Donington Community Centre: Health and Safety Policy

1. Statement of Intent

The Donington Community Centre Management Committee is committed to providing and maintaining a safe and healthy environment for all users, hirers, volunteers, and visitors. We recognize our duty to comply with the Health and Safety at Work Act 1974 and other relevant safety legislation. We aim to minimize risks through regular maintenance and clear communication of responsibilities.

2. Organisation and Responsibilities

Centre Management Committee (Duty Holder)

The Committee has overall responsibility for ensuring the premises and facilities are maintained in a safe condition.

- **Policy Review:** Reviewing and updating this policy annually.
- **Maintenance:** Ensuring fire equipment, emergency lighting, electrical systems, and the building structure are regularly inspected and maintained by competent persons.
- **Risk Assessment:** Conducting a **generic risk assessment** for the building and grounds (e.g., public access areas, kitchen, car park) and taking reasonable steps to mitigate identified risks.

All Volunteers and Key Holders

- To read and adhere to this policy and the associated Fire Safety Procedures.
- To report any immediate danger, hazard, or defect in the building or grounds to the Committee immediately.

Hirers (Critical Responsibility)

Hirers are responsible for the health and safety of their own activity and attendees.

- Hirers must conduct a **specific risk assessment** related to their event (e.g., specific equipment, activities for children, catering).
- Hirers must manage the safety of their attendees and ensure all emergency procedures are followed during the hire period.
- The Hirer is solely responsible for ensuring any equipment they bring is safe and **PAT tested**.

3. Hazard Management and Reporting

Reporting Accidents and Incidents

- All accidents, however minor, must be recorded in the **Accident Book, located in the Kitchen**.
- The Hirer is responsible for ensuring the form is completed accurately and for arranging professional medical assistance when required.

Identifying and Reporting Hazards

- Any person observing a fault or hazard (e.g., damaged flooring, broken equipment, blocked drain) that presents an immediate risk must take steps to make the area safe (e.g., placing a barrier) and immediately report it to a Committee member or the **Bookings Administrator**.

Equipment Safety

- **Electrical:** The Centre will ensure its fixed wiring and portable appliances are routinely inspected. Hirers must ensure any equipment they bring holds a current **PAT test certificate**.
- **Chemicals:** Cleaning materials stored on site must be correctly labelled and stored securely (especially away from areas accessible to children).

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4. Emergency Procedures

The procedures outlined in the Terms and Conditions are mandatory:

- **Fire Safety:** Fire exits must remain completely unobstructed at all times. Hirers act as the Fire Marshal for their event.
- **Evacuation:** The designated Fire Assembly Point is the **grass playing field to the left of the centre**.
- **First Aid:** A **First Aid Kit** is available in the **Kitchen**.

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5. Review

This policy will be reviewed annually by the Donington Community Centre Management Committee to ensure it remains relevant and legally compliant.
