

Community Centre Yorkley
Health and Safety Policy

*The health, safety and welfare of all those managing, using and visiting
the Community Centre Yorkley is paramount at all times.*

The Trustees of the Community Centre Yorkley recognise and accept their 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 community centre and grounds are safe and that risks are assessed and managed, as far as reasonably practicable.

The Trustees will take reasonably practicable measures for the management of the Community Centre Yorkley to comply with all legislative requirements and codes of practice relating to their duties in order to provide:

- healthy and safe working conditions, equipment, environments and systems for all trustees, volunteers, hirers and other users
- all necessary support and information to community centre users, hirers and outside contractors.

The Trustees will work towards these aims by:

- identifying and assessing risks for the general building and grounds and for activities or events they organise
- recording assessments and regularly reviewing risks
- eliminating or controlling risks
- monitoring compliance and working conditions
- establishing and promoting a clear and practical safety ethos.

In recording health and safety assessments the Trustees note that they are under no legal obligation to do so.

DUTIES

All Trustees, hirers, contractors and users should accept their duties to:

- take reasonable care for the health and safety of themselves and others;
- follow health and safety measures and to report dangers;
- co-operate, so far as necessary, to enable any duty reasonably imposed on the Trustees to be performed or complied with.

ORGANISATION

General Responsibilities:

- Trustees, hirers, contractors and users are responsible for ensuring that their actions do not compromise the health and safety of themselves or other people using the community centre and grounds.
 - anyone who notices behaviour, or a potential hazard, that could compromise the health and safety of themselves or someone else should remove such danger and complete an online Feedback Report. (Feedback reporting book is kept in the kitchen alongside the Accident Book)
 - anyone who notices potentially hazardous, broken or ineffective equipment should:

Commented [sD1]: Re-order bp 1.2

- remove it from use immediately;
- draw attention to the defect, for example with a warning label;
- complete a Feedback Report

Trustees' responsibilities

The Trustees should

- ensure all Trustees, hirers, contractors and users of the community centre know of this Policy
- work with Trustees, hirers, contractors and users to ensure that this Policy is fully implemented
- monitor compliance with Health and Safety legislation and guidelines
- assess, review and record risks regularly
- implement a ~~an online~~ Feedback Report system which records
 - incidents or actions that do or might affect the health and safety of anyone using the community centre and grounds
 - defective or broken equipment
- remove or rectify actual or potential hazards, arrange repairs and complete an online Feedback Report
- make arrangements and release funds necessary to support this Policy

Hirers' responsibilities:

Hirers must comply with all the conditions of hire in the Hiring Agreement, a copy of which is attached as Addendum 1.

Contractors' responsibilities:

Contractors must

- ensure safe working practices for themselves and employees
- meet statutory obligations for health and safety legislation, including the provision of Risk Assessments and public liability insurance
- have regard for the safety of Trustees, hirers, other contractors and users when working on the premises and/or leaving any items on the premises
- tell the Trustees or a designated person about any flammable or toxic materials that will or might be used in the course of work on the premises

Renewal

This Health and Safety Policy will be reviewed annually, with risk assessments and required amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Trustees, hirers, contractors and users of the community centre.

This policy is available to download from the Community Centre Yorkley website at www.communitycentreyorkley.co.uk

Date: July 8th 2024

Date of renewal: July 8th 2025