



## HEALTH & SAFETY POLICY

The Ashenground Community Centre Board of Trustees acknowledge and accepts that it has responsibilities as an employer and provider of community centre facilities, under the Health & Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, to effectively manage health and safety matters for its employees, hirers and users of the centre and that this is integral to the success of the Community Centre.

To this end the Board of Trustees will endeavour to keep up to date and comply with all statutory requirements and approved codes of practice by issuing policies, procedures and setting standards for safe practices.

It is our policy to:-

- Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members and hirers.
- Keep the centre and equipment in a safe condition for all users.
- Provide training and information as necessary to staff, volunteers and users.

To do this we will:-

1. Provide a Risk Assessment covering all aspects of the Centre and its use, the risks that have been identified and the actions that are being taken. The risk assessment will be reviewed annually or when there are any proposed changes to equipment and/or procedures.
2. Service and maintain all equipment/areas provided by the Community Centre.
3. Check equipment including tables and chairs for safety as required.
4. Carry out a Health and Safety checklist at least twice annually – by the Centre Manager and two ACC committee members.
5. Display fire procedures clearly around the building, and ensure these procedures are checked annually including the servicing of all fire extinguishers.
6. Provide a First Aid Kit and accident book in the kitchen (near misses to be logged).
7. Clearly label hazardous substances, which will be kept in a locked cupboard.
8. Ensure that any maintenance work carried out by a contractor using ladders, chemicals or equipment is not done alone.
9. Ensure that all users and contractors are aware of this policy and the risk assessment.
10. Ensure that all users of the facilities who are unsure of how to use equipment provided are informed that they MUST ask the advice of the Centre Manager.
11. Display signs to ensure a total ban on smoking in all areas of the Community Centre.
12. Provide child safety plugs to all wall sockets.
13. Display clearly the regulations to be followed in the kitchen areas by all users.
14. Inform all contractors, users of the facilities and volunteers of this policy.
15. Provide CCTV cover in corridors, communal areas and Entrances/Exits increasing the personal safety of the staff and users of the centre and reducing the fear of crime.

Employees will be expected to

1. Recognise that under the 1974 Health and Safety at Work act they are required to “take reasonable care for the health and safety of himself and of other persons who may be affected by their acts or omissions at work”

# ASHENGROUND COMMUNITY CENTRE



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Southdown Close  
Haywards Heath  
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2. Read the Health and Safety policy, which provides guidance on safe working. Employees are encouraged to speak with the nominated trustee about any specific concerns or queries.

In addition employees and hirers will be expected to

1. Recognise that there is a duty on them to comply with the practices set out by the Board of Trustees, with all safety requirements set out in the hiring agreement and the attached Health and Safety policy as well as safety notices on the premises.
2. To accept responsibility to do everything they can to prevent injury to themselves or others. It is the duty of each and every individual who uses the facilities to ensure the health, safety and well-being of themselves and others who may be affected by their acts or omissions.
3. Provide and maintain particular care and supervision with regards to children or vulnerable adults on the site to ensure their safety.

The nominated Trustee for Health and Safety matters is the Chairman of the Management Committee.

**Approved by the Board of Trustees May 2018.**

Registered Office: Ashenground Community Centre  
Southdown Close, Haywards Heath, West Sussex RH16 4JR

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Registered Charity No. 1093850

