

# **Hanham Community Centre**

Registered Charity No: 1152575

## **Health and Safety Policy Statement**

September 2023

***Dated: September 2023***

***Issue: 8.0***

*Prepared by: K M Lawrence*

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***This Policy was adopted by the Board of Trustees in August 2014  
and revalidated with minor updated in Oct 2023***

# AMMENDMENTS

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comments</b>
0.1	Apr 04	K M Lawrence	Initial Draft
1.0	Sept 04	K M Lawrence	Approved by BOT
2.0	May 07	K M Lawrence	Minor updates
3.0	Nov 10	K M Lawrence	Updated
4.0	Jan 13	K M Lawrence	Minor updates
5.0	Dec 13	K M Lawrence	Charity No updated
6.0	Aug 14	K M Lawrence	Updated
7.0	Oct 17	K M Lawrence	Minor update and reformatted, annexes removed from policy document
8.0	Sept 23	K M Lawrence	Minor updates and revalidation

# HEALTH AND SAFETY STATEMENT

## Health and Safety at Work Act 1974

**This is the Health and Safety Policy Statement of  
HANHAM COMMUNITY CENTRE**

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:     *K M Lawrence*    

Signed:     *J Lambourne*    

PRINT:     K M Lawrence    

PRINT:     J Lambourne    

Date:     25<sup>th</sup> Sept 23    

Date:     25<sup>th</sup> Sept 23

# ANNEX – Responsibilities and Arrangements

## 1. Responsibilities

- a. Overall and final responsibility for health and safety is that of the CHARITY TRUSTEES.
- b. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the ADMINISTRATOR.
- c. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

ROLE	RESPONSIBILITY
<i>BOT</i>	<i>Setting H&amp;S Policy</i>
<i>Administrator</i>	<i>Implementing H&amp;S Policy</i>
<i>Stage Director (HP)</i>	<i>Raising H&amp;S issues for the stage and stage equipment</i>
<i>BATS Directors</i>	<i>Setting H&amp;S Policy in HCC BATS Ltd</i>
<i>Bar Steward</i>	<i>Implement Policy for Bar and Trading Services Ltd</i>
<i>CC Committee</i>	<i>Sports Ground</i>

- d. All employees are to:
  - co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## 2. Arrangements

- a. Health and Safety Risks arising from Work Activities
  - i. Risk assessments will be undertaken by THE ADMINISTRATOR.
  - ii. The findings of the risk assessments will be reported to the CHARITY TRUSTEES (Board of Trustees).
  - iii. Action required to remove/control risks will be approved the CHARITY TRUSTEES.
  - iv. THE ADMINISTRATOR will be responsible for ensuring the action required is implemented.
  - v. THE ADMINISTRATOR will check that the implemented actions have removed/reduced the risks.
  - vi. Responsibility for assessment and implementing actions at the Sports Ground rests with the Cricket Club Committee (Chairman).
  - vii. Assessments will be reviewed ANNUALLY or when the work activity changes, whichever is the soonest.

- b. Consultation with Employees and Volunteers

- i. Employee representative(s) are:

Role	REPRESENTING
<i>Administrator</i>	<i>Centre staff &amp; Contractors</i>
<i>Bar Steward</i>	<i>BATS for Bar staff</i>
<i>Officers and Trustees</i>	<i>Centre volunteers &amp; members</i>
<i>Bar Steward &amp; CC Chairman</i>	<i>Sports Ground members, visitors, volunteers and contactors</i>

- ii. Consultation with employees is provided by these REPRESENTATIVES.

- c. Safe Plant and Equipment
  - i. The ADMINISTRATOR will be responsible for identifying all equipment/plant needing maintenance.
  - ii. The ADMINISTRATOR will be responsible for ensuring that all identified maintenance is implemented.
  - iii. Any problems found with plant/equipment should be reported to the CHARITY TRUSTEES.
  - iv. The ADMINISTRATOR will check that new plant and equipment meets health and safety standards before it is purchased.
  - v. The CRICKET CLUB COMMITTEE (CHAIRMAN) will be responsible for identifying equipment, ensuring it is maintained, and reporting to the TRUSTEES.
  
- d. Safe Handling and Use of Substances
  - i. The ADMINISTRATOR will be responsible for identifying (and recording) all substances which need a COSHH assessment.
  - ii. The ADMINISTRATOR will be responsible for undertaking COSHH assessments.
  - iii. The ADMINISTRATOR will be responsible for ensuring that all actions identified in the assessments are implemented.
  - iv. The ADMINISTRATOR will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
  - v. The ADMINISTRATOR will check that new substances can be used safely before they are purchased.
  - vi. Assessment will be reviewed ANNUALLY or when the work activity changes, whichever is soonest.
  - vii. The CRICKET CLUB COMMITTEE (CHAIRMAN) will be responsible for identifying and assessing substances which need COSHH assessments, ensuring actions are implemented, informing staff & volunteers, assessing new products and conducting an ANNUAL review.
  
- e. Information, Instruction and Supervision
  - i. The Health and Safety Law poster is displayed in the MAIN OFFICE.
  - ii. Health and safety advice is available from the MAIN OFFICE or the Health and Safety Executive.
  - iii. The ADMINISTRATOR is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.
  
- f. Competency for Tasks and Training
  - i. Induction training will be provided for all employees/volunteers by the appropriate member of staff or responsible person, as follows:
 

ROLE	RESPONSIBILITY
Administrator	Centre Staff & Volunteers
Bar Steward (HCC)	Bar Staff (HCC BATS)
CC Chairman (Sports Gnd)	Bar Staff & Volunteers (SG)
  - ii. Job specific training will be provided by the above personnel.
  - iii. Training will be identified, arranged and monitored by the OFFICERS.
  
- g. Accidents, First Aid and Work-Related Ill Health
  - i. Health surveillance is NOT required for any employees.
  - ii. The first aid box(s) are kept at:
    - a. MAIN OFFICE
    - b. LOUNGE BAR
    - c. KITCHEN
    - d. SCENARY DOCK ON STAGE
    - e. SPORTS GROUND

- iii. The appointed person(s) are:
    - f. THE ADMINISTRATOR
    - g. DUTY OFFICER(S)
    - h. ANY MEMBER WITH FIRST AID TRAINING
  - iv. All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept in the MAIN OFFICE.
  - v. The ADMINISTRATOR is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
  - vi. Accidents at the SPORTS GROUND must be recorded in the central accident book – for assessment and monitoring.
- h. Monitoring
- i. To check our working conditions, and ensure our safe working practices are being followed, we will:
    - 1. Hold an annual review
    - 2. Annually review the risk register
    - 3. Investigate any incidents
  - ii. The ADMINISTRATOR is responsible for investigating accidents.
  - iii. The TRUSTEES are responsible for investigating work-related causes of sickness absences.
  - iv. The ADMINISTRATOR is responsible for acting on investigation findings to prevent a recurrence.
- i. Emergency Procedures – Fire and Evacuation (See Fire Risk Assessment)
- i. The TRUSTEES are responsible for ensuring a fire risk assessment is undertaken and implemented.
  - ii. Escape routes are checked by the ADMINISTRATOR every MONTH.
  - iii. Fire extinguishers are maintained and checked by a contract company every YEAR.
  - iv. Alarms are tested by the ADMINISTRATOR every WEEK.
  - v. The ADMINISTRATOR shall ensure an emergency evacuation practice (Fire Drill) shall be initiated at least ANNUALLY.
  - vi. The ADMINISTRATOR shall ensure Fire call-point are tested WEEKLY.
  - vii. The ADMINISTRATOR shall ensure Emergency Lighting is tested MONTHLY.
  - viii. The TRUSTEES and ADMINISTRATOR shall ensure staff have basic Fire Training ANNUALLY as detailed in the Fire Risk Assessment; but to include Fire Escape Routes, Assembly Point, Duties in response to Alarm Activation, Duties on detecting a fire, Basic Fire Extinguisher use.