



## Harrold Centre Management Committee

**Document Name:** Health and Safety Policy

**Version #:** 2.0

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### Document History

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Version	Date	Changes	Author
1.0	01/03/2020	Original	
2.0	29/4/2025	Added H & S risk assessment	J Bell
2.0i	29/9/25	Added details to risk assessment re water butt use.	J Bell
2.0ii	31/10/2025	Made changes to 2a) 3iii	J Bell

## 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.

### 1 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.

### 2 DUTIES

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

- a) To follow health and safety instructions, and to report dangers and any accidents to the chair of the Harrold Centre Committee and Maureen Clayton, the Centre's caretaker. eg broken glass or faulty furniture or equipment. Any spillages should be mopped and a warning sign displayed.
- b) To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) 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.

### 3 ORGANISATION

#### General Responsibilities:

- i) 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.
- ii) 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, as well as informing the Chair of the Committee and the Caretaker by email.
- iii) 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, as well as informing the Chair of the Committee and the Caretaker by email.
- iv) 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:

- i) 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

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respect of compliance with all safety requirements and safety notices. They tick that they agree with the terms and conditions as part of the booking agreement.

- ii) Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity.
- iii) Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency.
- iv) Ensuring that highly flammable substances are not brought into or used in any part of the premises.
- v) 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.
- vi) 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 if older than 2 years.

**Contractors** are also responsible for:

- i) 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.
- ii) 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.
- iii) 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:

- i) Ensuring that all Committee Members, Volunteers, Hirers, Contractors and Users of the Centre are aware of the Health and Safety Policy.
- ii) Ensuring that the Health and Safety Policy is fully implemented.
- iii) Monitoring compliance with Health and Safety guidelines.
- iv) Identifying and regularly assessing and reviewing risks, and recording such risks.
- v) 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).
- vi) 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.
- vii) Providing a labelled and properly equipped First Aid Box (which is kept in the kitchen).
- viii) 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.
- ix) Co-operating with Volunteers, Hirers, Contractors and Users of the Centre in pursuance of Health and Safety requirements.

## 4 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.

## Health and Safety Policy

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.

### 5 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

## **Health &Safety Assessment**

The following areas have been considered in order to manage Health and Safety at Harrold Centre:

### **Car Park**

The car park surface is maintained to minimise slip and trip risks

Car park site entrance/exits are clearly marked

The car park is well lit

Emergency vehicles can gain access

### **Movement around the building**

Paths, steps and ramps to and from the hall are properly maintained to minimise slip and trip risks

Lighting is suitable and sufficient to allow safe access and exit, including lighting of emergency exits. Emergency lighting in the corridor in the snooker room corridor is being installed soon.

Matting is provided to minimise rainwater etc being carried into the building

Rooms and corridors are sufficiently lit

Corridors are clear of clutter

There are no trailing electrical leads/cables

All permanent fixtures are in good condition, eg seats, shelving, cupboards notice boards, signage etc

Internal flooring is in good condition

Where any doors contain glass, this is made from a safety material

### **Electrical equipment and services**

Any fixed electrical installations:

Are correctly installed, modified and repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use

Are inspected and tested at regular intervals by an electrician or other suitably qualified person

If the hall owns or hires any portable or fixed electrical equipment:

It is visually checked and, where necessary, tested at suitable intervals to ensure that it is safe to use

Any damaged electrical equipment is taken out of service or replaced

### **Gas equipment and services**

Where fixed gas appliances are available for use (e.g. boiler, water heater), there are arrangements in place for annual services, and any remedial action is undertaken by a Gas Safe registered engineer.

### **Asbestos and RAAC**

We are not aware that the hall contains any asbestos or RAAC.

### **Fire**

A fire risk assessment has been completed and there are adequate fire safety measures in place

- The fire alarm is tested weekly and the fire safety officer carries out a check of fire alarms, fire extinguishers and fire blankets.

Regular checks are made to ensure escape routes and fire exit doors are:

Unobstructed and adequate and effective for the number of people using the hall  
(including those who are disabled or vulnerable)

Any combustible substances or waste are stored safely

Fire-fighting equipment is in place and tested regularly (twice a year) in line with the manufacturer's guidance.

### **Legionnaires' disease**

Water in the sinks is used regularly.

There is a water butt to the rear of the Centre. This is not in direct sunlight and therefore should not get to the temperatures necessary for the bacteria to grow.

Water from the water butt should not be dispersed with a hose, or similar, that might create droplets/aerosol.

Periodically the water butt should be emptied and cleaned thoroughly and date documented.

**Signed:** Julie Bell

**Date:** 29.9.25

This document should be reviewed annually.