

# Prestwood Community Centre

## Health & Safety Policy

### Part 1 – General Statement of Policy

Great Missenden Parish Council recognises that it has a legal duty of care towards protecting the health and safety of Parish Council employees/Councillors, hirers, users and other visitors to the Centre.

Our policy is to provide healthy and safe conditions, equipment and systems, maintain the Centre and equipment in a safe condition and provide such advice and information as is necessary to all relevant people.

In order to discharge its responsibilities the Prestwood Community Centre Working Party (PCCWP) has been formed and it will:

- carry out and regularly review risk assessments to identify proportionate solutions towards reducing risk;
- communicate and consult with all relevant persons on matters affecting health and safety;
- comply fully with all relevant legal requirements, codes of practice and regulations;
- eliminate risks to health and safety, where possible, through selection and design of materials, facilities, equipment and processes;
- encourage all relevant persons to identify and report hazards so that we can all contribute towards improving safety;
- ensure that emergency procedures are in place for dealing with health and safety issues;
- maintain our premises effectively;
- only engage contractors who are able to demonstrate due regard to health and safety matters;
- provide adequate resources to control health and safety risks;
- regularly revise policies and procedures.

This policy will be reviewed annually and revised as necessary to reflect any changes in our activities or in legislation.

Signed:



Dated: 17.5.21.

Chairman of Great Missenden Parish Council

## **Part 2 – Organisation and Responsibilities**

The PCCWP has overall responsibility for health and safety at the Centre and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the PCCWP in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of people with disabilities, children/young persons and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation which might cause injury or a health and safety hazard which cannot be rectified immediately they should inform the Parish Clerk or a member of the PCCWP as soon as possible so that the issue can be resolved.

Where equipment is damaged or otherwise faulty a notice should be placed on it immediately warning that it is not to be used and the Parish Clerk or a member of the PCCWP informed as soon as possible.

## **Part 3: Arrangements and Procedures**

### **3.1 Emergency Call Out**

In the event of any Health & Safety or Security emergency the following number should be used: 01494 864792.

### **3.2 Licences**

The Centre is not licensed by the Parish Council to sell alcohol or to play Music. Hirers must advise if they plan to consume or sell alcohol when booking. The sale of alcohol is permitted only if the hirer/user obtains the necessary Licence and shows evidence of this to the Parish Clerk.

### **3.3 Fire Precautions**

Fire Risk Assessments will be carried out at appropriate regular intervals by a competent person.

### **3.4 Emergency Evacuation Procedures**

Notices setting out the following procedure will be displayed in prominent positions in the building:

- EVACUATE the premises

Leaders, Tutors or Responsible Person - clear the building of all people as

quickly as possible.

Take with you a list of people in the building if you have one to hand - but only if it is safe to do so.

Close all doors behind you.

- CALL 999 from outside the building.  
The address is Prestwood Common, Nairdwood Lane, Prestwood, HP16 0QF
- ASSEMBLE AT THE KICK WALL SHELTER  
A roll call should be taken if possible.
- Stay there until the Fire Officer says it is safe to return.
- Call a member of the PCCWP or the Parish Clerk

### **3.5 Checking of Equipment, Fittings and Services**

#### **Weekly**

Door Mats and stops

Toilets

Kitchen equipment

Accident Book

Fire doors

Store room

Emergency Evacuation door steps

Disabled toilet alarm

#### **Monthly**

Outside/internal lights and emergency lighting

Fire/smoke Alarms

First Aid boxes

Power sockets

Clean under matting

#### **Half Yearly**

Window cleaning

Outside gutters

#### **Yearly**

PAT testing (evidence of PAT Testing is required on all items brought in by Hirers)

### **3.6 Accidents**

The First Aid Boxes are located in the kitchen.

Accident Report Forms are located in the Kitchen. These must be completed whenever an accident occurs.

Any accident must also be reported to the Parish Clerk.

### **3.7 Hirer Safety Rules**

All hirers are expected to thoroughly read the Terms and Conditions of Hire agreement and should sign the document as evidence that they agree to the hiring conditions and that they have read the Health and Safety Policy document.

The agreement states that nothing shall be done to endanger the users of the building. All statutory and/or local regulations/rules for public safety must be strictly observed by hirers. In particular:

- a) Obstructions must not be placed in the gangways or exits or in front of the emergency exits (which must remain closed during use). The Emergency Evacuation access must not be used as a routine access.
- b) The emergency lighting supply is on permanently and must illuminate all exit signs & routes.
- c) Firefighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) In an emergency - Evacuation must be the primary concern.
- e) The fire brigade shall be called out to any outbreak of fire.
- f) Performances/activities involving danger to the public shall not be held.
- g) Highly flammable substances shall not be brought into or used in any part of the building.
- h) No unauthorised heating appliances shall be used on the premises.
- i) The First Aid boxes shall be readily available to all users of the premises and will be kept in the kitchen. The Accident Report Book must be completed after any incident.
- j) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician and proof of PAT test shown at the time of booking.
- k) There is a No Smoking policy throughout the building and its environs.
- l) Helium filled balloons are not to be used in the Centre.
- m) Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors.
- n) The use of candles in the Centre is not permitted.

- o) Hot Works are not permitted by users. This means welding, brazing, soldering, heat treating, grinding, powder-actuated tools, hot riveting and all other similar applications producing a spark, flame, or heat.

Hirers are also required to conduct their own Risk Assessments for their use of the Centre.

### **3.8 Contractors**

The Parish Council will check with contractors (including self-employed workers) before they start work that:

- the contract is clear and understood by all parties;
- Contractors are competent to carry out the work e.g. have the appropriate qualifications, references, experience and insurance;
- Contractors have seen the relevant health and safety 'file' and are aware of any hazards which might arise;
- Contractors do not work alone on ladders at height;
- Contractors know which PCCWP contact is responsible for overseeing their work;
- any changes or additions to electrical installations or equipment must confirm to the current regulations or the Institute of Electrical Engineers Code of Practice;
- Contractors must produce a copy of their Hot Work policy if hot work is involved.

### **3.9 Insurance**

Came & Company Local Council Insurance  
Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY  
Direct Dial: 01483 462891  
Mobile: 07780 483359  
email: [local.councils@cameandcompany.co.uk](mailto:local.councils@cameandcompany.co.uk)

