glynis Prothero, and she is responsible for reporting concerns that arise, as a matter of urgency, to the Local Authority Child Protection agency.

- All members of the Manuden Village Hall and Sports Trust and hirers of the Centre and its facilities are required to become aware of child protection and vulnerable adult issues and relevant Acts. Department of Health guidelines are available at the Centre as reference material for hirers.
- The Trust endeavours to provide premises that are safe for use by children and vulnerable adults. The Committee recognises that a higher standard of safety is required where use is made by small children and those who cannot read safety notices, as well as by physically disabled adults.
- The Trust ensures that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to anyone under 18 years of age.
- The Trust ensures that hirers are aware that no children may be admitted to films when they are below the age classification for any films being shown.
- No gambling or entertainment of an adult or sexual nature is permitted at the MVCC.

- Organisations hiring the MVCC for activities for children and/or vulnerable adults will be asked to show their Child Protection and/or Vulnerable Adults policy before the first booking commences. Individuals hiring the MVCC for such activities are made aware of this policy.
- Any user hiring the MVCC to provide a facility for children (e.g. playgroups, football training, youth clubs and the like) is required to show his/her DBS (formerly CRB) disclosure certificate to the Manager. The disclosure number is recorded. Any delegation by the hirer to others to supervise children is the responsibility of the hirer, and the Trust does not vet these delegates for DBS disclosure.
- The only exception to the above is when the MVCC is hired for a private children's party. The Trust takes no action to vet hirers for these one-off events.

General Points

- The Manuden Village Hall and Sports Trust does not supervise children or vulnerable adults as part of its function within the Committee. DBS checks are not required for its members unless they have unsupervised access to children or vulnerable adults.
- If the Trust organises events to include children, it is always stated that children must be accompanied by parents or guardians.
- This policy is reviewed annually and/or when changes occur in national legislation or procedures.

Contact Information

Manager

Chris Bailey
01279 817111
info@mvcc.manuden.org.uk

November 2025

Caretaker

Richard Dale-Cooke
07894 146303