

Stradbroke Sports and Community Centre

Health and Safety Policy

General Statement

- We will provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- We will keep the Stradbroke Sports and Community Centre (SSCC) and equipment in a safe condition for all users
- We will provide such training and information as is necessary to staff, volunteers and users. It is the intention of the SSCC Trustees to comply with all Health and Safety Legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.
- The SSCC Trustees consider the promotion of the Health and Safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance.
- The SSCC Trustees 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, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices. Employees, hirers and visitors will be 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 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 Trustees)

Name: Jane Merritt

Position: Chairman

Date: September 2021

Organisation of Health and Safety

The SSCC Trustees have overall responsibility for Health and Safety in the SSCC.

The person delegated by the Trustees to have day to day responsibility for the implementation of this policy is

- Name: Jane Merritt
- Telephone No: 01379 388 382/07548 761 752
- Address: Howgill, New Street, Stradbroke. Eye. IP21 5JJ

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the SSCC Trustees in keeping the premises safe and healthy, including the grounds. Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Bookings Manager, 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 placed in the main entrance by the Caretaker's cupboard.

The following person has responsibility for the following specific items:

- First Aid Box/ Reporting of accidents: Maria Smith
- Fire precautions and checks: Jane Merritt
- Risk assessment and inspections: Jane Merritt
- Information to contractors: Richard Alexandre
- Information to hirers: Richard Alexandre
- Insurance: Richard Alexandre

A plan of the hall is attached below showing the location of fire exits and fire extinguishers.

Licence

The SSCC has a Premises Licence for the following regulated entertainment and activities -

- The performance of plays
- The exhibition of films
- Indoor sporting events
- The performance of live music
- The playing of recorded music
- The performance of dance
- Making music
- Dancing

Times for all above events are Mon-Thurs 09.00-22.00, Fri & Sat 09.00-24.00, Sun 09.00-18.00

- The sale of alcohol - Mon - Sat 11.00-23.00, Sun 11.00-22.30. Good Friday 12.00 – 22.30, Christmas Day 12.00-15.00 & 19.00-22.30. New Year's Eve in addition to the permitted hours on that day, the period between the end of permitted hours on that day and the beginning of permitted hours on the following day.

Fire Precautions and Checks

The Evacuation procedure, location of the nearest telephone and a map showing the fire exits, firefighting equipment and assembly point is attached at the end of this document

- The SSCC Trustees are responsible for the annual Fire Risk Assessment
- Fire Brigade contact tel: 01473 260 588
- Company hired to maintain and service fire safety equipment:
Name: FlameSkill
Address: Flameskill House, Morton Peto Rd, Great Yarmouth NR31 0LT
Tel No: 0800 1694 222
Location of service record: In the H&S file

Testing of Equipment

Fire Alarms – weekly

Emergency Lighting - monthly

Fire Exits - weekly
Firefighting appliances - annually
Electrical installations - 1/3/5 yearly

Procedure in case of Accidents

- The location of the nearest hospital Accident and Emergency/Casualty department is: Ipswich Hospital – 01473 712 233
- The location of nearest doctor's surgery is: Opposite the SSCC – 01379 384 220
- The First Aid Boxes are located in: the Main Kitchen and the Club Room Kitchenette
- The person responsible for keeping these up-to-date is: Maria Smith
- The Accident book is kept with the First Aid boxes. This must be completed whenever an accident occurs.
- Any accident must be reported to Jane Merritt
- The person responsible for completing RIDDOR forms and reporting accidents is: Jane Merritt
- 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 the 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 admittance to hospital for more than 24 hour 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.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire.

Safety Rules

- All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.
- All new hirers will also be given information/training by the Bookings Manager about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.
- It is the intention of the SSCC Trustees to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

- Employees, hirers and visitors will be 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 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. The following practices must be followed in order to minimise risks:
 - Make sure that all emergency exit 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 height until they are properly secured and another person is present
 - Do not leave portable electrical or gas appliances operating while unattended
 - Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
 - Do not attempt to move heavy or bulky items (e.g. stacked chairs) - use the trolleys provided
 - Do not stack more than eight chairs
 - 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. Avoid over-crowding in the kitchen 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: Jane Merritt
 - Report every accident in the accident book to: Jane Merritt
- Be aware and seek to avoid the following risks:
 - creating slipping hazards on (stairs) polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - use adequate lighting to avoid tripping in poorly lit areas
 - 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.

Contractors

The SSCC Trustees will check with contractors (including self-employed persons) before they start work that

- the contract is clear and understood by both the contractors and the committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- contractors do not work alone on ladders at height (if necessary, a volunteer should be present)
- contractors have their own health and safety policy for their staff

- the contractor knows which member of the Committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance

The SSCC's Employer's Liability and Public Liability insurance cover is provided by:

- Name of Insurer: Zurich Insurance Group Ltd
- Address: Corporate Center, Mythenquai 2, 8002 Zurich, Switzerland
- Policy No: VVH 272039 2023
- Date of Renewal: 31 March 2022

Review of Health and Safety Policy

- The SSCC Trustees will review this policy annually. The next review is due in September 2022
- Trustees with responsibility for aspects of Health and Safety will report to Committee meetings regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Advice on Health and Safety can be obtained from:

- The Health and Safety Executive: 03007 906 787
- The Fire Authority: 01473 260 588
- The Environmental Health department: 03708 506 506

STRADBROKE SPORTS AND COMMUNITY CENTRE

EMERGENCY PLAN IN THE EVENT OF A FIRE – May 2021

INSTRUCTIONS TO USERS IN THE EVENT OF A FIRE

All users to includes Trustees, Committee Members, Employees, Contractors, Caterers, Entertainers, Delivery Staff, Regular Users, Village/Other organisations and those using the premises for 'one-off' events. (NB - this list is not definitive)

ALL USERS MUST ACQUAINT THEMSELVES WITH FIRE PROCEDURES AND THE LAY-OUT OF THE PREMISES. PLEASE SEE THE FLOOR PLAN DISPLAYED HERE SHOWING THE POSITION OF ALL THE EXITS – INCLUDING FIRE EXITS, FIRE ALARMS AND FIRE FIGHTING EQUIPMENT.

IN THE EVENT OF A FIRE – DIAL 999 – ASK FOR THE FIRE BRIGADE

- **RAISE THE ALARM BY BREAKING THE GLASS AT ONE OF THE MANUAL FIRE ALARM CALL POINTS**
- There is a public phone in the Entrance Hall – if this is not accessible or out of action users must ensure that one of their party has a fully charged mobile phone (please note signals may not be accessible in the whole of this complex)
- **THE MAIN CRITERIA IN THE EVENT OF A FIRE IS THE SAFE EVACUATION OF ALL PEOPLE FROM THE BUILDING. PERSONAL BELONGINGS/EQUIPMENT MUST BE LEFT BEHIND AND USERS SHOULD IMMEDIATELY EVACUATE THE BUILDING AS QUICKLY AND CALMLY AS POSSIBLE. IF SAFE TO DO SO, PLEASE CHECK AREAS SUCH AS THE KITCHENS, BAR AREA, TOILETS AND CHANGING ROOMS TO ENSURE NO-ONE IS TRAPPED THERE**
- Ensure all vulnerable users eg. children and the disabled are escorted safely off the premises. The Community Centre is all on one level ensuring ease of access for wheelchair users throughout the building. Wheelchairs either occupied or unoccupied should be placed where they will not obstruct other people in an emergency but where a ready means of exit is available
- Fire Extinguishers should only be activated if they are needed to assist safe evacuation and escape from the building
- The Fire Assembly point is in the first car park on the corner of the Stradbroke Fitness Centre building

GENERAL ADVICE

- **THE WHOLE OF THE STRADBROKE SPORTS AND COMMUNITY CENTRE IS A NON-SMOKING ZONE INCLUDING 'E' CIGARETTES. PLEASE ENSURE THAT NO MEMBERS OF YOUR GROUP SMOKES ON THE PREMISES. THERE IS A RECEPTACLE OUTSIDE BY**

THE FRONT ENTRANCE FOR CIGARETTE STUBS. NO NAKED FLAMES ARE PERMITTED WITHIN THE BUILDING

- Please ensure all members of your group are aware of the Fire Procedures. A verbal announcement should be made immediately prior to any event issuing instructions in the case of a Fire, indicating Fire Exits and notifying the Fire Assembly Point. A minimum of 2 stewards from your group should be appointed and made fully aware of the Fire Safety arrangements and be able to give assistance in evacuating the premises in the case of an emergency. These stewards should be readily identifiable by your group
- Before the commencement of any function please ensure that you are aware of the numbers and identity of participants in your group
- During any function please ensure that all internal Fire Doors are kept shut and Fire Exits are free of any obstructions. All Fire Exit Doors are opened by a 'drop down' bar
- If you intend to hold a Barbecue as part of your celebrations you must first inform the Bookings Manager at the time of your booking.
- The maximum permitted numbers for your group are displayed on the notice board. If your group reaches full occupancy figures the curtains hung over the Fire Exit doors must be pulled back and secured to avoid obstruction
- Any seating in the Community Centre must be arranged to allow free and ready access directly to the exits – for seating arrangements please see the maximum permitted numbers on the notice board
- There are sometimes multi events taking place in the Community Centre – be aware that there may be other users in the building apart from those attending your function

GENERAL MEASURES TO PREVENT A FIRE

- Before leaving the building please ensure all internal Fire Doors are closed, turn off all lights, ensure electrical appliances are switched off and if appropriate unplugged, ensure no cigarette butts are smouldering outside the building and all outside doors locked
- Do not leave any items, including tea-towels, on top of the cooker
- Ensure no cars are parked in such a manner as to restrict or obstruct the Fire Exits or to obstruct Fire Fighters and their vehicles from attending the premises

IN THE EVENT OF A FALSE ALARM

If the Fire Alarm is activated accidentally or in error, the key to de-activate the Alarm is hanging on a hook by the light switch in the Waste and Recycling Cupboard, which is on the right as you enter the Community Centre, besides the fire Alarm Control Unit. This key can be used to silence the Alarm and re-set the Control Unit. Please advise the Bookings Manager as soon as possible of any false alarms during your event

These instructions are provided only to ensure your safety and the safety of the members of your group, not to spoil your enjoyment of this community Centre. Thank you.

Stradbroke Sports & Community Centre - Fire Plan

