



FARNDON COMMUNITY CLUB - Health & Safety Policy Statement

The Trustees of Farndon Community Club place great importance on providing and maintaining a safe and healthy environment for everyone who visits the Club or uses the Club facilities.

The Trustees will comply with all Health and Safety legislation and accept their responsibility to ensure, so far as is reasonably practicable, the health and safety of all the Club's employees, volunteers, visitors and any other members of the public who may be affected by the Club's activities. It is the Trustees' aim to set, promote and maintain the highest standards for health, safety and welfare matters. The Trustees aim to achieve this by:

- Preventing accidents and ill-health arising from Club activities by managing risks
- Engaging with employees and volunteers on matters affecting health and safety
- Providing training and clear instruction and information for employees and volunteers
- Ensuring safe procedures for handling and storage of equipment and substances
- Ensuring safe procedures for handling and storage of food and drinks
- Providing and maintaining safe premises, grounds and equipment
- Ensuring information on health and safety matters is available to all Club users
- Providing clear arrangements for first-aid
- Maintaining a positive awareness of disability needs
- Prohibiting smoking throughout the building
- Providing clear evacuation procedures for use in the event of an emergency
- Ensuring this Policy and Health and Safety news are regularly reviewed

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 to 3 attached which support this Policy Statement.

Approved on behalf of the Trustees by:

Signed:

Signed:

Robert Caddy (Chair)

Deborah Molony (Secretary)

Date: April 2022

Date: April 2022

APPENDIX 1

RESPONSIBILITIES FOR HEALTH AND SAFETY

1. The Trustees have overall responsibility for the management of health and safety at the Farndon Community Club and for the implementation of this policy. It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations at the Club.
2. All hirers of the Club are expected to read this document as a condition of their hire and to recognise that 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.
3. 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.
4. 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.
5. Routine reviews, checks and inspections of safety procedures and equipment are conducted by the Trustees or their nominees.

FIRE SAFETY INFORMATION

6. A copy of the Club's Emergency Evacuation procedure (Appendix 3) is displayed on the Notice Board.
7. The service record for the fire safety equipment is available from the Chairman.

RISK ASSESSMENTS

8. The Trustees undertake an annual safety assessment of the Club premises and activities by following a safety checklist provided by the Health and Safety Executive. This is supported by more detailed risk assessments being carried out for individual activities or events as deemed necessary. Copies of the current Risk Assessments are held in the Club office.

INSURANCE

9. Employer's Liability and Public Liability Insurance certificates for the Club are held in the Club office.

CONTRACTORS

10. 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

IN CASE OF ACCIDENTS

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.

APPENDIX 2

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