



Uppingham Road, Billesdon, Leicester LE7 9FL  
Registered Charity number: 1057581

## **HEALTH AND SAFETY POLICY**

### **General Statement of Policy**

This document is the Health and Safety Policy of The Coplow Centre community building. Our policy is to:

1. Provide healthy and safe working conditions, equipment, and systems of work for our volunteers, committee members and hirers.
2. Keep the Centre and equipment in a safe condition for all users.
3. Provide such training and information as is necessary to volunteers and users. It is the intention of The Coplow Centre Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Coplow Centre Management Committee considers the promotion of the health and safety of its volunteers and those who use its premises, including contractors, who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Volunteers, hirers, and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

### **Health and safety policy**

The Coplow Centre Management Committee ("the Committee") note that a policy is not required, as the Coplow Centre has less than 5 employees (it has none), but is considered to be best practice to have one in place. Management Committees have a duty of care under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. No one can guarantee total protection against accidents, however. Assessed risks, and the measures required to reduce or avoid them, must be balanced against the cost and practicality of the relevant safety measures.

### **Background and legal responsibilities**

Anyone with control of non-domestic premises (such as a hall) has legal responsibilities under health and safety law to take reasonable measures to ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is 'reasonably practicable'. Responsibility for the operation and maintenance of the hall may be organised by the owner or by a voluntary management committee. For example, they should keep it in good repair, and have appropriate fire precautions in place

### *The management committee*

A management committee can be regarded as a legal entity under health and safety law, even if it doesn't employ anyone and is only made up of volunteers. It has no responsibility under the Health and Safety at Work Act for risks created by the work activity of others, such as those maintaining the building, or for the activities organised by those who use the hall. However, where a management committee has control over the hall, they should take reasonable measures to ensure the hall, and any equipment or substances provided there, are safe for the purposes visitors are expected to use them for.

### *The user*

Users have responsibility for managing risks, so far as reasonably practicable, arising from their own activities when they have control of premises or control of equipment on the premises. If the user has at least one employee, they will also have wider duties under health and safety law.

### **Health and safety officer**

Member of the Committee to be appointed with responsibility for maintaining the Health and Safety policy and to ensure Centre users comply with safety legislation and that the Centre's safety policies and practices are adopted and adhered to.

Responsibility to undertake a detailed review of the Centre to determine all relevant hazards including existing electrical installations utilizing appropriate qualified external assistance. To carry out and formally document risk assessments and consider how risks could be reduced in respect of all major events, to include (but not exclusively) Drama, Weddings, fund raising events. Keep records of inspection findings and produce reports that suggest improvements. Record incidents and accidents and report on a regular basis to the Committee.

Responsibility for regular testing and inspection of all emergency systems, i.e., exit lights, fire alarms, such tests, and inspections to be documented.

Create a register of all portable appliances and determine a PAT testing cycle for each entry in accordance with guidelines

### **Risk assessments**

Risk assessment is defined as a careful examination of what could cause harm to people, so that we can weigh up whether we have taken enough precautions or should do more to prevent harm. They should be carried out at least once a year.

A mixed group is considered more likely to spot different hazards and more than one volunteer should be involved. A risk assessment is done by walking around the whole premises (carpark, grounds, immediate surroundings, entrance, main hall, meeting rooms, kitchen, toilets and walk in cupboards) checking for hazards and applying common sense. A hazard is anything that can cause harm.

In each location there are three questions to ask:

1. What could go wrong?
2. What would be the consequences and for who?
3. What could be done to make sure it doesn't go wrong?

Whilst we will never eliminate risk, we should be aiming for the lowest level of risk. It is important that we decide whether a hazard is significant and whether we have it covered by satisfactory precautions so that the risk is small.

Each risk should be evaluated by the expected level of frequency and severity, together with mitigating actions and recommendations:

Level	Frequency	Severity	Risk rating (frequency + severity)
1	Improbable	Trivial injuries	
2	Possible	Minor injuries	
3	Occasional	Major injury to one person	
4	Frequent	Major injury to many people	
5	Regular	Death to one person	
6	Common	Multiple deaths	

All commercial hirers are expected to carry out their own risk assessments.

### **Maintenance and damaged equipment**

All work at height (including that within the building) is undertaken by professional contractors. Volunteers and contractors should not carry out maintenance and repair work alone on the property, particularly if they are using ladders, chemicals or equipment which might pose a danger. Where jobs are less risky and working alone is unavoidable, someone should call regularly to check they are safe.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the nominated Health & Safety Committee member or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed at the side of the main hall.

The maintenance budget is the largest item of expenditure each financial year, the management committee ensuring that adequate financial resource is made available to repair damaged equipment and to enhance facilities.

### **Insurance policy (number CCP2266761: Ansvar Insurance)**

The following minimum indemnity cover to be in place (renewal date 16th October each year):

1. Employers' liability £10m
2. Public and products liability £5m
3. Property owners £5m
4. Buildings and contents £1m

A copy of the insurance certificate is to be displayed on the notice board in the lobby of the Centre.

Commercial hirers should have their own insurance policies in place to cover liabilities for personal injury etc.

### **Defibrillator**

This is situated on the Centre wall to the left of the main exit. In the event of a cardiac arrest, the code for access can be obtained by calling 999 and asking for the ambulance service. When asked by the operator the location of the cabinet is:

Cabinet no. 1086  
The Coplow Centre  
Uppingham Road,  
Billesdon,  
Leicestershire, LE7 9FL

The Chairman also has the access code in an emergency and can be contacted on 07802-887759.

## **First aid and accident reporting book**

First aid box, located on the wall in the kitchen area, to be reviewed every six months to ensure inventory levels maintained at minimum levels. Hirers to be encouraged to enter accidents in the accident book.

If any injury results in a member of the public having to be taken to hospital, in the event of such an emergency, the nearest hospital is:

Leicester General Hospital, Gwendolen Road, Leicester, LE5 4PW (tel: hospital switchboard on 0300 303 1573).

The location and telephone number for the nearest doctor's surgery is:

Billesdon Surgery, 4 Market Place, Billesdon, Leicester, LE7 9AJ (tel: 0116 259 6206)

## **PAT testing of electrical items**

At least every 5 years, the electrical installation for the buildings to be inspected, tested, and certified by an approved electrical contractor registered with an approved body e.g., the National Inspection Council for Electrical Installation Contracting, the Electrical Contractors Association. All portable appliances to be regularly inspected and tested by a competent person and the results recorded.

## **Building security and safety**

There is an established procedure to control and record the issue of any keys and/or keypad codes and for locking the buildings. A system is in place for logging in and out all visitors (including any contractors and cleaners) to the premises. The premises are externally protected by a surveillance system incorporating closed circuit television. There is an intruder alarm system installed.

## **Fire precautions**

Fire doors and lighting to be inspected every 3 months. Fire extinguishers to be professionally inspected and serviced annually.

No smoking is allowed in the Centre.

## **In case of fire**

The hirer/user is deemed the "Responsible Person" and is designated the person in charge of the Centre during the period of hire. The Responsible Person is strongly advised to record the name of each person attending the event. In the event of a fire, the Responsible Person shall instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible at the front of the Centre in the car park. A Roll Call shall be taken.

Attempts to extinguish the outbreak of the fire with the fire-fighting equipment within the Hall should only be attempted if it is considered safe to do so. No matter how small the fire, the fire brigade must be called on 999 giving the address: The Coplow Centre, Uppingham Road, Billesdon, Leicester LE7 9FL.

The Responsible Person shall ensure that once the Hall is vacated, members of the public do not re-enter the building under any circumstances. On the arrival of the Fire Brigade, the Responsible Person shall inform the Officer in Charge that a Roll Call has been taken and all persons are safe/there are missing persons.

As soon as the foregoing steps have been carried out the Responsible Person shall directly inform a Committee member. Current Chairman and Secretary and contact details are:

Chairman: Paul Collins: 07802-887759  
Secretary: Simon Keast: 07710-605540

## **Food hygiene**

All food handlers are trained in food hygiene. Wherever possible, external catering companies to be used for weddings and parties – hygiene certificates to be inspected.

## **Covid 19 practices**

1. Specific risk assessment prepared
2. Sanitisers available
3. Track and trace register in place
4. Notices on all walls
5. Enhanced cleaning of the Centre
6. Social distancing markers on floors
7. Clearly marked entrance and exit facilities

## **Hiring Procedures**

Every hire of the premises should be covered by a written hiring agreement. This should make clear the health and safety policies which hirers are obliged to follow and give the location of the first aid box.

## **Stage**

Particular care must be taken at the front of the stage due to the sheer drop to the floor of the main Hall.

## **Premises Licence (HHPRM00006: Harborough District Council)**

The Centre has a licence, renewed annually on 1<sup>st</sup> April, to serve alcohol and provide entertainment.

## **Noise**

Although the Centre is situated outside of a residential area, users should be considerate and keep noise levels to a minimum. Playing any form of music, whether live or recorded, must be kept to an acceptable level and must cease at 11.30pm unless otherwise authorised by the Committee. Users should also be considerate when leaving the Centre.

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**Paul Collins (Chairman)**

**On behalf of the Coplow Centre Management Committee**

Policy reviewed by the Management Committee and updated: September 2021