



# Health & Safety Policy

---

This document is the Health and Safety Policy of the trustees of Somerleyton Community Association.

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers (including trustees), visitors and hirers.
- Keep all of our premises and equipment in a safe condition for all users.
- Provide such training and information as is necessary to staff, volunteers and users.

It is our intention to comply with all Health and Safety legislation and to act positively where we can reasonably do so to prevent injury, ill health or any danger arising from activities and operations within or on our premises.

We consider the promotion of the health and safety of employees at work and those who use the premises, including contractors who may work there, to be of great importance. We recognise that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, we will seek to encourage employees, volunteers, contractors, visitors and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, contractors, visitors and users will be expected to recognise that there is a duty on them to comply with the practices set out by the trustees, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

**This policy was adopted** by the trustees on 30<sup>th</sup> September 2015

### 1.0 RESPONSIBILITIES FOR HEALTH AND SAFETY

- 1.1. The trustees have overall responsibility for health and safety on the premises of Somerleyton Community Association and for the implementation of this policy. It is the intention of the trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations at their premises.
- 1.2. All users of the hall are expected to read this Health and Safety Policy Statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.
- 1.3. It is the duty of all employees, volunteers, contractors, hirers and visitors to:
  - take care of themselves and others who may be affected by their activities
  - do everything they reasonably can to prevent injury to themselves and others
  - co-operate with the trustees in keeping the premises safe and healthy, including external grounds and car parks
- 1.4. Should anyone using the premises come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Treasurer or the Booking Clerk as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be reported immediately to the Booking Clerk.
- 1.5. Routine reviews, checks and inspections of safety procedures and equipment are conducted by appointed trustees or their nominees. Further information can be obtained from the Treasurer or Secretary upon request – their contact details are provided in Appendix 4.

### 2.0 SAFETY INFORMATION

#### 2.1 Fire Precautions and Checks

- 2.1.1 A schematic of the hall showing the location of fire exits and fire extinguishers etc is given in Appendix 1.
- 2.1.2 A copy of the Hall Emergency Evacuation procedure is attached at Appendix 2 and is also displayed on the Hall Notice Board. In addition, each group that meets regularly in our premises may have its own evacuation procedure and fire drill procedure. A guide to emergency arrangements is provided to all hirers and is attached at Appendix 3.

#### 2.2 Risk Assessments

The trustees carry out risk assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm.

These risk assessments also help the trustees to comply with various laws and regulations contained in a wide range of legislation. Copies of the risk assessments are available from the Secretary upon request.

The risk assessments, together with the actions and outcomes they may identify, are kept under review in order to aim for the lowest level of risk possible. However, the trustees are aware that risk can never be eliminated completely. New risk assessments are carried out if new or changed circumstances are identified and are part of the trustees' on-going commitment to safety.

### 3.0 SAFETY PRACTICES

The following practices **must** be followed in order to minimise risks:

- **Make sure that all emergency exits doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration, etc.
- **Do not** work on steps, ladders or at a height until that are properly secured and another person is present.
- **Do not** leave portable electrical or gas appliances operating while unattended.
- **Do not** bring onto the premises any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) without the proper equipment.
- **Do not** stack chairs more than six high.
- **Do not** attempt to carry or tip a water boiler when it contains hot water; leave it to cool.
- **Do not** allow children in the kitchen except under close supervision. Avoid overcrowding and do not allow running.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials.
- **Report** any evidence of damage or faults to equipment or the building's facilities to the Booking Clerk.
- **Report** every accident in the accident book and to the Booking Clerk.
- **Be aware and seek to avoid the following risks:**
  - Creating slipping hazards on steps or wet floors – mop spills immediately.
  - Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the foyer, kitchen, main hall and storage areas
  - Avoiding tripping by using adequate lighting
  - Risk to individuals while in sole occupancy of the building.
  - Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
  - Creating toppling hazards by piling equipment e.g. in store cupboards

#### 4.0 IN CASE OF ACCIDENTS

4.1 The nearest Accident and Emergency/Casualty Department is:

**The James Paget University Hospital  
Gorleston Road  
Great Yarmouth  
NR31 6LA  
Telephone 999 or 111 as appropriate**

4.2 The nearest doctor's surgery is:

**Bridge Road Surgery  
1a Bridge Road  
Oulton Broad  
Lowestoft  
NR32 3LJ  
Telephone 01502 565936**

4.3 The **First Aid Box** is located in the kitchen.

4.4 The **accident book** is at the First Aid Point in the kitchen of the Village Hall. This must be completed whenever an accident occurs on SCA premises. All accidents, even minor ones, must be reported to the Booking Clerk.

4.5 The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes.
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or requiring admission to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption, of any substance by inhalation, ingestion or through skin.
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Should there be an incident/accident on SCA premises that requires the completion of a RIDDOR form then please contact the Secretary for assistance.

### **5.0 INSURANCE**

A copy of the Employer's Liability and Public Liability Insurance certificate is displayed on the hall notice board and can also be obtained from the Treasurer upon request.

### **6.0 CONTRACTORS**

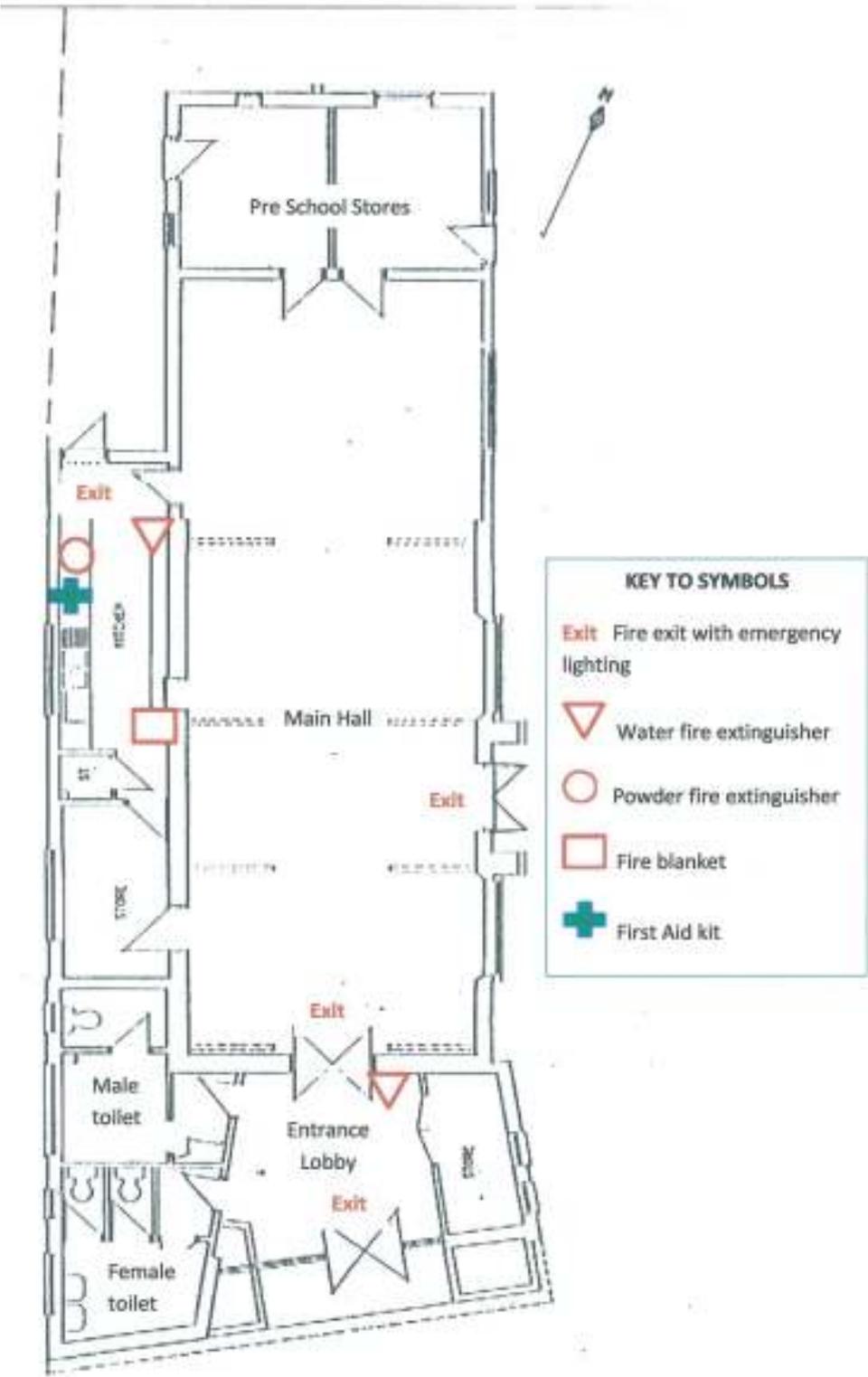
Before any contractor or person on site begins any work they should:

- Carry out their own risk assessment
- Ensure they have adequate liability cover
- Familiarise themselves with this Health and Safety Policy.

### **7.0 REVIEW OF HEALTH AND SAFETY POLICY**

The trustees will review this policy annually after each AGM and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of trustees' meetings.

APPENDIX 1



KEY TO SYMBOLS	
Exit	Fire exit with emergency lighting
△	Water fire extinguisher
○	Powder fire extinguisher
□	Fire blanket
+	First Aid kit

SOMERLEYTON VILLAGE HALL - FIRE PLAN

APPENDIX 2

EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY IN SOMERLEYTON VILLAGE HALL

**FIRE EVACUATION PROCEDURE**

**YOU ARE ADVISED TO STUDY THIS NOTICE, LEARN HOW TO OPERATE FIRE EXTINGUISHERS, KNOW FIRE ESCAPE ROUTES AND ENSURE THESE ARE NEVER OBSTRUCTED**

IF YOU DISCOVER A FIRE:

1. Raise the alarm to others in the building.
2. Call the Fire Services by dialling 999. Do not hang up until they have repeated the address of the fire back to you.
3. If possible attack a small fire using the correct appliance provided. (Do not endanger yourself or others by doing so.)

IF YOU HEAR THE ALARM:

1. Alert others around you.
2. Evacuate all persons from the building in an orderly manner by the nearest Fire Exit.
3. Go immediately to the ASSEMBLY POINT at:  
**MORTON PETO GREEN**
4. If you are the last out of a room close the door behind you.
5. Check that everyone known to be in the building is now at the assembly point.

**DO NOT UNDER ANY CIRCUMSTANCES RETURN FOR PERSONAL EFFECTS**

6. Do not re-enter the premises for any reason until the Fire Service advises you that it is safe to do so.

**APPENDIX 3**

**TYPICAL EMERGENCY PLAN FOR THE HIRER/PERSON RESPONSIBLE**

**A Caretaker is not present on the premises. As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.**

Before the event you should be aware of:

- What fire protection systems are available.
- How a fire will be detected.
- How people will be warned if there is a fire.
- What people should do if they discover a fire.
- How evacuation of the building should be carried out including arrangements for those identified as being especially at risk such as those with disabilities or children.
- Where people should assemble after they have left the building and procedures for checking everybody has evacuated the building.
- Arrangements for fighting a fire.
- How fire and rescue services and any other services will be called.
- Procedures for meeting the fire and rescue services on their arrival.
- Limitation on numbers of people.
- Checking all escapes are clear of obstruction.

At the start of an event you should notify all present about :

- The smoking policy.
- The emergency warning procedure.
- Location of exits and escape routes.
- Taking only valuables immediately to hand and not to go to collect other belongings.
- Not leaving items on the floor that could cause obstruction e.g. handbags.
- The location of the Assembly Point.
- What will happen after an evacuation.

During an event, you should ensure that:

- Escape routes and exits do not become obstructed.
- The No Smoking policy is adhered to.
- No naked flames are started (unless authorised).
- Rooms do not become overcrowded.
- Permitted numbers are not exceeded.
- Noise levels cannot drown out the need for emergency announcements.

At the end of the Hiring, you should ensure that:

- The premises are left clean and tidy and equipment is returned to its correct position / storage area.
- All items brought onto the premises are taken away.
- All heaters including water heaters and cookers are turned off.

- All electrical appliances are turned off and unplugged.
- All lights not required for security reasons are turned out.
- All internal doors are closed.
- All exits to the premises are locked/secured and the key (if issued) is returned as arranged with the Booking Clerk.

**APPENDIX 4**

**IMPORTANT CONTACT DETAILS**  
(Last updated 4<sup>th</sup> September 2015)

**Booking Clerk:**

Erina Keleher  
7 The Green, Somerleyton, Lowestoft, NR32 5PX  
Telephone: 07462 118164 or 01502 732137  
Email: [erina.keleher@gmail.com](mailto:erina.keleher@gmail.com)

**Chairman:**

Sandy Leonard  
3 Marsh Lane, Somerleyton, Lowestoft, NR32 5QX  
Telephone: 01502 730188  
Email: [sandyleonard\\_832@hotmail.com](mailto:sandyleonard_832@hotmail.com)

**Treasurer:**

Simon Phillips  
1 Station Cottages, Station Road, Somerleyton, Lowestoft, NR32 5QN  
Telephone: 01502 731795  
Email: [sca@somerleyton.suffolk.gov.uk](mailto:sca@somerleyton.suffolk.gov.uk)

**Secretary:**

Neil Livingstone  
Crown House, The Street, Somerleyton, Lowestoft, NR32 5QB  
Telephone: 01502 730610  
Email: [neillivingstone@btinternet.com](mailto:neillivingstone@btinternet.com)