

TOWNLEY MEMORIAL HALL TRUST
HEALTH & SAFETY POLICY AND PROCEDURES

1. Part 1 – General Statement of Policy

- 1.1. This document is the Health and Safety Policy of the Townley Memorial Hall Trust (Fulbourn Centre).
- 1.2. Our policy is to:
 - 1.2.1. Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, Trustees and hirers.
 - 1.2.2. To limit as far a possible our impact on the environment.
 - 1.2.3. Keep the Fulbourn Centre and equipment in a safe condition for all users.
 - 1.2.4. Provide such training and information as is necessary to staff, volunteers and users.
- 1.3. It is the intention of the Fulbourn 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.
- 1.4. The Fulbourn 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 Fulbourn Centre 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, Trustees and users to engage in the establishment and observance of safe working practices.
- 1.5. 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 Fulbourn Centre, with all safety expectations 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.

Approved by the Management Committee on:

Name: Richard Townley
Position: Chair

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2. Part 2: Organisation of Health and Safety

- 2.1. The Townley Memorial Hall Management Committee has delegated overall responsibility for health and safety at the Fulbourn Centre to the Operations Group (Ops Group).
- 2.2. The persons delegated by the Ops Group to have day to day responsibility for the implementation of this policy are:
- Name: Richard Doe, Trustee
Telephone No: 07494 198813
- Name: Sue Davies, Centre Administrator
Address: Administration Office, Fulbourn Centre, Home End, Fulbourn
Telephone No: 01223 880908; mobile 07740 484504
- 2.3. It is the duty of all Trustees, employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Ops Group in keeping the premises and surrounding areas safe and healthy.
- 2.4. Should anyone using the Fulbourn Centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Centre Administrator, 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. The Centre Administrator will arrange for it to be removed and stored safely until it can be repaired or disposed of.
- 2.5. The following persons or groups have responsibility for specific items:
- First Aid boxes: Centre Administrator
 - Reporting of accidents: Centre Administrator
 - Fire precautions and checks: Richard Doe
 - Training in use of hazardous substances and equipment: Richard Doe
 - Risk Assessment and Fire Safety inspections: Richard Doe
 - Information to contractors: Richard Doe
 - Information to hirers: Centre Administrator
 - Insurance: Ops Group
- 2.6. A plan of the hall showing the location key services is held in the Fulbourn Centre Administration Office (Office).

3. Part 3: Arrangements and Procedures

3.1. Licence

- 3.1.1. The Fulbourn Centre has a Premises Licence issued by South Cambridge District Council permitting certain regulated entertainment and licensable activities within specified time periods. A copy of the Premises Licence is posted on the Notice Board inside the Townley Hall and can be obtained from the Centre Administrator.

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3.1.2. A licence for the sale of alcohol is held by the Fulbourn Institute Sports & Social Club (FISSC) which operates from the Centre. All alcohol consumed on the premises must be sourced or arranged through the FISSC.

3.2. Fire Precautions and Checks

3.2.1. The current Risk Assessment and Fire Safety Inspection Report, details of the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, firefighting equipment and assembly point(s) are held in the Office. Copies can be provided on request by the Centre Administrator.

3.2.2. Company hired to maintain and service the fire alarm system:

Name: A M Alarm Maintenance

Address: 245 Wimpole Road, Barton, Cambridge, CB23 7AE

Tel No.: 01223 263222 email: alarm@alarmmaintenanceltd.co.uk

Location of service record: Office

3.2.3. List of key equipment, test intervals and responsibilities:

Item	Test interval (e.g. weekly/monthly/annual)	Responsibility
Emergency Lighting	Monthly	Richard Doe
Fire alarm system	Six monthly service	Richard Doe
Fire Exits – main hall	Weekly	Richard Doe
Fire extinguishers	Annually	Richard Doe
Fire blankets	Annually	Richard Doe
Electrical installation	5 years	Richard Doe

3.3. Procedure in case of accidents

3.3.1. The location of the nearest hospital Accident and Emergency/Casualty dept is: Addenbrookes Hospital, Hills Road, CB2 0QQ

3.3.2. The location and telephone no. for the nearest doctor's surgery is: Fulbourn Health Centre, Haggis Gap, Fulbourn. Tel: 01223 880216.

3.3.3. First Aid boxes are located in the Townley food preparation area and the Green Room lower cupboard. The person responsible for maintaining the boxes: Centre Administrator.

3.3.4. Accident books and forms are located beside the First Aid boxes. When an accident occurs and/or the First Aid box is used a form must be completed and passed to the Centre Administrator as soon as possible.

3.3.5. All accidents will be reported to the Chair of the Ops Group.

3.3.6. The person responsible for completing RIDDOR forms and reporting accidents is: Centre Administrator.

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3.3.7. The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- any penetrating injury to the eye (including chemical);
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin;
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

3.3.8. 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

3.4. Safety Rules

3.4.1. All hirers will be 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 relevant information and training by the Centre Administrator about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

3.4.2. Risk assessments are carried out by the responsible persons named in Part 2. This includes risk assessments on hazardous substances and fire. Any hazards identified through the risk assessment are noted and procedures to be adopted in order to minimise risk are outlined in the Risk Assessment and Fire Safety Inspection Report.

3.4.3. The Health & Safety Expectations for hirers including guidance on managing the principal risks is attached as Appendix A. This is included as an integral part of the hiring agreement.

3.5. Contractors

3.5.1. The Ops Group will require any contractor (including self-employed persons) to demonstrate before they start work that:

3.5.1.1. the contract is clear and understood by both the contractors and the Centre.

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- 3.5.1.2. the contractor is competent to carry out the work e.g. have appropriate qualifications, references, experience.
 - 3.5.1.3. the contractor has adequate public liability insurance cover.
 - 3.5.1.4. the contractor has seen the health and safety file and is aware of any hazards which might arise (e.g. electricity cables or gas pipes).
 - 3.5.1.5. a contractor does not work alone on ladders at height (if necessary, a volunteer should be present).
 - 3.5.1.6. the contractor has its own health and safety policy for its staff.
 - 3.5.1.7. the contractor knows which member of the Ops Group is responsible for confirming that work is completed as asked and to a satisfactory standard.
 - 3.5.1.8. any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.
 - 3.5.1.9. any alterations or additions to the gas supply or installations must only be undertaken by a Gas Safe registered contractor.
- 3.5.2. The company providing the hall's Employer's Liability and Public Liability insurance cover:

Insurer: Ansvr Insurance, Ansvr House, St Leonards Road, Eastbourne, BN21 3UR
Telephone: 01323 737541 or 0345 60 20 999
Policy No: CCP 2207753
Date of Renewal: 23/07/2019

A copy of the policy is held in the Office.

The policy specifically excludes any liability arising from bodily injury to any hirer's employees. There are also exclusions related to the use of bouncy castles and other-land based inflatables, trampolines, gym equipment, and fixed outdoor playground equipment and activities such as face painting and henna tattoos. Hirers are advised to make themselves aware of the exclusions and ensure they have adequate public liability insurance covering the activities they intend to undertake. The Centre accepts no responsibility for injury to participants at hirers' events or damage to hirers' equipment resulting from the activities undertaken by the hirer or the participants.

3.6. Review of Health and Safety Policy

- 3.6.1. The Management Committee will review this policy annually. The next review is due in March 2020.
- 3.6.2. The Centre Administrator and the Ops Group Trustee with responsibility for aspects of health and safety will report to the Ops Group regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

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Appendix A – Health and Safety Statement to be provided to all Users

The Fulbourn Centre will comply with all health and safety legislation and act positively where it can reasonably do so to prevent injury, ill health and any danger arising from activities and events conducted within the Centre.

Employees, hirers and visitors are required to comply with the practices set out by the Fulbourn Centre, with all the safety requirements set out in the Terms and Conditions of Hire, with the safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Centre accepts no responsibility for injury to participants at Hirers' events or damage to Hirers' equipment resulting from the activities undertaken by the Hirer or event participants. Hirers are required to have adequate public liability insurance covering their activities.

If the Fire Alarm sounds, users must leave the Centre immediately by the nearest accessible Fire Exit, avoiding any source of fire, and assemble in the car park in front of the main entrance. Hirers will be responsible for providing a headcount of the attendees at their event to the emergency services should this be requested.

The Fulbourn Centre carries out regular risk assessments. The following practices must be followed by all users of the centre in order to minimise risks to employees, hirers and visitors of the Centre:

- Make sure they are aware of the location of Fire Exits and of the fire safety and evacuation procedures of the Centre.
- If a fire is detected, activate the nearest alarm panel if possible and make every effort to bring the fire to the attention of other users without putting yourself or other users in danger.
- Ensure that all emergency exit doors are clear and unlocked when the Centre is open.
- Do not move heavy or bulky items (e.g. stacked tables or chairs) alone - use the chair and table trolleys provided.
- Report any evidence of damage or faults to equipment or the building's facilities to the Centre Administrator on 01223 880908 or via email at fulbourncentrebookings@gmail.com.
- Report every accident to the Centre Administrator and record it in the Accident Book.
- Ensure that any electrical appliances brought onto the site are safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not leave portable electrical appliances operating unattended.
- Switch off and where possible unplug portable electrical appliances after use.
- Do not allow children in the kitchen areas except under close supervision.
- Avoid over-crowding and running in the kitchen areas.
- Be aware of and seek to mitigate the following risks:
 - a) Slip hazards on polished or wet floors – please seek help to mop spills immediately.
 - b) Buggies, umbrellas and other items left in corridors and rooms in such a way as to cause a trip hazard.
 - c) Trips or falls from the stage front or the stage area side entrance steps
 - d) To individuals while in sole occupancy of the building.
 - e) Handling kitchen equipment e.g. cooker, water boiler and knives.
 - f) Creating toppling hazards by piling equipment in store cupboards etc.
- Ensure that all chairs and tables are returned in a clean condition to their trolleys and moved back to the relevant storage areas after use.
- Do not work on steps, ladders at heights above 1 metre unless these are properly secured, and another person is present.
- Wear suitable protective clothing when handling cleaning or other toxic materials.