

Tudorville and District Community Centre

Walford Road, Tudorville, Ross on Wye

HR95PZ

HEATH & SAFETY POLICY & Risk Assessment

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Date: 14.11.22

Health and Safety Policy for:

TDCC

The Health, Safety and Welfare of all those managing, using and visiting the TDCC are paramount at all times.

The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of TDCC to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- a) Provide healthy and safe working conditions, equipment and systems for our Committee Members and hirers;
- b) Keep the TDCC and equipment in a safe condition for all users;
- c) Provide all necessary support and information to TDCC users, hirers and outside contractors.

The Committee will work in the furtherance of these aims by:

- a) Identifying and assessing risks;
- b) Recording assessments and regularly reviewing them;
- c) Eliminating or controlling risks;
- d) Monitoring compliance and work conditions;
- e) Establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) To follow health and safety instructions and to report dangers;
- 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 Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

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, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book or directly to the Caretaker or to a member of the Committee.
- iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book or directly to the Caretaker or to a member of the Committee.

Hirers are responsible for:

- i) Complying with all conditions of hire, as set out in the Hiring Agreement, 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;
- ii) Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- 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) Seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- vi) Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

- i) Safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- ii) Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- iii) Advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Committee are responsible for:

- i) Ensuring that all Committee Members, Hirers, Contractors and Users of the TDCC 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) Regularly assessing and reviewing risks and recording such risks;
- v) Keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- 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) Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) Making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- ix) Cooperating with Hirers, Contractors and Users of the TDCC in pursuance of Health and Safety requirements.

The following persons have been delegated by the Management Committee to manage the following:

First Aid Box	Check and replenish monthly	
Checking Incident Book/ Reports at least weekly or as advised of incidents.	Instigate any actions necessary to remove risks e.g. repairs. Report to committee at each meeting or as soon as necessary.	Caretaker
Reporting Accidents/ RIDDOR	Minor accidents to be logged. Report to committee at each meeting or as necessary. Complete RIDDOR forms as necessary.	Hirers and Committee
Information to Hirers	For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	Caretaker
Information to Contractors	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.	Committee
Risk Assessments/ Monitoring	Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Committee
Fire Risk Assessments/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Committee
Annual Testing/Safety Certificates	Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required.	Committee
Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	Committee
Implementation of Policy	Co-ordinate overall management of policy, including amendments and annual review	Committee

PROCEDURES

The H&S policy document is available to download from the TDCC website –

<http://www.tdcc-online.co.uk/index.html>

All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the Hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Committee members with specific responsibilities for aspects of Health & Safety will report to the Committee at each full committee meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the TDCC.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building. Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
- The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- Water should not be heated above 60 degrees Centigrade.
- Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead etc. must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated. All hirers should acquaint

themselves with the position of the fuse box/main switch.

- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- If the oven/cooker is in use it should not be left unattended, even for a short time.
- Kettles should not be over-filled nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children and stored in lockable cupboard.
- Due care should be exercised in the car park area.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

Working Practices

It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.
- Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:
 - Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
 - Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby. Ask for help if necessary.
 - Do not work at height, on steps or ladders until they are properly secured and another person is present.
 - Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Working at Heights

Combination ladders will be used in areas unsuitable for towers and conform to British Safety Standards BS EN 131 and 2037 class 1. 1993, 1994/BS1129. Access ladders should extend about 1m above the working platform and should be leaned at 75 degrees from horizontal base.

Ladders shall regularly be checked for:

Cracks

Rungs missing

Damage to stiles

Warping and splitting

Sharp edges and dents

Rungs bent

Caps and rubber fittings are ok

Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels must be provided.
- Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner. Hands must be thoroughly washed before food preparation.

First Aid

A well-stocked and appropriately labelled First Aid Box is available (sited in Kitchen)

Accident Report Forms

These forms are used to record all cuts, bumps, falls etc. as well as more serious accidents and are available in the accident folder kept in the kitchen area.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

Incident Book

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident Book for the attention of The Committee.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Incident Book for the attention of The Committee.

Proximity of emergency services/hospital

Approx: 18 miles away

The County Hospital, Wye Valley
Approx: 22 miles
Union Walk
Hereford
Herefordshire
HR1 2ER
Tel: 01432 355444

Neville Hall Hospital, minor injury unit

Brecon Road
Abergavenny, NP7 7EG
Wales

Tel: 01873 732732

The Grange University Hospital
Approx: 31 miles
Llanfrechfa Grange, Caerleon Road
Cwmbran
NP44 8YN, Wales
Tel: 01633 493100

Environmental Issues

Whenever possible, any waste generated through the committee or the hirers operations shall be transferred only to a registered waste carrier and waste transfer notes kept as a record. Where ever practicable, potential waste shall be minimised through:

Consultation with suppliers regarding their packaging systems.

Careful control of 'spillage' whilst handling liquids, cleaning materials.

Never allow hazardous substances to enter into watercourses, drains etc.

Lighting and electrical appliances to be switched off when not operationally required.

Non toxic chemicals and other substances are reduced down to have no hazardous content and are disposed of in accordance with the Control of Substances Hazardous to Health Regulations 2002 and manufacturers guidance, copies of which are held in the main office. The nature of our activity considerably limits our exposure to use of chemicals.

Covid-19 [Coronavirus] – TO BE FOLLOWED WHEN GOVERNMENT GUIDELINES ARE IN FORCE

The guidance set out below is to ensure that everyone helps to prevent the spread of infection in the TDCC such as colds, flu and stomach bugs and to protect all visitors to the premises.

To ensure the TDCC is clean & hygienic by:

- All surfaces should be wiped with disinfectant regularly I.E Kitchen work tops and cupboard doors, tables, door handles, light switches.
- Users/visitors should regularly & thoroughly hand wash.
- Ensure adequate sanitizing dispensers and paper towels are located around the Hall and are regularly checked and refilled.
- Posters promoting hand wash will be displayed around the premises.

Everyone in the premises must maintain a high awareness of unwell people and ensure people are complying with any rules in place.

Signed: *Antony Louther* Date: 14/11/2022

Risk Assessment- Tudorville & District Community Centre (TDCC)

The purpose of the Risk assessment is to control the risk to the people that use the Hall and those who are involved in the maintenance and its upkeep.

This Risk Assessment has been carried out prior to a hirer using the Hall. Each user must conduct their own assessment, taking into account any risks that they may introduce as a result of their activities during the hire period.

What are the Hazards	Who might be harmed and how	Nature of injury	Existing measure to control risk	Risk servility/ rating	What further action is necessary	Action by who	Action by when	Statuses
Slips, Trips & Falls E.g.: uneven surface of the car park, cleaning floors etc.	Users of the Hall and car park, carrying out maintenance or involved in the hall up keep.	Fractures, bruising, strains, grazing	Car park surface maintained to be as even as possible. Good lighting in car park and all rooms and corridors in the Hall. Users know [through hire agreement] to clear up spillages immediately and know where equipment for this is kept. Mats at entrance to stop rain water being carried in. No storage in corridors. No trailing electrical leads/cables.	Low 3	Surface to be inspected regularly and repaired as necessary. Check that the Hall's cleaner knows which products to use on which type of floor.	All members		On going
Work at Height E.g. changing light bulbs, cleaning windows, putting up decorations etc.	Anyone working at any height could suffer injuries, possibly very serious ones should they fall.	Fractures, bruising, strains, grazing or even death.	Appropriate, commercial stepladder securely stored and available for use. The Hall users know [through hire agreement] that they are responsible for using the stepladder safely. The Hall committee members and maintenance workers know how to use the stepladder safely.	Med – High 6	Ensure user has read the Hall's policy on stepladders	All members	Before work starts.	On going

What are the Hazards	Who might be harmed and how	Nature of injury	Existing measure to control risk	Risk servility/ rating	What further action is necessary	Action by who	Action by when	Statuses
Access-Using Combination Ladders and step ladders	Falls from heights, Trips, Falling Objects. Uneven ground. Unsound base support. Design Fault. Structural failure. Over reaching. Contact with obstructions and energy force. Incorrect erection.	Fractures, sprains, strains, bruising.	Ladders should only be used for short spaces at a time where access with in rooms does not make it practical to build a tower. Only the correct ladders for this type of work should be used for access and are of industrial standard class 1 or EN131 and conform to British Safety Standards. Access routes to be in good condition.	Med – High 6	The ratio of the minimum base dimensions to the height of the working platform should not exceed 1.3 in external use and 1:3.5 in internal use unless the tower is secured at all times. Used for short duration of time between 15 and 30 minutes. Put in place system for checking condition of stepladder.	All users		
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving the car park area.	Fractures, bruising, strains, grazing or even death.	Car park well lit. Control of parking by marshals for large events	Med 6	Advise users of hall through hire agreement to consider whether they need to control car parking.	All members / hirers		

What are the Hazards	Who might be harmed and how	Nature of injury	Existing measure to control risk	Risk servility/ rating	What further action is necessary	Action by who	Action by when	Statuses
Hazardous substances	Users, cleaners, maintenance personal and committee members	Rashes, allergic reactions, respiration problems, damage to eyes and burns	Mops, brushes and strong rubber gloves provided. Cleaning products marked irritant, replaced with milder alternatives. Cleaning products stored securely. Cleaner trained to use products.	Low – Med 4	Cleaner reminded to check for dry, red or itchy skin and if any finding to go to the doctors for advice. Committee members to be notified.	users		On going
Electricity	Users, cleaners, maintenance personal, committee members, public.	Users risk electric shocks or burns from faulty equipment or installation.	Fixed installation correctly installed by qualified electrician and inspected regularly. All repairs carried out by qualified electrician. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site. Do not over-load sockets..	Low – High 3	Fixed installations tested every 5 years. Portable appliances tested every year. No live working.	All committee members		On going
Stored equipment	Users of the Hall.	Grazing, bruising or sprains.	Users know that they must stack tables and chairs carefully so that they do not collapse.	Low	No further action needed.	Users		
Manual Handing	Users of the Centre	Sprains particularly back. Falls. Dropping of items on body parts.	Chairs and tables stacked to the correct heights.	Low – Med 4	No further action required.	Users		
Asbestos	Users, cleaners maintenance personal, members and contractors.	Respiratory diseases which can be fatal.	Label any areas that may contain asbestos. Register on display for viewing.		Ensure all are informed of locations.	All committee members		

What are the Hazards	Who might be harmed and how	Nature of injury	Existing measure to control risk	Risk severity/ rating	What further action is necessary	Action by who	Action by when	Status
Fire	Users of the Hall, cleaners, maintenance personal, committee members.	Smoke inhalation, burns, suffocation, death.	Fire risk assessment done and displayed at entrance. Review to be carried out yearly. Escape routes are kept clear Signage is clearly displayed.	Med 3	Ensure fire risk assessment is reviewed and dated each year for any changes.	All committee members	Annually	Carried out November 2022
Portable fire extinguishers and fire alarm system			Portable fire extinguishers to be tested and dated yearly. Fire alarm system to be tested yearly and log book filled out.	Low 1	Ensure certificates are on display.	All committee members	Annually	
Kitchen Appliances, utensils	Users/hires	Burns, cuts, eye irritation, electric shock, fire	Protective heat gloves supplied and to be used when removing items from oven. Protective goggles to be worn when frying. Appliances tested. Portable fire extinguishers in place and of correct use. Fire blanket sited. Shape utensils are store away when not in use.	Med 6	Ensure protective equipment is on display to use.			

What are the Hazards	Who might be harmed and how	Nature of injury	Existing measure to control risk	Risk severity/ rating	What further action is necessary	Action by who	Action by when	Statuses
Alcohol and illegal substance	Users	Falling over, inhibited judgement, impaired muscle coordination Unconsciousness, vomiting, mood changes.	Hirer to carry out own risk assessment. Guidance set out in the hire agreement.	Med 3		Committee members licensee		
Lone working	Cleaners, maintenance personal		Carry mobile phone. Advise persons of lone working and times of work. No high risk activities to be undertaken. No working above ground level. CCTV now in place covering all entrances and exits.	Low – Med 3	No further action needed.	All users		
Environmental Waste			Ensure all waste is separated and recycled in the correct bins provided.			All users/ committee members		