



2 Samuel Jones Crescent, Little Paxton PE19 6QY  
Registered Charity Number 1173213

## Health and Safety Policy

### Part 1

#### Statement of intent

- 1.1 The health, safety and welfare of all those managing, using and visiting The Hub Little Paxton is paramount at all times.
- 1.2 The Board of Trustees, although having no legal requirement to record Health and Safety Assessments, recognises and accept its general 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 premises are safe and that risks are assessed and managed, so far as is reasonably practicable.
- 1.3 The policy of the Board of Trustees is to take reasonably practicable measures in relation to the management of The Hub Little Paxton to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to provide healthy and safe working conditions, equipment for our Trustees and hirers; keep all meeting rooms, storage areas, shower/changing rooms, toilet facilities, and equipment in a safe condition for all users; and provide all necessary support and information to all prospective users, hirers and outside contractors.
- 1.4 The Board of Trustees will work in the furtherance of these aims by -
  - 1.4.1 identifying and assessing risks;
  - 1.4.2 recording assessments and regularly reviewing them;
  - 1.4.3 eliminating or controlling risks;
  - 1.4.4 monitoring compliance and work conditions; and
  - 1.4.5 establishing a clear, sensible and practical safety organisation and arrangements.

### Part 2

#### Responsibilities

##### 2.1 General

- 2.1.1 All Trustees, hirers, contractors and users of The Hub Little Paxton are expected to –
  - 2.1.2 follow health and safety instructions and to report dangers;
  - 2.1.3 take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions; and
  - 2.1.4 as regards any duty(s) imposed on the Board of Trustees, to cooperate so far as is necessary, to enable that duty(s) to be performed or complied with.
- 2.2 **All individuals** (*Trustees, hirers, organisations, contractors and visitors*) have a responsibility to ensure that their actions do not compromise the health and safety of themselves or any other person on the premises.
  - 2.3 Anyone who observes a practice or potential hazard, that could compromise the health and safety of any user person, has the responsibility to act to remove such danger and further to report such incidents in the incident book for the attention of the appointed Health and Safety Trustee.
  - 2.4 Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of

appropriate means (*e.g. a warning label*) and to note such action in the incident book for the attention of the appointed Health and Safety Trustee

## 2.5 Board of Trustees Responsibilities

- 2.5.1 ensuring that all Trustees, hirers, contractors and users of The Hub Little Paxton are aware of the Health and Safety Policy;
- 2.5.2 ensuring that the Health and Safety Policy is fully implemented;
- 2.5.3 monitoring compliance with Health and Safety guidelines;
- 2.5.4 regularly assessing and reviewing risks and recording such risks;
- 2.5.5 keeping the incident book in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- 2.5.6 taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such actions;
- 2.5.7 making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- 2.5.8 making such representations to the Board of Trustees, hirers, contractors and users of The Hub Little Paxton, as may be necessary to ensure their cooperation with the Health and Safety Policy, particularly with regard to their actions and activities whilst on the premises; and
- 2.5.9 co-operating with hirers, contractors and users of The Hub Little Paxton in pursuance of health and safety requirements.

## 2.6 Delegated Responsibilities

- 2.6.1 The following persons have been delegated by the Board of Trustees to manage the following:

|  |  |                   |
|--|--|-------------------|
| Health and Safety Trustee              | Trustee responsible for updating policies and risk assessments and presenting them to the Board of Trustees for approval   | Michael Lydon     |
| Fire Risk Assessments/<br>Monitoring   | Undertake Fire Risk Assessment, complete forms, monitor and update as necessary.<br>Report to the Board of Trustees at each meeting and advise relevant people to inform hirers/ contractors as necessary if amendments are made | Michael Lydon     |
| Risk Assessments/Monitoring            | Undertake Risk Assessment, complete forms, monitor and update as necessary.<br>Report to the Board of Trustees at each meeting and advise relevant people to inform hirers/ contractors as necessary if amendments are made.     | Michael Lydon     |
| Annual Testing/<br>Safety Certificates | Make arrangements for annual inspections<br>gas and electrical appliances<br>fire extinguishers  | Nicola Muhlhausen |
| Safety Notices                         | Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedure and Floor Plans  | Nicola Muhlhausen |

|  |   |                   |
|--|---|-------------------|
| Implementation of Policy   | Co-ordinate overall management of policy, including amendments and annual review  | Paul Bishop       |
| First Aid Box  | Check and replenish monthly.  | Pat Law           |
| Reporting Accidents/RIDDOR   | Minor accidents to be logged by users in the accident book<br>Complete RIDDOR forms as necessary  | Nicola Muhlhausen |
| Checking Accident Reports and Incident Book at least weekly or as advised of incidents | Instigate any actions necessary to remove risks, eg repairs.<br>Advise Risk Assessment Trustee and report to Board of Trustees at each meeting or as soon as possible | Nicola Muhlhausen |

## 2.7 Hirer Responsibilities-

- 2.7.1 complying with all conditions of hire, as set out in the hiring agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activities;
- 2.7.2 ensuring familiarity with fire safety checks (*e.g. keeping all fire exits clear*) and evacuation procedures;
- 2.7.3 designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- 2.7.4 ensuring that highly flammable substances are not brought into or used in any part of the premises/sports pitch;
- 2.7.5 seeking consent from the Board of Trustees before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings/heaters/emergency exit signs/doors; and
- 2.7.6 checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

## 2.8 Contractors Responsibilities

- 2.8.1 safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health and Safety legislation and Public Liability Insurance;
- 2.8.2 having regard to the safety of users of the Hub Little Paxton when working on the premises and/or in respect of anything left/stored on or around the premises;
- 2.8.3 advising the appointed Health and Safety Trustee of any flammable or toxic substances that may be used in the course of work on the premises; and
- 2.8.4 displaying appropriate warning signs.

## Part 3: Procedures

### 3.1 Trustees

- 3.1.1 Trustees with specific responsibilities for aspects of health and safety will report to The Board of Trustees at each meeting.
- 3.1.2 The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to the Board of Trustees, hirers, contractors and users of the Hub Little Paxton.

### 3.2 Hirers

- 3.2.1 All hirers will be expected to read through the terms and conditions of hire and sign the booking form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about procedures at the Hub Little Paxton which they will be expected to follow *e.g. fire evacuation, use of equipment, reporting of incidents/accidents.*

### 3.3 Contractors

- 3.3.1 All contractors will be made aware of the Health and Safety Policy, any identified risks and their responsibilities.

## Part 4: Guidance

### 4.1 Premises

#### 4.1.1 General

- 4.1.1.1 All Trustees, hirers, contractors and users of the Hub Little Paxton
- 4.1.1.1.1 must make themselves aware of the procedure to follow in the event of fire;
  - 4.1.1.1.2 must be aware of the position of fire exits and ensure that these are kept clear at all times; and
  - 4.1.1.1.3 fully acquaint themselves with the position and mode of operation of all fire extinguishers.
  - 4.1.1.1.4 All entrances must be clear of obstacles and hazards at all times.
  - 4.1.1.1.5 All Trustees, hirers, contractors and users of the Hub Little Paxton should acquaint themselves with the position of the fuse box/mains switch.
  - 4.1.1.1.6 Any concerns regarding any electrical installation (*e.g. plug, lead, etc*) must be notified to the appropriate person/authority immediately.

#### 4.1.2 Electrical Equipment

- 4.1.2.1 where there are signs of damage, exposure of components or water penetration, etc electrical equipment must not be touched/operated and details reported to the Board of Trustees.
- 4.1.2.2 Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.

#### 4.1.3 Floors

- 4.1.3.1 Wet floors must be made safe until such time as the floor can be thoroughly dried (*e.g. by the placing of an absorbent non-slip slip surface/warning notice*);
- 4.1.3.2 Spills must be cleared up quickly to prevent slipping; and
- 4.1.3.3 Any floor coverings should lie flat and the edges of rugs/carpets/safety mats should not be allowed to curl up.

#### 4.1.4 Showers –

- 4.1.4.1 No unauthorised electrical equipment should be used.
- 4.1.4.2 No glass items should be taken into these areas; and
- 4.1.4.3 Users should be mindful of slipping hazards and potential injury(s) due to wet surfaces.

- 4.1.5 Kitchen –
  - 4.1.5.1 All electrical cooking equipment should not be left unattended whilst in use;
  - 4.1.5.2 Kettle(s) should not be over-filled nor should the lead(s) be left to trail over the edge of worktop(s); and
  - 4.1.5.3 Children should only be allowed in the kitchen when under the direct supervision of an adult.
  - 4.1.5.4 All cleaning solutions, etc must be kept out of reach and, if appropriate, kept in a secure area.
- 4.1.6 Equipment
  - 4.1.6.1 All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters, etc and that it is fit for purpose;
  - 4.1.6.2 Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or topple; and
  - 4.1.6.3 When removing/replacing tables and chairs onto trolley(s) be mindful of potential injury(s) to fingers/hands/feet.
- 4.1.7 Storage
  - 4.1.7.1 All persons should exercise care in storage areas both while removing/replacing items; and
  - 4.1.7.2 Each person is responsible for ensuring that any item he/she stack or or replace cannot fall or be knocked and so cause injury.

## 4.2 Board of Trustees

- 4.2.1 The premises should be adequately heated. Such heating to be used in accordance with the manufacturer’s instructions and adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- 4.2.2 Water should not be heated above 60 degrees centigrade.

## 4.3 Hirers

- 4.3.1 As good practice, hirers should have a method to account for the number of persons present during their hire.
- 4.3.2 Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

## 4.4 Working Practices

- 4.4.1 It is your responsibility to protect yourself from injury when lifting carrying pulling or pushing. In order to do this the following guidelines should be observed
  - 4.4.1.1 do not attempt to lift anything that you know to be beyond your capability;
  - 4.4.1.2 ask for help with large, heavy or awkward items;
  - 4.4.1.3 where possible, lighten the load, separate items so that they are more manageable; and
  - 4.4.1.4 when lifting heavy objects, bend your knees and keep your back straight; and
  - 4.4.1.5 ask for assistance if necessary.
- 4.4.2 Similarly when reaching to remove/replace something on a high self or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed

- 4.4.2.1 ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so;
- 4.4.2.2 use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but also lead to the injury of others nearby;
- 4.4.2.3 ask for help if necessary; and
- 4.4.2.4 do not work at height, on steps or ladders until they are properly secured and another person is present.
- 4.4.2.5 Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris, etc.

#### **4.5 Hygiene**

- 4.5.1 In the interests of health, good hygiene practices are essential –
- 4.5.2 General
  - 4.5.2.1 plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause;
  - 4.5.2.2 all surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner; and
  - 4.5.2.3 hands must be thoroughly washed before food preparation.
  - 4.5.2.4 disposable paper hand towels must be provided.

#### **4.6 First Aid**

- 4.6.1 An appropriately labeled First Aid Box is available in the General Office.

#### **4.7 Incident/Accident Books**

- 4.7.1 These books are used to log all incidents/accidents, e.g. cuts/bumps/falls as well as near misses. They are kept in the General Office.
- 4.7.2 The following details are to be recorded
  - 4.7.2.1 name of the casualty;
  - 4.7.2.2 date, time and place that the incident/accident occurred;
  - 4.7.2.3 cause of the incident/accident e.g. what happened;
  - 4.7.2.4 a brief description of the injury (if any) sustained;
  - 4.7.2.5 first aid/or other treatment administered and by whom;
  - 4.7.2.6 whether or not medical aid had to be sought; and
  - 4.7.2.7 name of person who dealt with the incident/accident.
- 4.7.3 Online incident form is available <https://tinyurl.com/4e65x8n7>
- 4.7.4



#### **4.8 Car Park**

- 4.8.1 Users must only park in the defined parking spaces and be mindful of other persons using the facilities; and
- 4.8.2 The Board of Trustees is not responsible for any damage(s) to vehicle(s) or loss of content(s).