

South Harford & Tuckswood Community Association

Health and Safety Policy

1) Intent

The aim of South Harford & Tuckswood Community Association is to provide and maintain a safe and healthy environment and conditions for all our volunteers, employees and users.

2) Responsibility

1. Overall responsibility for providing a healthy and safe environment at Harford Community Centre lies with the Committee. This responsibility is delegated to the Centre Manager during the day-to-day operation of the Centre.
2. No volunteer or employee will run an event or activity on their own. At least two volunteers or employees should be present for the duration of the event until the last attendees have left.
3. South Harford & Tuckswood Community Association will always hold Public Liability Insurance. The Centre Manager will notify the Committee when renewal is required.

3) General arrangements

1. Accessibility:

The main Centre doors are fitted with wireless door retainers to allow ease of access for wheelchair users, those with physical disabilities and those with pushchairs.

A hooked bungee cord is available for securing the door leading from the hall to the outdoor area.

2. Chairs and tables:

Chairs and tables are kept in the chair store off the main hall. There are photographs on the wall showing all users how these should be put away safely. A chair barrow is available for moving stacks of chairs safely. The tables are stored in wheeled trolleys to allow for ease of movement. Any broken furniture will be removed from general use by the Centre Manager.

3. Fire Safety:

All doors which lead into the lobby are fire doors. The wireless door retainers release within 15 seconds of the fire alarm sounding. All users are warned not to wedge fire doors open when they have their pre-hire appointment. Fire extinguishers are located in the lobby and the main hall, and there is a fire blanket in the kitchen area.

The Committee will ensure that the Centre Manager has current Fire Safety Officer training. The Centre Manager will carry out a weekly check of the fire alarms and the fire exit.

There are restrictions upon the number of people allowed in the hall and the rooms to comply with fire safety regulations: 140 in the hall, 40 in the Business Suite and 20 in Room 3.

4. Safety of users within the building:

CCTV is operational outside the building, in the entrance hall, in the lobby area and in the kitchen for reasons of safety and security. This will only be accessed and viewed by the Centre Manager with a trustee in the event of an incident (please see CCTV policy).

There is elevated green button access on the main entrance/exit to the building to prevent children from leaving unsupervised. This feature is key-operated and can be turned on and off by users.

5. First Aid:

A first aid kit is available in the kitchen. This contains an accident book.

A defibrillator is fitted to the external wall of the Centre and is accessible to all in the event of an emergency. Signage throughout the Centre makes all users aware of this.

Committee members may hold First Aid Certification.

6. Electrical safety:

All electrical equipment is PAT tested annually.

The Centre Manager will check the kitchen at the start of each week to ensure all appliances are in working order.

7. Food hygiene:

Food Hygiene certification will be held by Committee Members in charge of food preparation at Centre events. These certificates are displayed in the lobby.

All users have access to the kitchen which has a hot water boiler for making hot drinks.

Kitchen utensils, mugs, cups, glasses, crockery, jugs, trays and chopping boards are available in the kitchen cupboards. The Centre Manager will conduct a weekly check to ensure these are clean and stored safely, and will remove any broken or damaged items.

Washing-up liquid is provided via a wall dispenser to allow all users to wash up any items used and return these to a sanitary condition. At the pre-hire appointment, the Centre Manager will advise all users that they need to bring their own washing cloths and tea towels.

8. Ensuring users are well and comfortable:

Air conditioning units ensure that the environment in all rooms is comfortable.

Male and female toilets, and a dedicated disabled toilet/ baby changing area are available for users.

4) Other relevant policies

- Safeguarding and Child Protection Policy
- At-Risk Adults Policy

5) Review

This policy will be reviewed every two years.

Date agreed: 17th March 2025

Signature (Chair):

Signature (Secretary):

Date of review: March 2027