

Health and Safety Policy

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of The Coddenham Centre.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for staff, hirers, users and other visitors.
- b) Keep equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for staff, hirers, users and other visitors.

It is the intention of The Coddenham Centre Charitable Incorporated Organisation (CIO) to comply with all relevant 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 CIO considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The CIO recognise 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, the CIO will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the CIO, 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.

Date: March 2022

Part 2: Organisation of Health and Safety

The CIO has overall responsibility for health and safety at The Coddenham Centre and take 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 Board 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 hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chairman or the Centre Manager, as soon as possible so that the problem can be dealt with.

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

The following persons have responsibility for specific items:

First Aid box: Centre Manager<sup>[L]
[SEP]</sup>

Reporting of Accidents: Centre Manager

Fire precautions and checks: Centre Manager<sup>[L]
[SEP]</sup>

Risk Assessment and Inspections: Centre Manager

Information to contractors: Centre Manager

Information to hirers: Centre Manager

Insurance: Trust Treasurer

Part 3: Arrangements and Procedures

1. Licences

The Coddendam Centre is licensed for music, singing and dancing and sale of alcohol by Mid Suffolk District Council

2. Fire Precautions and Checks

A fire risk assessment was carried out in March 2022 accordance with the Regulatory Reform (Fire Safety) Order 2005. This will be updated annually.

A plan of The Coddendam Centre showing the fire alarm points, fire exits, emergency lighting unit, gas safety switch and fire fighting equipment is attached.

Person with responsibility for testing equipment and keeping log book: Centre Manager

Company hired to maintain and service fire safety equipment: Suffolk Fire & Security 22 Heron Close Stowmarket IP14 1UR Tel 07866 889407

Location of service record and fire inspection certificate: Main foyer cupboard

Checking of Equipment, Fittings and Services:

Weekly: Accident book, outside lights, emergency lighting, fire doors and fire alarm.

6 monthly – Health and Safety risk assessment

Annually: Fire extinguishers, electrical certificate

3. Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is Ipswich Hospital, Heath Road, Ipswich, IP4 5PD Tel: 01473 712233

There are two First Aid Boxes on the premises. One is located in the foyer and

the other in the kitchen. ^[L]_[SEP] The person responsible for keeping this up to date is the Centre Manager.

The accident book is kept next to the first aid box in the foyer. This must be completed whenever an accident occurs.

Any accident must be reported to the Centre Manager or Chairman.

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

4. Safety Rules

The Terms and Conditions of hire for The Centre contain many health and safety aspects. All hirers will be expected to read the conditions and should sign the hiring form as evidence that they agree to the conditions.

A safety check is carried out every 6 months and any risks reported to the Board.

5. Contractors

The Centre Manager 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 CIO.
- The contractors are competent to carry out the work (eg have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have their own health and safety policy for their staff
- The contractor knows which member of the Board is responsible for overseeing that their work is as asked and to a satisfactory standard

6. Insurance

Company providing the Coddensham Centre's Employer's Liability and Public Liability insurance cover:

Hiscox : Policy no. 8261234

Date of renewal: 31/10/2022

7. Review of Health and Safety Policy

The Trustees will review this policy annually. The next review is due in March 2023.

