

STALHAM POPPY CENTRE – HEALTH & SAFETY POLICY

STALHAM AND BRUMSTEAD RECREATION GROUND CHARITY

This document is the Health & Safety Policy for the Stalham Poppy Centre.

The policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for employee(s), volunteers, trustees, visitors and hirers.
- b) Keep the Stalham Poppy Centre premises in a safe condition for all users.
- c) Provide training and information as necessary to staff, volunteers and users.

It is the intention of the Charity to comply with all Health & Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations within Stalham Poppy Centre.

Employees, contractors, volunteers, visitors and users will be expected to recognise that there is a duty on them to comply with the practises set out by the Charity, with all safety requirements set out in the conditions of hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

1. RESPONSIBILITIES FOR HEALTH & SAFETY

- 1.1 The charity has overall responsibility for health and safety at Stalham Poppy Centre and for the implementation of this policy.
- 1.2 All users of the hall are expected to be aware of the Health & Safety Policy as stated in the conditions of hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises.
- 1.3 It is the duty of all employees, contractors, volunteers, hirers & visitors to:
 - 1.3.1 Take care of themselves and others who may be affected by their activities
 - 1.3.2 Do everything they reasonably can to prevent injury to themselves and others
 - 1.3.3 Co-operate with the Charity in keeping the premises safe and healthy, including the grounds and car park.
- 1.4 Should anyone using the centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Clerk to the Charity or a Trustee of the Charity as soon as possible. Where equipment is damaged a notice should be placed on it warning that it is not to be used and should be reported as soon as possible.
- 1.5 Routine reviews, checks and inspections of safety procedures and equipment are conducted by appointed Trustees and the Clerk to the Charity.

Email: info@sabrgc.co.uk

Phone: 07932 965607

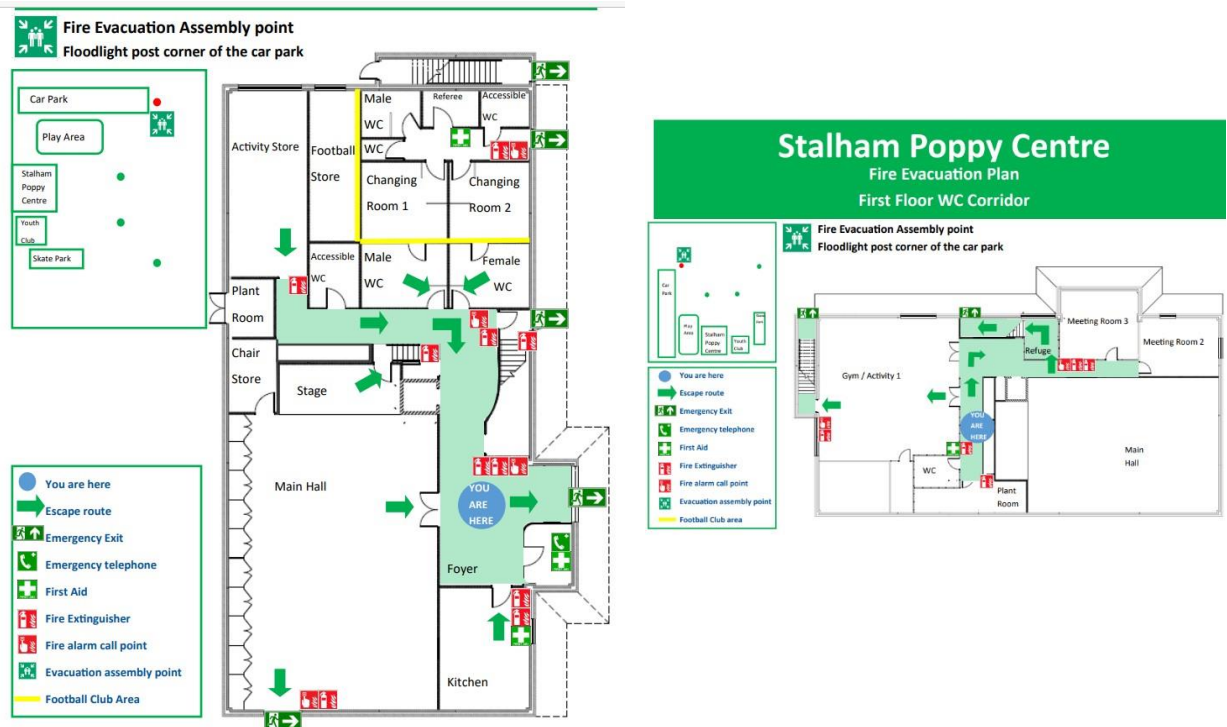
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2. SAFETY INFORMATION

2.1 Fire Precautions and Checks

2.1.1 A schematic of the community centre showing location of fire exits, fire extinguishers and smoke detectors and the emergency evacuation procedure is given below:



2.1.2 The service record for the fire safety equipment is available from the Clerk to the Charity.

2.2 Risk Assessments

The Charity carry out risk assessments to assess and examine activities that could cause harm to people. Employers are required by law to protect it's employees, and others, from harm.

Under the Management of Health and Safety at Work Regulations 1999, the minimum you must do is:

- identify what could cause injury or illness (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

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Risk assessments can be found in the office or requested from the Clerk to the Charity. All risk assessments together with the actions and outcomes they may identify are kept under review in order to aim for the lowest level of risk possible.

3. GOOD SAFETY PRACTICES

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exits are kept clear.
- Do not operate or touch any electrical equipment if there are signs of damage.
- Working at heights:
 - Do....
 - as much work as possible from the ground
 - ensure workers can get safely to and from where they work at height
 - ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
 - take precautions when working on or near fragile surfaces
 - provide protection from falling objects
 - consider emergency evacuation and rescue procedures
- Don't...
 - overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
 - overreach on ladders or stepladders
 - rest a ladder against weak upper surfaces, eg glazing or plastic gutters
 - use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
 - let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height
- Do not leave portable electrical appliances operating whilst unattended
- Do not allow gas on the premises
- Do not allow children in the kitchen unless supervised
- Report any damage or faults as soon as possible to the Clerk to the Charity
- Manual Handling. Do not handle any loads you do not feel competent and confident you can move.

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- Be aware and seek to avoid:
 - Creating slip hazards on steps or wet floors – clear immediately
 - Creating trip hazards – remove immediately
 - Avoid tripping by using adequate lighting and clearing pathways

4. IN CASE OF EMERGENCY

- 4.1 In case of an emergency Call 999 immediately
- 4.2 If it is a non-emergency call NHS 111
- 4.3 The nearest accident and emergency centres are:
James Paget University Hospital (21 miles)
Norfolk & Norwich University Hospital (24 miles)
The nearest Doctors Surgery is Staithe Surgery, Lower Staithe Road.
- 4.4 The First Aid box is located in the kitchen
- 4.5 The accident book is in the office and should be completed whenever an accident occurs.

5. INSURANCE

A copy of the employers public liability insurance certificate is displayed by the front door of Stalham Poppy Centre.

6. REVIEW OF HEALTH AND SAFETY

The Charity will review this policy and all related documents on a regular basis.

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