

# **MOULTON COMMUNITY ASSOCIATION**

**Charitable Incorporated Organisation**

**Registered Charity no 1154390**

## **HEALTH AND SAFETY POLICY**

### **Part 1 - Policy Statement**

The Moulton Community Association Charitable Incorporated Organisation (MCA CIO) will aim at all times to:

- Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, trustees and hirers.
- Keep Moulton Community Centre and Moulton Village Hall “The Premises” and equipment in a safe condition for all users
- Provide such training and Information as is necessary for trustees, users, visitors and employees

The Moulton Community Association CIO is committed to complying with all health and safety legislation and to acting positively when it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The MCA CIO considers the health and safety of its employees at work and those who use the premises, including contractors who may work there, to be very important, and is committed to promoting it. The MCA CIO recognises that preventing accidents depends as much on an attitude of mind committed to safety as on the safe operation and through the maintenance of equipment and safe systems at work. To this end, it will seek to encourage members, users, visitors and employees to engage in establishing and observing safe working practices.

Trustees, users, visitors and employees are expected to recognise that they have a duty to comply with practices set out by the MCA CIO 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 or others.

Signed on behalf of the MCA CIO .....

Position.....

Date.....

...

## **Part 2: Organisation of Health and Safety**

Moulton Community Association CIO has overall responsibility for health and safety at Moulton Community Centre and Moulton Village Hall 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 Community Association 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 the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should, as soon as possible, inform the Bookings Secretary so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice must be placed on it warning that it is not to be used and the Bookings Secretary informed as soon as possible. If possible the equipment should be removed to prevent further use.

The following persons have responsibility for specific items:

- First Aid box: Health and Safety Officer
- Reporting of Accidents: Health and Safety Officer
- Annual Fire Safety Equipment inspection - Health and Safety Officer
- Annual Gas Safety check – Premises Manager
- Risk Assessment and Inspections: Health and Safety Officer
- Information to contractors: Chairman
- Information to hirers: Booking Officer

Plans of the buildings are displayed in the Ward Hall of the Community Centre and kitchen of the Village Hall showing the locations of:

- Boiler Rooms
- Fire Extinguishers
- Fire Blankets
- Fire Exits
- Fire Exit Signs
- Emergency Lighting
- First Aid Boxes

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

### **1. Licence**

The Community Centre is licensed for music, singing and dancing by South Holland District Council.

The sale of alcohol would require a Temporary Event Notice.

### **2. Fire Precautions and Checks**

PAT (Portable Appliance Testing) - Annual

FIRE RISK ASSESSMENT Regulatory Reform (Fire Safety) Order 2005. This will be updated annually.

GAS BOILER SERVICE - Annual

ELECTRICAL INSPECTION – Tri-ennially

### **3. Procedure in case of accidents**

The First Aid Boxes are located:

- Community Centre - Kitchen
- Village Hall - Kitchen.

The accident forms are kept on the Notice Boards in the kitchens of both buildings. These must be completed whenever an accident occurs.

Any accident must be reported to the Booking Officer or Chairman.

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