



Valley Park Community Association

Community Centre, Pilgrims Close, Valley Park, Chandlers Ford,
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Health & Safety Policy

Document Control

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General Statement of Policy

This document is the Health and Safety Policy of Valley Park Community Centre.

Our policy is to:

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

It is the intention of the Valley Park Community Association Management Committee to comply with all Health and Safety legislation and to act positively where it can be reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Valley Park Community Association Management Committee considers the promotion of the health and safety of its volunteers and employees at work and those who use its premises, including contractors, who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

To this end, it will seek to encourage employees, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Organisation of Health and Safety

The Valley Park Community Association Management Committee has overall responsibility for health and safety at Valley Park Community Centre and takes day to day responsibility for the implementation of this policy.

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

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the Community Centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Caretaker, Centre Manager or Chair, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise a faulty notice should be placed on it warning that it is not to be used and the Caretaker, Centre Manager or Chair informed as soon as possible.

The following persons have responsibility for specific items:

First Aid Box	Caretaker & Centre Manager
Reporting of Accidents	Chair
Fire Precautions and Checks	Caretaker & Centre Manager
Risk Assessment and Inspections	Chair
Information to Contractors	Centre Manager & Chair
Information to Hirers	Centre Manager
Insurance	Chair

Appendix A contains a map showing the location of electricity switch room, gas boilers and gas main tap, emergency exits, fire doors and fire extinguishers.

A carbon monoxide detector and warning system has been installed in the kitchen and the boiler room.

The Five Steps to Risk Assessment

Step One – Look for the hazards

Walk around and look afresh for the hazards. Ignore the trivial; concentrate on those which could result in serious harm or affect several people. Assess the probable frequency of the hazard occurring and score from 1 (low) to 6 (high):

1. Improbable
2. Possible
3. Occasional
4. Frequent
5. Regular
6. Common.

Step Two – Decide who might be harmed and how

Don't forget that children can be harmed in different ways to adults: for example, a toddler cannot read a notice saying 'No children in the kitchen except under close supervision', or may pull on a dangling lead, resulting in serious burns from a boiling kettle. (All kettles should have coiled leads and be kept at the back of work surfaces; 'Burco' type boilers should be restrained with safety guards or chains). Disabled people, elderly or the infirm may also be at risk of harm: a broom left in a corridor on a worn recessed mat in an entrance hall may be a tripping hazard, dripping umbrellas may cause a slip. Think about the activities and processes which take place in the hall for example, a volunteer checking gutters could fall from a ladder if no-one is holding it. Assess the severity of possible injury and score from 1(low) to 6 (high):

1. Trivial injuries
2. Minor injuries
3. Major – one person
4. Major – many people
5. Death of one person
6. Multiple deaths

Step Three – Evaluate the risks

Evaluate the risks and decide whether existing precautions are adequate or if more should be done. For each hazard you need to calculate the risk rating by adding together the two scores from steps one and two. A risk rating of 5 or more requires action. Draw up an action list of things that need to be done. Give priority to the highest risk and/or those that could affect most people. In taking action ask yourself: Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely?

Table 1 Risk Matrix

	Trivial Injuries	Minor Injuries	Major – one person	Major – many people	Death of one person	Multiple Deaths
Common	7	8	9	10	11	12
Regular	6	7	8	9	10	11
Frequent	5	6	7	8	9	10
Occasional	4	5	6	7	8	9
Possible	3	4	5	6	7	8
Improbable	2	3	4	5	6	7

In taking action the principles below must be applied in the following order:

- 1) Try a less risky option e.g. remove flammable material from the boiler room; repair broken windows or damaged equipment; engage contractors for high level work such as cleaning windows.
- 2) Prevent access to the hazard e.g. lock away cleaning materials, paint etc.
- 3) Organise to reduce exposure to the hazard e.g. ensure two people are on site when high level work is undertaken, one to hold the ladder and one to deal with an emergency; put white pain along the stage edge; guard the water boiler.
- 4) Issue personal protective equipment e.g. safety glasses, gloves.
7. Provide welfare facilities e.g make a first aid kit available.

Step Four – Record your findings

This important step is compulsory if you have five employees or more working on the premises. Record everything as you carry out the checks. Include checks that have been found satisfactory as well as points needing action. HSE guidance states that risk assessments must be “suitable and sufficient – not perfect!”. You need to be able to show that:

- a proper check was made;
 - you asked who might be affected (e.g. the caretaker, cleaner, volunteers, the public, children elderly or disabled people);
 - you dealt with all the obvious significant hazards, taking into account the number of people who could be involved;
 - the precautions are reasonable, and the remaining risk is low.
8. Keep the records. Insurers will ask for the risk assessment to defend any claim for public liability and a claimant’s solicitor is also likely to ask for it. It may also remind you to keep an eye on particular hazards. CoSHH and asbestos risk assessments must be kept for 40 years. Report the results to the management committee.

Step Five – Review your assessments regularly and revise if necessary

Review and revise your assessments if:

- there has been an accident or “near miss”;
- if circumstances change (e.g. building work)
- every two years if not done for the reasons above.

Some common problems so address at village halls:

- roofs easy to climb on – committees have a duty of care to trespassers;
- lack of restraint for boilers, which need strapping so they cannot fall;
- cleaning materials, mops, brooms, tools etc. should be locked away when not in use;
- provide warning signs in key places e.g. 'no children in the kitchen except for supervised food preparation', 'do not stack chairs more than 5 high in the store room';
- combustible materials stored in boiler rooms;
- check for signs of asbestos and if present set up system for monitoring its condition.

Arrangements and Procedures

Licence

The Community Centre is licensed by Test Valley Borough Council for music and dancing 08:00-23:00. The Community Centre does NOT hold licences under Performing Rights Society (PRS) or the Phonographic Performance Licence (PPL). Where appropriate, hirers must obtain such licence(s) at their own expense.

The sale of alcohol is permitted only through a Temporary Events Notice (at hirers own expense). The Centre is NOT licensed for the sale of alcohol.

Fire Precautions and Checks

The Management Committee will undertake an annual Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A plan of the Centre Showing the fire alarm points, fire exits and fire fighting equipment is attached. The nearest landline telephone out of hours is located in the pub opposite.

Person with responsibility for testing equipment and keeping log book: CARETAKER

Company hired to maintain and service fire safety equipment:

FireCare, Security & Electrical Ltd
Unit 6, City Grove Industrial Estate
Woodside Road
Eastleigh
Hampshire
SO50 4ET
Tel: 02380 269833

Location of Service Record: Office

Checking of Equipment, Fittings and Services:

Weekly	Door mats and stops, clocks, toilets, water heater, accident book, fridges, all lights inc. outside lights, fire doors, torch, and fire alarm test, non-hazardous waste collection
Monthly	Fire extinguishers – routine checks, First Aid Box, Ladders and Steps, Locks and Sockets, Window Cleaning, CO monitors, emergency lights - test switches, collection of Sanitary Waste, H&S risk assessment
6 Monthly	Outside gutters, Emergency Lights & Fire Alarm Maintenance Visit
Annually	Fire extinguishers – Maintenance Visit, PAT Testing, Gas Safety Inspection
5-Yearly	Full Electrical Inspection

Procedure in case of accidents

Emergency: Tel: 999
(Nearest Landline out of hours is in pub opposite)

Closest Defibrillator: St Francis Surgery (outside wall facing Community Centre)

Nearest hospital with Accident and Emergency: Southampton General Hospital
Tremona Road
Southampton
SO16 6YD
Tel: 02380 777222

Nearest GP Surgery: St Francis Surgery
Pilgrim's Close
Valley Park
Chandlers Ford
Hampshire
SO53 4ST
Tel: 02380 252131

Location of First Aid Box & Accident Book: Main Kitchen

Person(s) responsible for maintenance: Caretaker & Centre Manager

Accident forms must be completed whenever an accident occurs. Any accident must be reported to the Centre Manager and fed back to the Management Committee.

Person(s) responsible for RIDDOR: Chair

RIDDOR report online form: www.hse.gov.uk/riddor/report

The Chair is responsible for the completion of RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Major injuries or incidents must be reported on RIDDOR forms, including:

- deaths;
- a fracture, other than to finger, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by a head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours;

- where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Reportable occupational diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Relevant examples of reportable dangerous occurrences include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Safety Rules

All hirers are required to read the whole of the Hiring Agreement and should sign the form as evidence that they agree to the Conditions of Hire.

The Hiring Agreement states that Hirers must familiarise themselves with the Health and Safety Policy and acknowledge that they have received instruction in fire safety.

A risk assessment is carried out monthly and any risks are reported to the Management Committee.

Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the Committee;
- the contractors are competent to carry out the work (e.g. have appropriate qualifications, references, work experience);
- contractors have adequate public liability insurance cover;
- contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes);
- contractors do not work alone on ladders at height (if necessary a volunteer should be present);
- the contractor knows which member of the Committee is responsible for overseeing that their work is as asked and to a satisfactory standard;
- any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice.

Insurance

Liability insurance provider: Ansvar Insurance
Policy Number: CCP 2186567

Contact information for expert advice on Health and Safety

Health and Safety Executive (HSE): Website: www.hse.gov.uk

Environmental Health Officer: The Environmental Health Unit
Test Valley Borough Council
Tel: 01264 368000
Email: envhealth@testvalley.gov.uk
Website: www.testvalley.gov.uk

Local Fire Brigade: Eastleigh Fire Station
29 Steele Close
Chandler's Ford
Hampshire
SO53 3AA
Tel: 02380 644000

Citizens Advice Bureau: Eastleigh Citizens Advice Bureau
101 Leigh Road
Eastleigh
Hampshire
SO50 9DR
Tel: 0808 278 7862
Website: www.citizensadviceeastleigh.org.uk

Environment

There must be:

- adequate ventilation;
- a reasonable temperature, at least 16°C;
- suitable lighting and seating (for seated work);
- safe, clean premises with no tripping hazards (e.g. worn mats, leads)
- suitably maintained equipment and machinery;
- no undue reaching, bending or stretching when using equipment or machinery (such as moving furniture);
- the fencing-off of openings from which people are likely to fall;
- safe storage for all materials and goods;
- safety glass in windows where appropriate;
- control of vehicles where pedestrians are at risk, such as traffic calming measures;
- sufficient toilets and washing facilities with hot and cold water, soap and towels;
- accessible drinking water and suitable facilities for rest and eating.

Manual Handling

A risk assessment will be carried out in all cases where employees or volunteers have to carry, lift, push or pull items as part of their role (e.g. Caretaker setting out furniture). Employees or volunteers should avoid any manual handling operations which involve the risk of injury. If an operation cannot be avoided, take steps to reduce the risk of injury: give information about the object to be moved (e.g. weight) and provide a safe system of work. Employees must make full use of the guidelines provided as a result of the risk assessment (e.g. if told to use a trolley, or given a limit for chairs to be carried in a stack). Points to be considered in the risk assessment are:

- employees should be told not to lift loads which are too heavy, too bulky/unwieldy, too difficult to get hold of, too hot or hazardous;
- decide whether it is possible to avoid some handling through use of trolleys;
- ensure that employees and volunteers are given advice and consider the needs of people with health problems or women who are pregnant;
- training should be provided for those using and maintaining equipment;
- assess whether the job involves movements that increase the chance of injury when carrying or lifting (e.g. twisting, too much pushing or pulling, bending, reaching upwards);
- the area where the job is to be done should be free from risk with sufficient space to work in (e.g. store rooms should not be stacked so that chairs might topple when others are removed).

Adequate protective equipment (e.g. eye protection for use of sanding equipment) and clothing must be provided where risks to safety and health cannot be controlled by other means (which should be eliminated if possible). Any protective equipment supplied must be replaced if it deteriorates and the user should be given instructions about its use. Employees must use it and report any faults.

Portable Appliance Testing

Portable Appliance Testing (PAT) will be carried out whenever appropriate, involving a combination of visual checks and using test apparatus in order to comply with both the Electricity at Work Regulations (1989) and the Health and Safety at Work Act (1974) are complied with. All appliances that have been tested should display either a pass or fail label. Appliances that fail must not be used until repaired and re-tested. Any portable equipment brought onto the premises by users should be PAT tested. (Certain types of tests can damage computers and other office equipment and the correct test equipment needs to be used.) Users should be encouraged to report any faults or damage to electrical equipment and items reported should be taken out of use (e.g. marked as faulty or the plug removed) until repaired.

Food Hygiene

All hirers must adhere to provisions of the Food Hygiene (England) Regulations 2006. A full copy of the regulations is available from the Centre Manager.

Further Reading

Guidance on the application of EU food hygiene law to community and charity food provision (Food Standards Agency, 2015) <https://www.food.gov.uk/sites/default/files/media/document/hall-provision.pdf>. Last Accessed: 12 July 2022.

Providing food at community and charity events (Food Standards Agency, 2021) <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>. Last Accessed: 12 July 2022.

The Electricity at Work Regulations (1989) <https://www.legislation.gov.uk/uksi/1989/635/contents/made>. Last Accessed: 12 July 2022.

The Food Hygiene (England) Regulations (2006) <https://www.legislation.gov.uk/uksi/2006/14>. Last Accessed 12 July 2022.

The Health and Safety at Work etc Act (1974) <https://www.legislation.gov.uk/ukpga/1974/37/contents>. Last accessed: 12 July 2022.

