



# Health & Safety Policy

## Executive Summary

The Gamesley Community Group is committed to providing a safe, healthy, and well-managed environment for all employees, volunteers, trustees, hirers, contractors, and visitors to the Gamesley Community Centre. This Health & Safety Policy sets out how we meet our legal obligations, manage risks, and ensure that the building and its activities operate safely at all times.

## Leadership and Responsibilities

The Trustees hold ultimate responsibility for health and safety throughout the Centre. Day-to-day implementation is delegated to named individuals who manage inspections, accident reporting, fire safety checks, liaison with contractors, and communication with hirers. All users of the Centre share responsibility for maintaining safe practices, reporting hazards, and complying with safety procedures, signage, and the hiring agreement.

## Safety Management System

The policy outlines a clear set of organisational arrangements to ensure the safety of the premises and its users. This includes regular building checks, asset servicing (such as electrical installation testing, PAT testing, fire safety equipment, emergency lighting, and RCDs), and maintaining a building plan that identifies key utilities and emergency exits. Trustees are expected to ensure that adequate resources are in place for repairs, maintenance, and compliance activities.

## Fire Safety

The Centre maintains robust fire safety procedures, including clear evacuation steps, weekly and monthly checks, and annual servicing of firefighting equipment. A separate fire risk assessment supports this policy. All users must know how to activate alarms, evacuate safely, and contact emergency services. Trustees oversee the maintenance schedule and ensure that evacuation routes remain accessible at all times.

## Accident and Incident Reporting

All accidents must be recorded in the accident book and reported to the designated trustee. The policy identifies responsibilities under RIDDOR for reporting serious injuries, dangerous occurrences, and incidents involving members of the public. First aid supplies are maintained on site, and a defibrillator is available outside the Centre. Trustees must monitor incidents to identify trends and implement corrective actions.

## Risk Control Measures

Risk assessments are in place to identify and minimise hazards associated with building use, equipment, manual handling, kitchen activities, and environmental risks such as slips and trips. External hirers must follow the Centre's safety rules, including safe equipment use and supervision of children. A COSHH process is in place for cleaning and maintenance products, with safe storage and appropriate use required.

### **Training, Induction and Lone Working**

Staff, volunteers, and key hirers receive induction covering emergency procedures, safe systems of work, and hazard awareness. Relevant training includes fire safety, manual handling, and equipment use. Lone working procedures are included to protect individuals accessing the building alone, with requirements for sign-in/out, safe behaviour, and avoiding high-risk activities.

### **Contractors, Accessibility and Food Safety**

Contractors must demonstrate competence, insurance, and awareness of hazards before starting work. The Centre is committed to accessibility and ensures routes, signage, and safety arrangements accommodate users with additional needs, including the development of PEEPs where appropriate. Where food is prepared or served, safe food hygiene practices must be followed.

### **Monitoring and Review**

Trustees receive regular reports on accidents, maintenance issues, and safety concerns. Inspections and checks are carried out throughout the year to ensure ongoing compliance. The policy is reviewed annually or sooner if required, ensuring that risks are effectively managed and that safety remains integral to the operation of the Gamesley Community Centre.

# 1. Scope and Purpose

This Health and Safety Policy applies to all employees, volunteers, trustees, hirers, contractors, and visitors using the Gamesley Community Centre and its grounds. Its purpose is to ensure a safe and healthy environment by clearly setting out responsibilities, expectations, and procedures that protect everyone who enters or uses the premises. The policy covers all activities taking place within the Centre, including community events, private hire, maintenance work, and routine operations, and supports our commitment to preventing injury, ill health, and unsafe practices.

## 2. General Statement of Policy

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, trustees and hirers
- b) Keep the Community Centre and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to employee(s), volunteers and users.

It is the intention of the trustees of the Gamesley Community Group 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 trustees of the Gamesley Community Group 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 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, trustees 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 trustees, 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.

## 3. Organisation of Health and Safety

The Trustees of the Gamesley Community Group have overall responsibility for health and safety at the Gamesley Community Centre.

The person (s) delegated by the Trustees to have day to day responsibility for the implementation of this policy is/are:

Name	Helen Thornhill
Telephone Number	07973 769069

Address	26 Tredcroft Street
	Glossop
	Derbyshire
	SK13 8EE

Name	Danny Mcloughlin
Telephone Number	07396376927
Address	1 Cedar Close
	Glossop
	Derbyshire
	SK137BP

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 Trustees in keeping the premises safe and healthy, including the grounds.

Should anyone using the Centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, 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 kitchen area at rear of the building.

The following persons have responsibility for specific items:	
First Aid box	David Pratt
Reporting of accidents	Helen Thornhill
Fire precautions and checks	David Pratt
Training in use of hazardous substances and equipment	N/A
Risk assessment and inspections	Helen Thornhill
Information to contractors	Helen Thornhill
Information to hirers	Danny Mcloughlin
Insurance	Helem Thornhill

A plan of the building is attached showing the location of thermostat, electrical sockets, distribution board, water stopcock and fire exits. There is also one on the notice board in the lobby.

## 4. Arrangements and Procedures

### Premises Licence

The Gamesley Community Group has a Premises Licence, from the local authority, authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	Times for which the activity is licensed
The performance of plays	N/A
The exhibition of films	N/A
Indoor sporting events	N/A
Boxing or wrestling entertainment	N/A
The performance of live music	N/A
The playing of recorded music	Required
The performance of dance	N/A
Facility for making music	N/A
Facilities for dancing	N/A
Late night refreshment	Required
Supply of alcohol	N/A

### Fire Precautions and Checks

Should a fire occur the following procedure should be followed:

1. **Activate the alarm by smashing the glass at nearest alarm point** – Make sure everyone knows exactly what is happening.
2. **Get out** – Leave the building as quickly and calmly as possible through the nearest safe exit.
3. **Shut the doors** – Close doors behind you as you pass through to help prevent the spread of the fire.
4. **Call 999** – Use a mobile or a neighbour's phone to call us as soon as you can.
5. **Stay out** – Don't go back for anything.

The Fire Service Centre be called to any outbreak of fire, however slight, and either Helen Thornhill (details above) Centre be informed as soon as reasonably practicable.

See separate fire risk assessment and policy.

<b>Company hired to maintain and service fire safety equipment</b>	
Name:	Map Security
Tel:	
Location of Service Record:	In Health & Safety Folder

List of Equipment and its location

<b>item</b>	<b>Test interval</b>	<b>Location</b>	<b>Service Date</b>
Residual Current Device	Monthly	Kitchen / Cupboard to left of stage as you face it	
Emergency Lighting	Monthly	Above Fire Exits	
Fire Exits – main Centre / kitchen	Weekly		
Fire fighting appliances	Annually	Main Centre, kitchen & entrance	
Electrical installation	5 years	Throughout Centre	
Portable Electrical Appliances	Annually	Kitchen	

### **Procedure in Case of Accidents**

#### **Location using “What three words” – indirect.investors.adjust**

The location of the nearest hospital Accident and Emergency/Casualty dept is:

Tameside and Glossop Emergency Care Hospital,  
Ring 111 for medical advice or 999 for an emergency.

There is a defibrillator outside the Centre

The location and telephone no. for the nearest doctor’s surgery is:  
Cottage Lane Surgery.

The First Aid Box is located in: The kitchen wall

The person responsible for keeping this up to date is: Caretaker

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

Any accident must be reported to the member of the management committee responsible, who is: Helen Thornhill

## Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR Forms)

The person responsible for completing RIDDOR forms and reporting accidents is:

Helen Thornhill

Types of reportable injury:

- Death
- Major injuries
- Over-seven-day injuries

For people not at work:

- Where a member of the public or person not at work has died  
Injuries to members of the public or persons not at work where they are taken from the scene of an accident to hospital for treatment

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, requiring resuscitation or requiring admittance to hospital for more than 24 hours
- 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, 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

## **Control of Substances Hazardous to Health (COSHH)**

Although the Centre uses only low-risk cleaning and maintenance products, these substances still fall under COSHH regulations. An inventory of all chemical products used on site will be maintained, along with relevant safety data sheets, storage arrangements, and instructions for safe use. Staff and volunteers must use cleaning products in accordance with the manufacturer's guidance, store them securely out of public reach, and wear appropriate protective equipment where required. Any spillages, reactions, or concerns about chemical safety must be reported immediately to the nominated Health and Safety lead.

## **5. Safety Rules for External Users**

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 about safety procedures at the Centre 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 trustees of the Gamesley Community Group 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 trustees have carried out risk assessments. 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 Centre 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 (eg stacked tables or chairs)
- Do not stack more than three 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 except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). 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:  
Helen Thornhill

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 Centres 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.

## 6. Contractors

The 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 have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- 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.

## 7. Insurance

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

Name of insurer	<b>Access Insurance.</b>
Address	

Telephone no of insurer	0333 344 7420
Policy No.	AIN29153: Charity Insurance
Date of Renewed	Oct 2026
Any risks excluded	
Special conditions users should be aware of	

## 8. Lone Working

Some staff, volunteers, or hirers may occasionally be required to access or work within the Centre alone. To ensure their safety, all lone workers must follow agreed procedures, which include informing a designated contact person of their arrival and departure, ensuring that entry points remain secure while inside the building, and avoiding high-risk activities such as working at height, heavy lifting, or using hazardous equipment when alone. Lone workers must have a charged mobile phone available, and any concerns or incidents encountered while working alone must be reported to the Trustees as soon as possible.

## 9. Training and Induction

The Gamesley Community Group is committed to ensuring that all employees, volunteers, and key hirers receive appropriate induction and training to carry out their duties safely. This includes training on fire safety, manual handling, safe use of equipment, accident reporting, and other relevant topics depending on their role. Records of training completed will be maintained, and refresher training will be provided as needed. New volunteers and staff will receive a structured induction covering emergency procedures, safe systems of work, and building-specific risks.

## 10. Monitoring, Inspection and Review

Health and safety performance will be monitored throughout the year to ensure ongoing compliance and continuous improvement. Routine inspections of the building, equipment, and safety systems will be carried out by designated individuals, with findings recorded and addressed promptly. The Trustees will receive regular updates on accidents, near-misses, maintenance issues, and any identified hazards. This policy will be formally reviewed annually, or sooner if significant changes occur, to ensure it remains effective and up to date.

## 11. Accessibility and Inclusion

The Gamesley Community Group is committed to providing a safe and accessible environment for all users, including those with disabilities or additional needs. We will ensure that access routes, facilities, and signage are clear, well lit, and unobstructed,

and we will work with hirers to identify and implement reasonable adjustments to support individual requirements. Personal Emergency Evacuation Plans (PEEPs) will be developed where needed, and all users are encouraged to inform staff of any specific access needs so appropriate support can be provided.

## 12. Food Safety

Where food preparation or serving takes place within the Centre, all staff, volunteers, and hirers must follow basic food hygiene principles to ensure the safety of those consuming food. This includes maintaining clean preparation areas, proper handwashing, safe storage and handling of food, and avoiding cross-contamination of allergens. Anyone regularly preparing food for public consumption should have appropriate food hygiene training, and hirers must ensure they comply with relevant food safety regulations and notify the Trustees if food will be brought, served, or prepared as part of their activity.

## 13. Review of Health and Safety Policy

The trustees will review this policy annually. The trustee with responsibility for aspects of health and safety will report to the other trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Room/corridor	Extinguisher in place	Emergency Lights and signs	Emergency Alarm Points
Activity/wellbeing room	CO2 and Water	Light and sign	Yes
Entrance Corridor	Foam	Light and sign	
Reception office	CO2		
Main entrance		Light and sign	Yes
Office Corridor	Foam	Sign	Yes
Entrance to Sports Hall		Sign	
Large sports hall	Water	Light and sign	Yes
Kitchen	CO2 & Fire Blanket		Yes
Café	Water	Light and sign	Yes