

## Wicken Bonhunt Community Centre

Registered Charity No. 1207020

### Contact

Booking secretary: ([bookingswbcc@gmail.com](mailto:bookingswbcc@gmail.com))

Committee chair: Peter Jordon [Jordan@webspider.org](mailto:Jordan@webspider.org)

## Safety Policy

The following terms are used in this document:

- Premises: St Margarets' Church, Hall and Kitchen known as Wicken Bonhunt Community Centre (WBCC). Excluding outside space
- HIRER: Any organisation, group or individual completing an agreement for use of the hall.
- Committee: WBCC Management Committee and/or 'The Trustees' of WBCC
- Booking secretary: representative(s) of the WBCC with responsibility for the administration of bookings and centre hire.

Date	Feb 2023
Date of next review	April 2024
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## Health and Safety

- The **Committee** is responsible for maintaining the premises in a clean and safe condition for all users; specifically the maintenance of the fabric of the building and general utility of electrical equipment (excluding equipment brought in by the **HIRER**).
- The **Committee** is responsible for regular inspections of the premises to ensure the cleanliness of the facility. All rubbish should be removed by the **HIRER** and disposed of responsibly following an event.
- The **Committee** is responsible for performing general risk assessments relating to the premises and providing a relevant safety policy. The **Committee** will undertake a specific risk assessment as part of the booking application process. The **Committee** will share safety information with the **HIRER** which is summarised in document '**INFORMATION FOR HIRERS**' which is displayed in the premises and available on the web site.
- The **Committee** is responsible for ensuring adequate public liability insurance; for the facilities and for volunteers providing a service to WBCC.
- The **Committee** is responsible for providing an accident book and FIRST AID BOX. It is the responsibility of the **HIRER** to complete the accident box, for **ALL** incidents however minor.
- The **Committee** is not responsible for food hygiene relating to any food brought in by the **HIRER**.

- The **Committee** is responsible for ensuring the adequate protection of children and vulnerable adults whilst they are on the premises. **HIRERS** may be asked to provide a 'Vulnerable adult and child safeguarding policy and DBS certificate'.
- Guests and volunteers are expected to behave responsibly and read the safety information '**INFORMATION FOR HIRERS**'. Individuals using or working on the premises alone are advised to inform a family member or **Committee** member and to have access to a mobile phone in case of emergencies.
- **Defibrillator**: Nearest Location. WICKEN BONHUNT TELEPHONE BOX. Through main entrance of the hall, down ramp to the Wicken Road. Turn right. The Telephone Box is clearly visible on the grass verge.

## Fire Safety

- There are two access points to the premises; it is the policy of the **Committee** that these remain open and unobstructed during an event, to provide adequate escape routes in case of fire.
- The **Committee** is responsible for providing fire extinguishers which are located in specified positions throughout the premises. Fire extinguishers will be regularly checked and inspected annually by a suitably qualified person.
- The **Committee** is responsible for sharing relevant safety information with the **HIRER** which is summarised in document '**INFORMATION FOR HIRERS**' which is displayed in the premises and available on the web site.
- The **Committee** discourages the use of naked flames; however candles are permitted if placed in a suitable fire resistant receptacle.