



FARNDON COMMUNITY CLUB - Health and Safety Policy

1. Introduction

Farndon Community Trust, (operators of the Farndon Community Club) ("FCT") is committed to providing a safe and healthy environment for all members, staff, volunteers, visitors, and contractors. This policy sets out the Club's approach to ensuring health and safety in line with UK legislation.

The names and contact details for all Trustees are displayed on the Club Notice Board and on the Club website.

Attention is also drawn to Appendices 1 and 2 which support this Policy.

2. Legal Compliance

The Trust is committed to complying with:

- The Health and Safety at Work Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Other relevant UK laws and best practices.

3. Responsibilities

- **Club Trustees:** Responsible for implementing and monitoring this policy and the management of health and safety at the Farndon Community Club.
- **Staff and Volunteers:** Must follow health and safety procedures and report hazards.
- **Members and Visitors:** Expected to act safely and report any concerns.

All hirers of the Club are expected to read this document as a condition of their hire and to recognise it is their duty to comply with the procedures and all safety requirements, including safety notices. Hirers will be required to sign the hiring form as evidence that they agree to the hiring conditions.

It is the duty of all Trustees, volunteers, employees, contractors, hirers and other visitors to take care of themselves and others who may be affected by their activities, to do everything they reasonably can to prevent injury to themselves and others and to co-operate in keeping the premises safe and healthy, including the grounds and car park.

Should anyone using the Club become aware of any faults, damage or other situations which might cause injury, and which cannot be rectified immediately, they should inform a Trustee as soon as possible so that the situation 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 a Trustee.

Routine reviews, checks and inspections of safety procedures and equipment are conducted by the Trustees or their nominees.

Club Users must read Appendix 1 – Safe Practices for Club Users.

4. Risk Assessment and Hazard Management

- Risk assessments will be conducted annually to identify potential hazards on Club premises and activities or events undertaken by FCT.
- Hazards will be managed and mitigated appropriately.
- Copies of the risk assessments are held on the premises and available for viewing if required.
- A designated Trustee will oversee risk management.

5. First Aid and Emergency Procedures

- First aid kits will be available at Club premises.
- Emergency evacuation procedures will be clearly communicated and practiced regularly.

6. Fire Safety

- Fire risk assessments will be conducted as regularly as required.
- Fire extinguishers and alarms will be maintained regularly. Service records for the fire safety equipment is available from a trustee.
- A copy of the Club's Emergency Evacuation procedure (Appendix 2) is displayed within the Club premises.
- Clear fire exits and assembly points will be designated.

7. Accident Reporting

- All accidents and incidents must be recorded in the Accident Log.
- Serious incidents must be reported to the relevant authorities if required by law.
- Investigations will be conducted to prevent future occurrences.

The First Aid Box is located: In the main entrance foyer.

The Accident Book is located: In the main entrance foyer. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to a Trustee.

8. Safe Use of Equipment and Facilities

- All Club equipment will be maintained to a safe standard.
- Users must follow operating instructions and report any defects.

9. Safeguarding and Welfare

- The Trust will ensure a safe environment for children and vulnerable adults.
- All safeguarding concerns must be reported to a Trustee.
- For more information, please see the Safeguarding Policy.

10. Insurance

The Trust will ensure that necessary and appropriate levels of Employer's Liability and Public Liability insurance are held at all times.

11. Contractors

Before any contractor on site begins any work they should:

- Familiarise themselves with this Health and Safety Policy.

- Carry out their own risk assessment
- Ensure they have adequate liability cover

12. Policy Review

- This policy will be reviewed every three years or as necessary.
- Amendments will be made in line with legal and operational changes.

Approved on behalf of the Trustees by:



Rob Caddy

(Trustee) Signed:

Name:

Date: February 2025



Deborah Molony

(Secretary) Signed:

Name:

Date: February 2025

APPENDIX 1 **SAFE PRACTICES FOR CLUB USERS**

The following are best practices and should be adhered to in order to minimise risks:

- Make sure that all emergency exits are clear and unlocked during Club use.
- Do not operate or touch any electrical equipment where there are signs of damage.
- Steps and ladders should be properly secured before use and must not be used unless another person is present.
- Do not leave portable electrical equipment operating while unattended.
- Heavy items e.g. kegs and other bar supplies and furniture, e.g. multiple chairs should be moved using the proper equipment.
- Do not allow children in the kitchen except under close supervision.
- 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 a Trustee.
- Record every accident in the accident book.
- Be aware of and seek to avoid the following risks:
 - ❑ Creating slipping hazards on wet floors – mop spills immediately
 - ❑ Creating tripping hazards
 - ❑ Risk to individuals while in sole occupancy of the building
 - ❑ Risks involved in handling kitchen equipment
 - ❑ Lifting heavy objects
 - ❑ Creating hazards by overloading storage cupboards/shelving.

Fire

Assembly Point is the Car Park

IF YOU DISCOVER A FIRE:

1. **SOUND THE ALARM** BY PRESSING A FIRE CALL POINT
2. IMMEDIATELY **SHOUT 'FIRE'** AND GO TO FULL EVACUATION PROCEDURES
3. **DIAL 999 OR 112** FOR FIRE SERVICE
4. **INSIST THAT ALL PRESENT LEAVE BUILDING** AND MEET AT ASSEMBLY AREA
5. IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF
6. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO
7. ARRANGE A HEADCOUNT / **IDENTIFY IF ANYONE IS MISSING**

IF YOU HEAR THE FIRE ALARM:

1. **LEAVE THE BUILDING** BY THE NEAREST FIRE EXIT
2. **DO NOT STOP** TO COLLECT BELONGINGS
3. DO NOT TAKE RISKS – **JUST GET OUT**
4. OUTSIDE, STAY WELL AWAY FROM THE BUILDING AND CAR PARK ENTRANCE
5. TRY TO IDENTIFY IF ALL YOUR GROUP ARE ACCOUNTED FOR
6. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT