

HEALTH AND SAFETY POLICY

PART 1: General Statement of Policy

Our policy is to:

- a) Provide healthy and safe conditions, equipment and systems of work for our volunteers, committee members, hirers and employee(s).
- b) Ensure that the Stithians Centre and equipment are in a safe condition for all users.
- c) Provide such training and information as is necessary to ensure the health and safety of staff, volunteers and users.

It is the policy of The Stithians Centre to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Stithians Centre considers the promotion of the health and safety of its 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 of all who use the Centre as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, committee members and users to engage in the establishment and implementation of safe working practices.

Employees, committee members, hirers and visitors are 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 agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of the Management Committee)

Name: Denis Nightingale

Position: Chair

Date:

PART 2: ORGANISATION OF HEALTH AND SAFETY

The Stithians Centre committee has responsibility for health and safety at The Stithians Centre.

The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Name: CARETAKER -----Martin Roper 07549 610 034

Name: CHAIR – Denis Nightingale 07432 476665

Name; BOOKINGS OFFICER – Andy Moss 07394 657 960

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the management committee in keeping the premises, including the grounds and access, safe and healthy.

Should anyone using the Centre come across a fault, damage or other situation which might cause injury and which cannot be rectified immediately they should inform the people listed above, as soon as possible so that the problem 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 placed out of the way of obvious use.

The following peoples have responsibility for specific items:

First Aid box	Chair
Reporting of Accidents	Chair
Fire precautions and checks	Chair and committee
Training in use of hazardous substances and equipment	Chair
Risk Assessment and Inspections	Chair and committee
Information to contractors	Chair/officers
Information to hirers	Bookings Officer
Insurance	Treasurer

PART 3: ARRANGEMENTS AND PROCEDURES

Premises Licence

The hall is licensed for the following activities by Cornwall Council:

Performance of plays, exhibition of films, indoor sporting events, live music, recorded music, performance of dance, (and anything falling within a similar description of these), late night refreshment, supply of alcohol. See bookings officer and website for details.

Fire Precautions and Checks, available from committee

In case of fire call: 999

Person with responsibility for testing equipment and keeping log

Chair & committee

Local Fire Brigade Contact Name

Falmouth Fire Station

Any general enquiries should be directed to

Or **Cornwall Fire and Rescue Service**

Call: 0300 1234 232 for general enquiries or

Call: 0800 3581 999 for 24-hour fire safety advice

Fire Brigade Local Contact tel. no:

01209 615080

Company hired to maintain and service fire safety equipment: Name **awaiting** confirmation (was Falfire)

Address: H&S File (available from secretary)

List of Equipment and its location, For example:

Item	Test interval	Location	Service Date
Residual Current Device	Monthly	Foundry	
Emergency Lighting	Monthly		

Fire Exits	Weekly	Main hall
Fire alarms	Monthly Rolling Program	Each Room
Firefighting appliances	Annually	Each Room
Electrical installation	5 Years	The Centre
Lift	Every 6 Months	Foyer
PAT testing	Annually	

PROCEDURE IN CASE OF ACCIDENTS

The location of the nearest hospital Accident and Emergency/Casualty dept is: Royal Cornwall Hospital, Treliske, Truro.

Minor injuries Unit: Falmouth Hospital, Trescobeas Rd, Falmouth or Camborne/Redruth Community Hospital, Barncoose, Redruth

The location and telephone no. for the nearest Doctor's surgery is: Stithians Surgery, Crellow Lane, Stithians. Tel 01209 860 170.

When above not open: Penryn Surgery, Saracen Way, Penryn. 01326 372 502

The First Aid Box is in: the storage cupboard in the foyer near lift.

The person responsible for keeping the first aid box up to date is: Chair, Denis Nightingale and Secretary Cath Cullen

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the responsible member of the management committee, who is: Chair – Denis Nightingale

The person responsible for completing RIDDOR forms and reporting accidents is: Denis Nightingale

The following major Injuries or incidents must be reported on RIDDOR forms:

See 2013 guidance on what to report

Relevant examples of reportable dangerous occurrences include.

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

SAFETY RULES

All hirers are expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the Booking Officer about safety procedures at the Centre which they will be expected to follow (e.g., fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be informed of the location of the accident book and Health and Safety file.

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Employees, 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 agreement and with safety notices on the premises and to accept responsibility to do everything which they can to prevent injury to themselves or others.

The management committee have carried out Risk Assessments. The following practices must be followed to minimise risks:

- Make sure that all the appropriate emergency exit doors are clear and unlocked as soon as the Centre is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked chairs) – use the trolleys provided
- Do not stack more than ten chairs.

- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to the Caretaker, 07549 610034 or Denis Nightingale 07432 476665
- Report every accident in the accident book and to Denis Nightingale, Chair
- Be aware of and seek to avoid the following risks:
 - Creating slipping hazards on stairs, polished or wet floors - mop up spills immediately.
 - Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors.
 - Use adequate lighting to avoid tripping where necessary.
 - Risk to Individuals while in sole occupancy of the building
 - Risks involved in handling kitchen equipment e.g., cooker. Water heater and knives
 - Creating toppling hazards by piling equipment e.g., in store cupboards.

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, 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 second person should be present)
- Contractors have their own health and safety policy for their staff
- 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 of the Institute of Electrical Engineers

Insurance

Give details of the company providing the hall's Employer's Liability and Public Liability Insurance cover:

Name and address of insurer: Ansvar, Ansvar House, St Leonard's Rd, Eastbourne BN21 3UR

Telephone no of insurer: +44 02920 726540

Policy No.: CCP 2196910

Date of Renewal 9th May 2022

Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in January 2022

Committee members with responsibility for aspects of Health and Safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users, committee members or employees.

Addresses and telephone numbers that can give advice on health and safety:

The Health and Safety Executive –

Plymouth for Cornwall

North Quay House
Sutton Harbour
Plymouth
PL4 0RA
Fax: 01752 226024

The Fire Authority –

Contacting the Station

Any general enquiries should be directed to: 0300 1234 232

Or for 24-hour Fire Safety Advice call free on: 0800 3581 999

In case of fire 999

The Local Environmental Health

Telephone 0300 1234 212