

Morwenstow Community Centre

Is a Registered Charity - No. 287910

Health & Safety Policy

It is the intention of Morwenstow Community Centre Committee to comply with all Health and Safety legislation and to act positively where reasonably possible to prevent injury, ill health or any danger arising from activities within the Centre.

Employees, hirers, users and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Organisation of Health and Safety

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

Should anyone using the Centre come across a fault, damage or other situation which might cause injury and cannot be rectified by themselves, they should inform the caretaker or a committee member as soon as possible so the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning it is not to be used and should be placed on the island in the kitchen.

The following items are maintained and where appropriate reviewed by the management committee:

- First Aid Box
- Risk Assessments
- Insurance
- Information (including Hiring Terms and Conditions) for hirers
- Health and Safety Policy

We will discuss Health & Safety with contractors prior to work being carried out on site.

Introduction

Morwenstow Community Centre Management Committee has drawn up this policy to clarify procedures and areas of responsibility in ensuring the health and safety of its users. The Committee is responsible for running the Community Centre and want to ensure the safety of people using it. Whilst no one can guarantee total protection against accident, precautions will be taken where possible to ensure the health and safety of employees and users of the Centre.

Mitigation of Risk

To mitigate risk the committee will:

- Carry out a full risk assessment and review it regularly. Ensure that there is a copy of the Health and Safety policy located in the Centre.
- Ensure that all hirers are made aware of the Health and Safety Policy and the Fire Evacuation Procedures

Health and Safety Objectives

This section covers a brief description of legislation and how it would apply. This is carried out by a thorough risk assessment and by good housekeeping.

The fundamental legislation Health and Safety at Work Act requires that the Community Centre committee, as the managers of the premises, ensure the health and safety of others who use the Centre. It encompasses every aspect of the premises, which includes the building and its equipment.

Contractors working within the bounds of the Community Centre must have their own current Risk Assessment and Health & Safety Policy available.

The Community Centre Committee must provide a safe place for people to operate by:

- Identifying and assessing all risk of the hazards associated with the premises which may have an effect on the health and safety of others that use the premises.
- Carry out a risk assessment.
- Take action to eliminate or reduce hazards.
- Demonstrate that arrangements are in place.
- Review arrangements when changes occur.
- Provide information on health and safety.

The Workplace (Health and Safety and Welfare) Regulations 1992

These regulations are aimed at protecting users of the centre from exacerbation of health issues, injury or long-term illness by providing for comfort whilst using the Centre and includes:

- Adequate ventilation
- A reasonable temperature
- Suitable lighting and seating
- Clean premises with no tripping hazards
- Suitably maintained machinery and equipment
- Sufficient toilets with hot and cold running water, soap and towels
- Accessible drinking water and suitable facilities for rest and eating

Prevention of fire

The Community Centre Committee try to reduce the risk and prevent a fire occurring. The following activities are carried out:

- A 'Fire Risk Assessment' (as part of the overall Risk Assessment).
- Precautions to be put in place where necessary and where it is reasonable to do so.
- Ongoing checks of fire safety equipment, exits and alarms.

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside and outside the Centre.
- Inflammable substances must either be replaced or when this is impossible measures taken to control the risk.
- Storage of combustible material near a source of ignition is not permitted.
- Emergency exit and routes to them must be kept clear at all times.
- Appropriate Fire Fighting Equipment is provided.
- Fire Equipment is maintained and checked annually.

- Others, including hirers and volunteers, have access to the Health and Safety policy and the risk assessments.

Important issues associated with the Health and Safety in Morwenstow Community Centre

Working Alone

Volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. A mobile phone and telephone number of someone who can administer first aid should be available.

Children and Vulnerable People

On all occasions, the Hirer is responsible for ensuring the safeguarding of children and vulnerable adults under the provision of the current legislation. Please refer to our Safeguarding Policy on our website.

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times.

Safeguarding children, young people, and adults at risk

The hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with current legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Electrical safety

The following must be adhered to:

- All appliances provided by the Centre will be PAT tested annually.
- Electrical appliances must not be left unsupervised when in operation.
- Plug sockets must not be overloaded.
- Should users/hirers want to bring electrical appliances onto the premises they must make the management committee aware of this. The user/hirer is responsible for ensuring that the appliance meets safety standards and is PAT Tested.
- Electrical equipment showing signs of damage, exposure of components, water damage etc should not be touched or operated.
- Users have a responsibility to ensure that all electrical appliances are shut off when leaving the Centre.
- Trailing wires or cables are a trip hazard and should be taped down.

Housekeeping

The Centre is cleaned and checked on a regular basis. However, every user has a responsibility to ensure that the Centre is left clean and tidy. The management committee cannot guarantee that the Centre will be cleaned between each use.

All users must take all their rubbish, recycling, food, drink & perishable items home at the end of each hire. Any major spillage, damage or accident should be reported to

the committee. The paths outside and frontage of the Centre must be kept clear of litter.

Noise

The Centre is situated in a residential area, therefore we ask that users are considerate and keep noise levels to a minimum. Any form of music must be kept to an acceptable level. Users should also be considerate when leaving the centre

Parking

Parking in the local area is carried out at the users' risk.

Accident Reporting Procedure

Accident Report Forms are available in the kitchen. (See Appendix 2). Any accident occurring during use of the Centre must be recorded by employees or hirers. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

The following must be reported:

- A death or major injury.
- Any injury.
- A dangerous occurrence.
- Any injury that results in a member of the public having to be taken to hospital.

Hirers must report any accidents to a member of the Management Committee.

Emergency procedure

In the event of an emergency **DIAL 999**

If you are advised to collect an Automated Electronic Defibrillator (AED) the nearest is located at the front of Morwenstow Community Centre.

The nearest hospital with a Minor Injuries Unit is Stratton Hospital Minor Injuries Unit & the NHS advice is **DON'T JUST TURN UP TEL 111**

This is so they can assess whether they should direct you to another hospital more suited to your needs and there will be less delay for the patient.

The address of the Stratton Hospital Minor Injuries Unit is:

Hospital Road, Stratton, Bude, Cornwall, EX23 9BP
What3Words - investors.president.removing

Hiring Procedure :-Every hirer of the premises must:

Familiarise themselves with content of this Health and Safety Policy. Read the Hirers' Responsibilities (at the end of this policy document) and a copy is also displayed in the foyer.

The hirer is deemed the "Responsible Person" and so is designated the person in charge of the Centre during your hire.

The hirer should inform those attending of the emergency exits and procedures at the beginning of any event.

IN THE EVENT OF A FIRE

Please follow these instructions

- 1) RAISE THE ALARM**
- 2) MAKE SURE SOMEONE HAS CALLED THE FIRE SERVICE (DIAL 999)**
- 3) ANNOUNCE TO MEMBERS TO LEAVE THE PREMISES, IN AN ORDERLY MANNER, BY THE NEAREST AVAILABLE EXIT.**
- 4) ASSEMBLE AT THE FIRE ASSEMBLY POINT - SITUATED ON GRASS NEAR THE CHILDREN'S PLAY EQUIPMENT.**
- 5) ATTACK THE FIRE WITH THE APPROPRIATE FIRE EXTINGUISHERS - BUT DO NOT TAKE PERSONAL RISK.**
- 6) DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE INFORMED THAT IT IS SAFE TO DO SO.**

Morwenstow Community Centre

Shop, Morwenstow, Bude, Cornwall EX23 9SL

ACCIDENT RECORD FORM

Report No

ABOUT THE PERSON WHO HAD THE ACCIDENT

1

Name

Address

City/Town

Postcode

Telephone

Occupation

DETAILS OF PERSON REPORTING THIS ACCIDENT

2

Name

Address

City/Town

Postcode

Telephone

Occupation

DETAILS OF ACCIDENT/INJURY

3

Date: DD / MM / YYYY

Time: HH / MM

Where did the accident/injury take place?

.....

Say how the accident happened, give a cause if you can

.....
.....

Details of accident/injury

.....

Signed:

Date: DD / MM / YYYY

EMPLOYERS USE ONLY

4

If this incident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

How was it reported?

Signed:

Date: DD / MM / YYYY

Please Note: To comply with the Data Protection Act 1998 (DPA) personal details entered on accident record forms must be kept confidential.

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Morwenstow Community Centre (MCC)
Is a Registered Charity - No. 287910

These premises are licensed in pursuance of the Act of Parliament for Public entertainment.

Hirers' responsibilities:

*The hirer is deemed the "**Responsible Person**" and so is designated the **person in charge** of the Centre during your hire. Please read the H&S Policy on the MCC website <https://morwenstowcommunitycentre.co.uk/>*

*The hirer should inform those attending of the **emergency exits and procedures** at the beginning of any event.*

- In line with the law, the facilities are a NO SMOKING/VAPING venue.
- **Safeguarding children, young people and adults at risk. On all occasions, the Hirer is responsible for ensuring the care of children and vulnerable adults under the provision of the most recent Safeguarding Act.**
The hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with current legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.
- The **facility keys** are available from the Caretaker at No.2 Morwenna Road EX23 9SW (Telephone 01288 331527) What3Words - jumped.bells.ethic and after locking up they should be returned to the Caretaker following a day event or placed in the post box outside the front door following an evening event unless otherwise informed by the booking secretary.
- The hirer is responsible for arranging adequate **Public Liability Insurance** where required and any **licence** necessary in connection with the booking, and for informing the Booking secretary. **All bars must close at 11.45 p.m.**
- The hirer should carry out their own **risk assessment**.
- Any hiring for commercial purposes must comply with trading laws.
- A hiring for a party for **18s and under** must have at least **2 stewards present** throughout the event.
- The committee will not accept any liability for the loss or damage to any vehicles, contents or personal property.
- The hirer shall not sub-let the premises.
- Please leave with **consideration** for local residents. **The premises must be vacated by 1 a.m. at the latest.**
- You are advised to read the **Fire Routine Notice** (located on the foyer notice board) and be aware of all the fire exits and fire extinguishers. Please ensure **Fire Exits** are kept clear at all times. You are advised to have a means of calling the Emergency Services.
- The **first aid kit** is kept on the pegs in the kitchen; the **Accident Record Book** and a hard copy of the Centre's Health & Safety policy is filed in the rack below the kit.
- All areas of the facilities must be left clean and tidy.
- All rubbish, recycling, food, drink & perishable items should be taken home at the end of each hire.

- Check that all lights and electrical appliances are turned off. NB the foyer lights will switch off automatically.
- Close all internal doors and secure outside doors and windows.
- The hirer is responsible for the **cost of making good any damage** to the buildings, fittings or contents and for **any additional cleaning**.
- Please use the trolleys provided for moving chairs and tables in order to avoid injury to yourselves and damage to the floor. Store chairs to be stacked in 8's with backs to the external door please.
- **Regular Users** Please ensure any equipment you have in 'The Store' is stored safely & with due consideration for other users.
- If you would like to use the '**Stay & Play**' toys located in the 'Store' & Main Hall cupboard please contact the organiser **Sally McGuinness in advance on Mob 07946834230** and always return the toys to their original location.
- In the event of the Centre being required for use as a polling station, the Committee reserve the right to cancel the hiring and the hirer shall be entitled to a refund of any deposit already paid.
- Please be aware that it has been agreed by the Management committee that the Community Centre may be used as a refuge by a local organisation in the event of an emergency. If this should occur, the Centre would need to be vacated by other users.

Name Tel No.

Signed Date

Reviewed **July 2026**