



**Elton Community Centre**  
School Lane  
Elton  
CH2 4PU  
[admin@eltoncommunitycentre.co.uk](mailto:admin@eltoncommunitycentre.co.uk)

Registered Charity No. 520048

### **Health and Safety Policy Statement**

The Elton Community Centre Management Committee (hereafter called the Committee) is committed to the following Policy:

- a. Providing healthy and safe working conditions, equipment and systems of work for its volunteers, committee members and hirers,
- b. Keeping the Community Centre and equipment in a safe condition for all users,
- c. Providing such training and information as is necessary for Committee members, volunteers and users.

The Committee will comply with all Health and Safety legislation and will act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. The Committee considers the promotion of the health and safety of those who use the premises to be of great importance.

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

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 General Conditions of Hire agreement and with the safety notices displayed on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others. Attention is particularly drawn to

Appendix 1 attached to this Policy which relates to "Responsibilities for Health and Safety"

Approved by the Elton Community Centre Management Committee:

Signed:

Vicki Serna - Chairman

Date:

Signed:

Nicki Lunny - Centre Manager

Date:

Contact: [Bookings@eltoncommunitycentre.co.uk](mailto:Bookings@eltoncommunitycentre.co.uk), 01928 890849  
[accounts@eltoncommunitycentre.co.uk](mailto:accounts@eltoncommunitycentre.co.uk)



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## Appendix 1

### RESPONSIBILITIES FOR HEALTH AND SAFETY

1.0 The Committee has overall responsibility for health and safety in the Community Centre and for the implementation of this policy. It is the intention of the committee to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations in the Village Hall.

1.1 All users of the Community Centre are expected to read this Health and Safety Policy Statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

1.2 It is the duty of all Committee members, contractors, hirers and visitors to take care of themselves and others who may be affected by their activities to do everything they reasonably can to prevent injury to themselves and others and to co-operate with the Committee in keeping the premises safe and healthy, including the grounds and car park.

1.3 Should anyone using the Community Centre become aware of any faults, damage or other situations which might cause injury and which cannot be rectified immediately, they should inform a committee member as soon as possible so that the situation can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be reported immediately to a committee member

1.4 Routine reviews, checks and inspections of safety procedures and equipment are conducted by the Committee or their nominees.

### 2.0 SAFETY INFORMATION

#### 2.1 Fire Precautions and Checks

2.1.1 A copy of the Community Centre Emergency Evacuation procedure is displayed on the Community Centre Notice Board. In addition, each group that regularly meets may have its own evacuation and fire drill procedure. A guide to emergency arrangements is provided to all hirers.

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2.1.2 The service record for the fire safety equipment is available from the Chairman upon request

2.1.3 A schematic of the Community Centre showing the location of fire exits, fire extinguishers is displayed on the Notice Board in the Foyer.

2.2 Risk Assessments. The Committee carries out a Annual risk assessment to assess and examine all activities, a decision is then made as to whether enough precautions are in place or whether further actions are required. These risk assessments also help the Committee to comply with various laws and regulations contained in a wide range of legislation. A copy of the current Risk Assessments is contained within the Policy Folder displayed in the Foyer.

3.0 SAFETY PRACTICES The following are best practices and should be adhered to in order to minimise risks:

1. Make sure that all emergency exits are clear and unlocked during the Hall use.
2. Do not operate or touch any electrical equipment where there are signs of damage.
3. Steps, ladders and mini scaffolding should be properly secured before use and must not be used unless another person is present.
4. Do not leave portable electrical Equipment operating while unattended.
5. Heavy items e.g. tables and chairs should be moved using the proper equipment.
6. Do not stack chairs more than three (3) high.
7. Do not allow children in the kitchen except under close supervision.
8. Wear suitable protective clothing when handling cleaning or other toxic materials.
9. Report any evidence of damage or faults to equipment or the building's facilities to a member of the committee.



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10. Record every accident in the accident book and to the Committee's designated person. Be aware and seek to avoid the following risks;
11. Creating slipping hazards on steps or wet floors – mop spills immediately.
12. Creating tripping hazards via items left in the foyer, kitchen, main hall, rooms and storage areas.
13. Risk to individuals while in sole occupancy of the building.
14. Risks involved in handling kitchen equipment.
15. Creating hazards by overloading storage cupboards/shelving.

4.0 IN CASE OF ACCIDENTS, the First Aid Box is located under the Coffee Machine in the Café area.

4.1 The accident book is in the First Aid cupboard in the kitchen. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to the Committee's designated person.

4.2 INSURANCE. A copy of the Employer's Liability for the Community Centre are displayed on the Community Centre notice board. The Centre also has in place the appropriate level of Public Liability Insurance.

4.3 CONTRACTORS. Before any contractor or person on site begins any work they should:

- a) Carry out their own risk assessments
- b) Ensure they have adequate liability cover
- c) Familiarise themselves with this Health and Safety Policy.



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#### 4.4 EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

\*\*\*Fire Assembly Point is in Car Park by 'Assembly Point' Sign\*\*\*

#### 4.5 IF YOU DISCOVER A FIRE:

1. SOUND THE ALARM BY PRESSING A FIRE CALL POINT.
2. IMMEDIATELY GO TO FULL EVACUATION PROCEDURES.
3. DIAL 999 OR 112 FOR FIRE SERVICE.
4. ALL PRESENT TO LEAVE BUILDING AND MEET ON ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED.
5. IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF.
6. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.

#### 4.6 IF YOU HEAR THE FIRE ALARM

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. CLOSE ALL DOORS BEHIND YOU.
3. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
4. DO NOT STOP TO COLLECT BELONGINGS.
5. DO NOT TAKE RISKS – JUST GET OUT

Designated Person: Pauline O'Reilly

Signed: \_\_\_\_\_

Chairperson

Date:

Signed: \_\_\_\_\_

Centre Manager

Date:

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