



## **Fakenham Community Campus Trust Limited Health & Safety Policy**

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# Fakenham Community Campus Trust Limited Health & Safety Policy

## **Introduction**

Fakenham Community Centre aims to provide facilities for social welfare, recreation and leisure occupation within the Fakenham area.

The Centre is run by Fakenham Community Campus Trust Limited (FCCT). As a Registered Charity, the Trust is run by a Board of Trustees; the members of which are made up of elected representatives from voluntary and community groups, local authorities, Fakenham area residents, an ex officio representative for young people and co-opted members with relevant specialist skills and experience from the business community. FCCT is a not-for profit organization.

The Centre is leased from North Norfolk District Council (NNDC) who, in turn, lease the land from Norfolk County Council (NCC).

FCCT, hereafter referred to as the 'Board', raises funds to keep Fakenham Community Centre in good condition and available for hire to community users at very competitive rates.

## **Scope**

The Board places great importance on, and is committed to, ensuring the health and safety of all users and other persons who may be affected by the work activities of the Company. This policy document has been prepared in accordance with the requirements of Health and Safety at Work etc. Act 1974 and other relevant legislation, and is issued for the direction, guidance and information of all users, suppliers, contractors, customers and members of the public who may be affected by the work activities of the Board.

## **Health and Safety Policy Statement**

The Board aims to maintain the Centre facilities as a safe and healthy environment to provide flexible meeting space for the local community and to enable all age groups of the local community to enjoy a wide variety of social and communal activities.

This will be achieved by the Board's commitment to:

1. As far as is reasonably practicable, eliminate accidents and minimise the likelihood of ill-health being caused by operating conditions in and around the Centre.
2. As far as is reasonably practicable, ensure that the Centre is maintained in a safe condition, that means of entry and exit are without risk and that operating procedures are formulated with the welfare of all interested parties in mind.
3. Regularly assess the risks inherent in using the facilities for different activities and take all reasonable steps to minimise these risks.
4. Inform users, contractors and volunteers of their obligations with regard to health and safety and, as far as is reasonably practicable, ensure that they comply with these requirements.
5. Review the operation of the Policy on a regular basis and take any actions necessary to improve its scope and effectiveness.

## **Responsibilities**

### **Board of Trustees (the 'Board')**

The Board has overall responsibility for health and safety arrangements and for the implementation of this policy. This will include:

- Auditing safety, covering all aspects of fire prevention and safety for Centre operations and other activities.
- The periodic review and appraisal of the effectiveness of the policy and ensuring that any necessary changes are made.
- Examining overall health and safety issues and ensuring that suitable and adequate risk assessments are carried out in accordance with current legislation.
- Allocating sufficient resources to provide and maintain conditions that are, so far as reasonably practicable, safe and healthy and requesting these resources from NNDC /NCC as applicable.
- Taking all reasonably practicable steps to ensure that premises in which community activity is carried out are operated and maintained so as to ensure a safe and healthy system of working.
- Taking all reasonable steps to inform sub-contractors and Centre users about materials, equipment or processes used in their work and leisure activities, which are known to be potentially hazardous to health or safety.
- Ensuring that any accident is fully investigated and where the fault lies with working methods, machinery, materials or processes, that such fault is corrected and recommendations are made to prevent recurrence.
- Seeking to ensure that relevant and up-to-date information and advice on all aspects of health and safety legislation and good practice is obtained and made available to interested parties.

- Promoting consultation in health and safety matters among all stakeholders to ensure effective participation by the Board, contractors and users.
- The appointment of suitable maintenance contractors to oversee day-to-day health & safety matters, together with the provision of the necessary finance, materials and other assistance to enable the effective carrying out of the associated functions and requirements.
- With the assistance of the maintenance contractors, measure, appraise and where necessary, work to improve and maintain safe conditions
- Ensuring that the Board Health and Safety Policy and the programme of implementation is understood at all levels.
- Ensuring that systems are in place to provide adequate levels of safety, organisation and welfare/first aid facilities on all sites.

### **Contractors**

Contractors will be appointed by the Board following a robust selection process. They will:

- Comply with the Company Health and Safety Policy and any relevant rules and procedures.
- Comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.
- Ensure that any plant or equipment brought onto the company`s premises is in a safe condition and is maintained in accordance with any relevant regulations or codes of practice.
- Ensure that they do not alter or misuse anything provided for their use or interfere with any plant or equipment on the site, unless authorised by the Board.
- Provide information and assessments of noise levels and other risks arising from plant, equipment or operations brought onto the premises or site.
- Report immediately any accidents or incidents resulting in injury to persons or damage to property to the Board via the Bookings Secretary.

**Centre Users** (including hirers) will:

- Comply with the Board Health and Safety Policy and any relevant rules and procedures including booking conditions
- Carry out risk assessments where relevant to their activity
- Report immediately any accidents or incidents resulting in injury to persons or damage to property to the Board via the Bookings Secretary

## **General Arrangements**

### **Risk Management**

The Board recognises that it has a responsibility to provide a safe and healthy environment and acknowledges that this includes ensuring that all significant risks arising from activities are adequately managed.

The Board will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999, other applicable legislation and guidance notes (HSG 65) issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area or work activity:

- (1) The Board will institute a programme of hazard identification and risk assessment of all its activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to users or other affected persons.
- (2) All risk assessments will be fully documented and recorded.
- (3) All risk assessments will be reviewed annually (or more frequently if there are changes to the activity, environment or persons affected)
- (4) All relevant users or other persons will be informed of the significant findings of risk assessments that relate to their work activities or use of the Centre.

### **Management of Contractors**

No contractor shall be engaged by the Board without production of their insurance information, qualifications and technical competency (where appropriate) and any relevant risk assessments /method statements for work which they will undertake.

The Board will ensure that any information on risks which may affect the contractor are communicated before work begins.

The Board will ensure that permits are issued and monitored in relation to high-risk work, for example hot works, work at height, work on electrical circuits etc.

### **Fire Safety**

In accordance with Regulatory Reform (Fire Safety Order) 2005 and the Management of Health and Safety at Work Regulations 1999, the Board will ensure that a fire risk assessment is carried out on the Centre by a competent person at intervals not exceeding 5 years. This assessment will be reviewed by the Board on an annual basis to ensure that all identified actions have been completed.

The Board will ensure:

The Centre is equipped with appropriate fire-fighting equipment and with fire detectors and alarms where considered to be necessary, as determined by the risk assessment.

All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.

Suitable and sufficient emergency routes and exits will be designated for the premises and selected in order for users and any other persons to evacuate as quickly as possible.

All emergency routes and exits will lead to a place of safety and will be indicated by signs.

All emergency exits and the routes to emergency exits from premises must be kept clear at all times. All emergency exit doors will open in the direction of escape and allow easy and immediate opening. All emergency exit doors must remain unlocked and unfastened at all required times.

All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.

All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained.

Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.

All users /hirers of the Centre (including contractors) will be provided with suitable information on fire safety and emergency procedures.

### **First Aid**

The Board recognises that it has a responsibility to provide a safe and healthy environment and acknowledges that this includes ensuring the provision of first aid equipment.

A suitably stocked first aid box is provided and is checked regularly. All Centre users are advised of the location and the need to report any incidents which occur on the premises.

The incident book will be reviewed regularly to ascertain the condition of the Centre and equipment and to assess the suitability of first aid provision.

### **Electrical Safety**

The main hazards associated with electricity include:

- Shock
- Burns
- Arcing
- Fires
- Explosions
- Secondary injuries (eg falls from height following shock)

An EICR inspection shall be carried out every 5 years. Only competent contractors will be allowed to work on electrical wiring and systems within the Centre.

Hirers and contractors are advised that any electrical equipment brought on to the premises must have undergone Portable Appliance testing (PAT). Portable equipment owned by the Centre will be tested annually.

### **Machinery, Plant and Equipment**

The Board acknowledges its responsibility for ensuring that all machinery, plant and equipment is maintained in a safe condition and used in a safe manner. It will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) in relation to equipment owned by the Board.

The Board will, as far as is reasonably practicable, ensure that all equipment purchased for use by the Board at the Centre:

Is suitable for the intended use or tasks.

Complies with the relevant British Standard and is CE / UKCA marked, where appropriate.

Will be maintained in efficient order and in good repair.

Is inspected regularly by competent persons and suitable records kept.

Is removed from use if defects are found

### **Asbestos**

Asbestos is present throughout the building as identified by a survey. To ensure, as far as is reasonably practicable, there is no risk of ill health to any user of the Centre, the Board will monitor the condition of identified asbestos on a regular basis and encourage users /hirers to report any damage to the fabric of the building immediately.

### **Legionella**

The Board recognises that it has a responsibility to provide a safe and healthy environment and acknowledges that this includes controlling the health risks associated with legionella bacteria in water systems. All required testing and monitoring of water systems will be carried out at the prescribed intervals

### **Control of Substances Hazardous to Health**

The Board will ensure that hazardous substances such as cleaning and maintenance products are kept to a minimum and are substituted with a safer alternative wherever possible. Safety data sheets and COSHH assessments will be made available to users of the products.

All substances will be secured in a suitable container /location when not in use.

### **General Housekeeping.**

Poor housekeeping presents a risk of injury to any user of the Centre; most commonly, slips, trips and falls. The Board will ensure that all users are aware of the need for cleanliness, tidiness and responsible behaviour in respect of :

- Wet, slippery or poor floor surfaces
- Obstructions in walkways (especially evacuation routes)
- Trailing leads
- Lack of cleanliness in kitchen and toilet areas
- Poor lighting

Regular inspections of the Centre will be made and users are encouraged to report any faults or hazardous conditions.

**Environment and Waste Management**

The Board recognises the responsibility to protect the environment and to ensure the hygiene of the environment. We commit to recycling wherever possible and to ensuring that all waste is disposed of in accordance with local guidelines and removed by a licensed contractor.

The Board will endeavour to aid protection of the environment by the use of environmentally friendly products and control of substances and emissions into the environment. We attempt to control the effects of light and noise pollution on the local environment as far as possible.

**Infection and Disease**

The Board ensures that appropriate facilities are provided to ensure good hygiene practices. In the event of an epidemic or pandemic the Board will follow guidelines produced by local or National government.

Policy approved by:

Chair (name): Penelope Bucknell

Signature: .....

Date: .....