



# Mareham-Le-Fen Community Centre

Horncastle Road, Mareham-Le-Fen, Lincs. PE22 7QL

Admin: Mareham-Le-Fen Village Hall & Memorial Lawn - Charity No. 1087875



## **HEALTH AND SAFETY POLICY**

**FOR**

## **MAREHAM LE FEN COMMUNITY CENTRE**

**Charity No 1087875**

## **Health and Safety Policy**

### **Part 1 - General Statement of Policy**

This document is the Health and Safety Policy of Mareham Le Fen Community Centre.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the Community Centre and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Mareham Le Fen Community Centre Management Committee to comply with all relevant 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.

Mareham Le Fen Community Centre Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognises 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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.

Name: Graham Beacham

Position: Chairman

(On behalf of the Management Committee)

Date: December 2022

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

The Mareham Le Fen Community Centre Management Committee has overall responsibility for health and safety at Mareham Le Fen Community Centre 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 Management Committee 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 inform the Chairman or the Bookings Secretary, as soon as possible so that the problem can be dealt with.

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

The following persons have responsibility for specific items: First Aid

box: TBA

Reporting of Accidents: TBA

Fire precautions and checks: Chairman

Risk Assessment and Inspections:

Information to contractors : Chairman

Information to hirers: Booking Clerk

Insurance: Chairman

A plan of the hall is attached showing the location of electricity switch room, lpg main tap, emergency exits and fire extinguishers.

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

### **3.1 Licence**

The hall is licensed by East Lindsey District Council for music, singing, dancing and sale of alcohol. Full list of licensed activities shown on booking form.

### **3.2 Fire Precautions and Checks**

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A plan of the Community Centre showing the fire exits and fire fighting equipment is attached.

Person with responsibility for testing equipment and keeping log book: Chairman

Local Fire Brigade Contact: Boston Fire Station, Tel No. 01205 363231

Company hired to maintain and service fire safety equipment: Name:

Firestop Services

Address: See certificate in foyer

Location of service record: With Contractor

Checking of Equipment, Fittings and Services

Weekly: Door mat, clocks, toilets, water heaters, accident book, fridge, outside lights, emergency lighting, all lights.

Monthly: First Aid Box, steps, locks and sockets

Half Yearly: Diffusers, window cleaning,

Yearly: Fire extinguishers,

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### **3.3 Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty dept is Pilgrim Hospital Boston, Sibsey Road, Boston, Lincolnshire, PE219QS  
Tel: 01205364801

The location and telephone number for the nearest doctor's surgery is The New Surgery, Silver Street, Coningsby. Tel: 01526 344544 The First

Aid Box is located in the foyer, kitchen and bar lobby The person responsible for keeping this up to date is the Chairman

The accident forms are kept the foyer. These must be completed whenever an accident occurs.

Any accident must be reported to the Chairman of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman.

### **3.4 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.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Particular health and safety instructions apply to Theatrical and Entertainment Events.

A visual Risk Assessment is carried out monthly and any risks reported to the Management Committee.

### **3.5 Contractors**

The Management Committee 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

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- The contractors are competent to carry out the work (eg have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg 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 or the Institute of Electrical Engineers Code of Practice

### **3.6 Insurance**

Company providing the hall's Employer's Liability and Public Liability insurance cover:

Ansvar Insurance : Policy no. CCP 2307958

### **3.7 Review of Health and Safety Policy**

The Management Committee will review this policy annually.

### **3.8 Address and telephone number of organisations that can give advice on health and safety:**

Health and Safety Executive, Tel: Advisory Team on 0300 003 1747 East  
Lindsey District Council  
Headquarters-Tedder Hall, Manby Park, Louth. 01507 601111