



Spittal Community Centre

**Main Street, Spittal,
Berwick-upon-Tweed, TD15 1QY**

Health and Safety Policy

Statement of intent:

This is the Health and Safety Policy of the Spittal Community Centre and is intended to ensure the Health and Safety of all those using the premises in any capacity.

Responsibility for Health and Safety:

Overall and final responsibility for the Health and Safety (H&S) requirements necessary for the Spittal Community Centre lies with the Spittal Improvement Trust (SIT)

It is the hirer's responsibility to ensure that the requirements of SIT's H&S policy are implemented throughout the duration of the period of hire.

General Responsibilities:

All users of the facilities must:

- 1) Consider all aspects of Health and Safety which may affect themselves or their guests.
- 2) Comply with all Health and Safety instructions particularly in relation to the use of any equipment.
- 3) Report any Health and Safety concerns such as equipment problems to SIT's H&S Officer.

- 4) Co-operate with any investigations into any accidents or incidents.
- 5) Use equipment as instructed.
- 6) Do not attempt to repair any equipment unless appropriately trained.

Accidents:

Any accident involving personal injury must be reported to SIT's Health and Safety Officer for investigation and details must be recorded in the accident book.

Fire:

All users must:

- 1) Familiarise themselves with the instructions on action in the event of fire.
- 2) Be aware of the location of all fire exits, fire extinguishers and fire blankets.
- 3) Ensure all fire escapes remain unobstructed.
- 4) On discovery of fire immediately trigger the fire alarm.
- 5) In the event of a fire, the hirer's Responsible Person should arrange the immediate evacuation of the entire building, contact the fire brigade, and ensure all those within the building are safely evacuated and accounted for.
- 6) All guests should leave the building in a controlled manner and not re-enter until informed it is safe to do so by the Responsible Person.
- 7) The Assembly area for the Aidan Room and the Auditorium is on the opposite side of Main Street outside Shiel and Morrison Printers.
- 8) The assembly area for the Hall is in the Rose Garden on the opposite side of Middle Street.

SIT Contacts:

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