

Health & Safety Policy

1. Policy Statement

The Trustees of Grendon Community Centre are committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all users of the centre, including volunteers, hirers, contractors, and visitors. We recognise our duties under the Health and Safety at Work etc. Act 1974 and associated regulations. We aim to provide a safe, well-maintained, and welcoming environment for community activities, classes, meetings, and events. This policy outlines how we manage health and safety and will be reviewed annually or sooner if significant changes occur.

2. Responsibilities

2.1 Trustees

The Trustees hold the overall responsibility for ensuring compliance with health and safety legislation, approving and reviewing this policy, providing resources for maintenance and safety equipment, appointing a Health & Safety Lead, and ensuring hirers and volunteers receive appropriate safety information.

2.2 Health & Safety Lead

The appointed lead will conduct and review risk assessments, maintain safety records, oversee building inspections, liaise with contractors and hirers, and report issues to the Trustees.

2.3 Volunteers

Volunteers must follow safety procedures, report hazards, use equipment safely and avoid lone high-risk tasks.

2.4 Hirers and Activity Leaders

Hirers must read and follow the Hirer terms and conditions and conduct their activities safely, provide risk assessments where appropriate, supervise participants, follow fire procedures and report hazards or incidents.

The Centre has a phone in the office for reporting issues if a mobile phone is unavailable

Leaders should ensure users use the car park safely and park within the marked bays and not on the yellow hatched area. This is to ensure access for emergency vehicles. The Centre takes no responsibility for damage to vehicles or contents

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2.5 Contractors

Contractors must provide evidence of competence and insurance, follow safe working practices, isolate work areas where necessary and report hazards.

3. Risk Assessment

Grendon Community Centre will maintain risk assessments for all areas, review them annually, implement control measures, and provide hirers with relevant safety information.

4. Fire Safety

4.1 Fire Risk Assessment

A fire risk assessment is maintained and reviewed annually.

4.2 Fire Equipment

Fire extinguishers serviced annually; emergency lighting tested monthly; fire exits kept clear; signage maintained.

4.3 Evacuation Procedures

Fire exits: main entrance and rear hall exit.

Assembly point: The far end of the car park by the gate.

Hirers must brief participants. No re-entry is allowed until authorized by a trustee or the Fire Service. In all cases the Fire Service and trustee contact must be called if the alarm is activated – smoke/heat detector or manual call point

5. First Aid

A stocked first aid kit is located in the kitchen.

A defibrillator with instructions is located on the external wall on the walkway.

An Accident book is stored on the wall next to the office door. All incidents must be recorded and reported to the Centre. Serious incidents will be reported under RIDDOR.

6. Electrical Safety

Fixed wiring is inspected every 5 years.

Portable appliances are testing annually. Any damaged equipment will be removed. Hirers are responsible for the safety of their equipment.

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7. Building and Equipment Safety

Regular inspections of floors, lighting, heating, toilets, exits; car park maintained; furniture kept safe and stable; storage areas tidy.

Asbestos cement board is present in the meter room. It is identified with a suitable sign and must not be modified without trustee agreement.

8. Cleaning and Hygiene

The Centre is cleaned regularly, toilets and kitchen maintained. Cleaning materials are stored safely in a locked store room. Waste is removed regularly. Hirers must leave the centre clean and remove any wastes they generate.

9. Hazardous Substances (COSHH)

Cleaning chemicals are stored securely in the cleaning store room. Where necessary, safety data sheets are stored and volunteers and the Centre cleaner receive guidance.

10. Safeguarding

Hirers working with children or vulnerable adults must have appropriate safeguarding measures. Concerns should be reported to the Designated Safeguarding Lead.

11. Lone Working

Volunteers must inform someone when working alone; keep the doors locked and not perform high-risk tasks alone e.g. access to the Centre roof.

12. Manual Handling

Heavy items should be moved by two people with lifting aids as required. All items are stored at accessible heights.

13. Working at Height

Ladders should only be used by trained and authorized persons. Ladders should be inspected prior to use and not used if there is a defect.

14. Incident Reporting

All incidents are recorded in the accident book. The Health & Safety Lead will investigate and report serious incidents.

15. Contractor Management

Contractors must provide RAMS and provide insurance details unless agreed beforehand with the trustees.



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16. Hirer Responsibilities

Hirers must follow the Hire terms and conditions and where necessary conduct risk assessments, supervise vulnerable users, ensure safe activities, report hazards, and leave the centre secure and clean.

17. Review of Policy

Reviewed annually or sooner if legislation, layout, or incidents require it.

18. Approval

Signed on behalf of the Trustees:

Name: _____

Role: Chairman

Date: _____