**HARROLD CENTRE**  (Reg. Charity No. 268251)

**HEALTH AND SAFETY POLICY**

The health, safety and welfare of all those managing, using and visiting Harrold Centre is of paramount importance at all times.

**INTRODUCTION**

The Management Committee, as trustees of the charity and manager of non-domestic premises, recognise and accept their responsibilities under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to take reasonable measures to ensure the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The Management Committee will take all reasonably practicable measures to comply with applicable legislative requirements and codes of practice in order to:

* Provide healthy and safe working conditions, equipment and systems for our Committee Members, Volunteers and Hirers;
* Keep the premises and equipment in a safe condition for all Users;
* Provide all necessary support and information to Users, Hirers and outside Contractors.

**DUTIES**

All Committee Members, Volunteers, Hirers, Contractors and Users of Harrold Centre are expected to recognise and accept their duties:

1. To follow health and safety instructions, and to report dangers and any accidents;
2. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
3. As regards any duty imposed on the Management Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

**ORGANISATION**

**General Responsibilities:**

1. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
2. Anyone who observes a practice or potential hazard that could compromise the health and safety of any person should act to remove such danger, and report such incidents in the Incident Book for the attention of the Management Committee.
3. Any person noticing potentially hazardous, broken or ineffective equipment should remove such equipment from use immediately, draw attention to defects by appropriate means (eg. a warning label or note) and to record any action in the Incident Book for the attention of the Management Committee.
4. All persons (including hirers and contractors) are responsible for ensuring familiarity with fire safety procedures (eg. keeping fire exits and escape routes clear) and evacuation procedures and location of fire exits, and for ensuring familiarisation of location of fire extinguishers and their use.

**Hirers** are also responsible for:

1. Complying with the Terms and Conditions of Hire, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices.

Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity.

1. Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency.
2. Ensuring that highly flammable substances are not brought into or used in any part of the premises.
3. Obtaining the consent of the Management Committee before using any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters/radiators.
4. Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use and in good working order and has been P.A.T. tested.

**Contractors** are also responsible for:

1. Ensuring safe working practices are employed whilst working on the premises in respect of themselves and their employees, and for meeting their statutory obligations with regard to Health and Safety legislation and Public Liability Insurance.
2. Having regard to the safety of all Centre users when working on the premises and/or in respect of anything left/stored on the premises.
3. Advising the Management Committee of any flammable or toxic substances that may be used in the course of work on the premises.

**The Management Committee** are also responsible for:

1. Ensuring that all Committee Members, Volunteers, Hirers, Contractors and Users of the Centre are aware of the Health and Safety Policy.
2. Ensuring that the Health and Safety Policy is fully implemented.
3. Monitoring compliance with Health and Safety guidelines.
4. Identifying and regularly assessing and reviewing risks, and recording such risks.
5. Keeping an ‘Incident Book’ in which any incidents or actions can be reported, and in which any defective or broken equipment can be noted (this is kept in the kitchen).
6. Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action.
7. Providing a labelled and properly equipped First Aid Box (which is kept in the kitchen).
8. Making such representations to Management Committee members, Volunteers, Hirers, Contractors and Users of the Centre, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities whilst on the premises.
9. Co-operating with Volunteers, Hirers, Contractors and Users of the Centre in pursuance of Health and Safety requirements.

**PROCEDURES**

This Health and Safety policy document is available to download from the Harrold Centre website:

[www.harroldcentre.co.uk](http://www.harroldcentre.co.uk)

Health and Safety will be included in the discussion agenda at every meeting of the Management Committee.

The full Health and Safety Policy will be reviewed annually by the Management Committee.

A full risk assessment will also be undertaken every year (or sooner if deemed necessary) by the Management Committee.

Any amendments to the Health and Safety Policy will be made known to Committee Members, Volunteers, Hirers, Contractors and Users of the Centre.

**Accident Book:**

This book is used to record all cuts, bumps, falls and minor accidents, as well as any more serious accidents. It is kept in the kitchen.

The details to be recorded are:

* Name of person who had the accident;
* Date, time and place that the accident occurred;
* Cause of the accident; ie. what happened;
* Brief description of the injury (if any) sustained;
* First aid (or other) treatment administered and by whom;
* Whether or not medical assistance had to be sought;
* Name of person who dealt with the accident.

In the event of an emergency, the nearest hospital is:

**Bedford South Wing Hospital**

Kempston Road

Bedford

MK42 9DJ

Tel: 01234 355122

**Signed:**

Phil Briggs – Chairman of Management Committee

**Date:**