



## CHARLBURY Community Centre

# Charlbury Community Centre Management of Health and Safety

### INTRODUCTION

The Charlbury Community Centre (CCC) is a place where all members of our community should feel able to enjoy a diverse range of activities in a safe and healthy place. The Thomas Gifford Trust (TGT) recognises its responsibility to take all reasonable precautions to provide a safe environment at the CCC for all employees, volunteers and visitors / users alike.

Therefore, TGT will continuously strive to ensure that:

- CCC is maintained in a safe condition for all users including access
- Appropriate information, instruction, training and supervision is provided to ensure the health and safety of employees, volunteers and visitors/ users
- Systems of work are safe including the handling, storage and transportation of items and substances
- An open environment exists that encourages employees, volunteers and visitors / users to identify safety risks and issues, discuss them freely and help continuously improve the safety of the CCC
- Comply with all relevant statutory requirements and codes of practice

### 1. ORGANISATION AND RESPONSIBILITIES

#### 1.1. TGT

Overall responsibility for CCC is held by the TGT. Trustees of the TGT will ensure that there are sufficient resources available to provide any health and safety equipment,

personal protective equipment and training where appropriate. TGT trustees are supported by the Executive Director to oversee the running of CCC.

## **1.2. Responsible Persons**

TGT will encourage all staff, voluntary workers, helpers (hereafter referred to collectively as 'Staff') and sub-contractors and users of CCC to take responsibility for health and safety matters. The TGT trustees and Executive Director will take responsibility for all day-to-day health and safety matters. The Executive Director reports to the chairman of the TGT Trustees.

One TGT trustee, the Health and Safety Trustee (H&S Trustee) has responsibility to ensure health and safety policy is implemented, and report to other trustees at the regular trustee meeting or more frequently if required. The H&S Trustee will monitor the health and safety policy on a regular basis, and ensure safety records are maintained, accidents are investigated and will keep a watching brief on changing safety legislation.

## **1.3. TGT trustees and Executive Director**

TGT trustees and Executive Director have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. TGT trustees and Executive Director will:

- ▶ Ensure that safety is at the forefront of any project work and that these incorporate opportunities to engineer our safety risks wherever feasible
- ▶ Ensure, together with other members of Staff, that users of CCC act in a responsible manner at all times
- ▶ ensure that each new member of Staff is given induction training at CCC, including the precautions and procedures appropriate to their specific jobs
- ▶ ensure that all Staff are made aware of any health and safety procedures in place
- ▶ ensure all Staff for whom they are responsible understand the health and safety policy and risk assessments
- ▶ ensure that any member of Staff, before he or she commences work, has been advised about any special occupational qualifications or skills required in order that the work can be carried out safely
- ▶ investigate all accidents with a view to prevention of further occurrence
- ▶ ensure good housekeeping standards are applied
- ▶ ensure building and equipment maintenance is carried out in a timely manner
- ▶ ensure accidents are recorded.
- ▶ consult with Staff directly with regards to health and safety matters to ensure Staff have the opportunity to discuss any concerns they may have regarding health and safety

## **1.4. Staff, Voluntary Workers Helpers and Subcontractors**

All Staff have a responsibility to do everything they can to prevent injury to themselves, their fellow Staff members, CCC users and others affected by their actions or omissions at CCC. They are expected to:

- ▶ co-operate fully on health and safety matters
- ▶ follow health and safety policies and procedures
- ▶ report any incidents which have or may have led to injury or damage
- ▶ not interfere with anything provided to safeguard their health and safety
- ▶ take reasonable care of their own health and safety
- ▶ report all health and safety concerns to TGT trustees and Executive Director
- ▶ make suggestions to improve health and safety and direct these to the Executive Director

All Staff should ensure that they use any equipment provided in accordance with the training and instruction that they have received, inform TGT trustees and Executive Director about any serious or imminent danger, and report any shortcomings that they see in the use of such equipment.

## **2. HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES**

TGT trustees, Executive Director and Wellness Manager, will undertake risk assessments from time to time. They will review findings, decide what further action, if any, needs to be taken and report to the Trustees as he/she deems necessary. Action required to remove and/or control risks will be approved by Trustees.

## **3. SAFE EQUIPMENT**

On-duty staff and the Wellness Manager are responsible for identifying all equipment needing maintenance and any building management issues and will ensure that any identified maintenance is implemented and effective maintenance procedures are drawn up.

Any problems found with the building and/or equipment should be reported to the Executive Director in the first instance. Equipment issues will be addressed by the Wellness Manager in conjunction with the Executive Director. The Executive Director will liaise with the Building Committee regarding any building maintenance issues.

The Wellness Manager will check that new equipment meets health and safety standards before it is purchased or used.

#### **4. SAFE HANDLING AND USE OF SUBSTANCES**

The Wellness Manager will be responsible for identifying all substances which need a COSHH assessment and will undertake the COSHH assessments, ensure that all actions identified in the assessments are implemented and ensure that all staff are informed about the COSHH assessments.

#### **5. COMPETENCY FOR TASKS AND TRAINING**

Induction training will be provided for all Staff.

#### **6. ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

A basic first aid kit is held behind the CCC reception desk and is available for use during reception opening hours. Out of hours, users of the sports hall are required to bring their own first aid kit. CCC Wellness Manager has been appointed as first aider when on site. We encourage all clubs to designate a first aider when using the centre.

There is no defibrillator on site. A defibrillator is available on the outside wall of Charlbury Medical Centre which is adjacent to CCC.

All accidents and cases of work-related ill health are to be recorded in the accident book which is kept at CCC reception desk area. All accidents will be investigated by TGT trustees and the Executive Director ensuring that necessary action is taken to prevent recurrence.

Any "near miss" incident which occurs should be reported to TGT trustees and Executive Director. The Executive Director and Wellness Manager are responsible for bringing issues to the attention of Trustees as he/she deems appropriate.

A RIDDOR report is required when accidents to members of the public or others who are not at work results in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute "treatment" in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. All clubs should designate a responsible person to report any accidents or near misses to the Executive Director or Wellness Manager.

Sporting injuries are not reportable if the injury arose out of the normal participation of the activity. Sporting injuries should only be reported if they were due to defective equipment or failings in the organisation and management of an event.

## **7. EMERGENCY PROCEDURES – FIRE AND EVACUATION**

Emergency evacuation procedures have been prepared and are available for inspection at CCC reception desk.

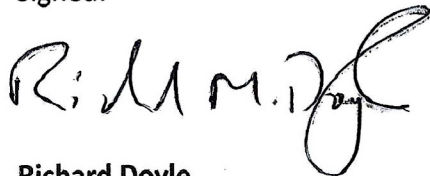
Escape routes are checked weekly, and alarms are tested weekly by the Wellness Manager. Inspection and test reports are kept in the Fire Risk Management file in the reception area.

Fire Safety Procedures are provided in the document titled Fire Safety Plan.

## **8. ACTION FOR BREACH**

If Staff contravene the provisions of this policy, whether or not in doing so they place the health and safety of themselves or others at risk, the TGT Trustees and the Executive Director will decide on the appropriate action to take.

Signed:

A handwritten signature in black ink, appearing to read 'Richard Doyle', with a large, stylized flourish at the end.

**Richard Doyle**  
Trustee  
Thomas Gifford Trust

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