



South Brent Old School Community Centre Health and Safety Policy

Statement of General Policy

South Brent Old School Community Centre (SBOSCC) wishes to ensure that as far as is reasonably practicable, the health, safety and welfare of all people visiting, using, volunteering or working at SBOSCC premises will be of the highest standard.

SBOSCC trustees fully accept the obligations placed upon them by the various Acts of Parliament covering health and safety. SBOSCC requires all trustees, employees, and volunteers to ensure that the SBOSCC Health And Safety Policy as set out in the remainder of this document is implemented.

This policy relates to all areas of the SBOSCC site, including the main Centre, Art House, Clay Barn, School House, car park and grounds.

Management Organisation and Arrangements

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all trustees, employees and volunteers through the normal line management processes.

Management Responsibilities

The trustees have overall responsibility for the implementation of SBOSCC's policy. In particular, they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Operational Responsibility

The Centre Manager is responsible for co-ordinating effective health and safety implementation and controls.

The Centre Manager is responsible for:

- the application of SBOSCC's policy;
- undertaking a Centre Risk Assessment on an annual basis. This will accord with, or be similar to, the HSE Guidance note on Risk Assessment for Community Buildings to be found at <http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf> ;
- actioning any measures identified in the annual Risk Assessment and keeping appropriate records;
- undertaking regular inspections to ensure safe access and clear fire exits;
- ensuring all necessary safety-related tests of equipment are undertaken and that said equipment is in safe working condition;
- arranging inspections and/or maintenance by any third parties;
- weekly fire alarm test and visual inspection of fire fighting equipment alongside a programme of fire drills. Monthly test of exit lighting and visual inspection of fire doors. Annual inspection of alarms, sensors, exit lighting and fire fighting equipment. Appropriate details recorded in the Fire & Safety Maintenance Log Book. Emergency Fire Procedures located as required;

- carrying out COSHH risk assessments and implementing COSHH measures;
- managing and monitoring the recording and reporting of accidents and incidents;
- identifying health and safety training needs;
- monitoring and reporting on the effectiveness of this Health & Safety Policy, as per the details below.*

The Centre Manager also acts on behalf of the trustees, as SBOSCC's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies

Employees and Volunteers

The Health and Safety at Work Act requires each employee / worker 'to take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by their acts and omissions' and co-operate with the trustees to enable them to carry out their responsibilities under the Act. Employees and workers have equal responsibility with SBOSCC trustees for Health and Safety at Work. Volunteers also have a similar responsibility in relation to Health and Safety.

The trustees are committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

In accordance with Health and Safety legislation, an individual health and safety risk assessment will be carried out for any employee, worker or volunteer who is pregnant, has given birth in the last 6 months, or who is currently breastfeeding.

Licensees, Contractors and People Working at the Centre Not Employed by SBOSCC

Licensees shall implement and maintain their own Health and Safety arrangements for the activities in their dedicated parts of the SBOSCC site. The health and safety standards should not be lower than those of SBOSCC and should be available for inspection if asked for. The need for these shall be established in Licence documents.

Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

Persons working in SBOSCC premises who are employed by other organisations are expected to follow the SBOSCC Health and Safety Policy with regard to the safety of SBOSCC employees and volunteers, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements.

Visitors and Members of the Public

Visitors, hirers and Centre users shall be expected to adhere to those instructions relating to Health and Safety as may be displayed in the Centre. Hirers making bookings for space and activities in the Centre shall adhere to those Health and Safety and Emergency Fire Procedures that are supplied with the booking details.

The Centre has a zero tolerance policy for anti-social behaviour, which includes excessive noise and disturbance to other Centre users. The trustees and Centre Manager reserve the right to exclude any person(s) deemed to be putting the enjoyable and safe use of the Centre for all other persons at risk.

Anyone who notices persons acting in a way which would endanger others should inform the Centre Manager (in person if present, or otherwise by email info@theoldschool.org.uk) If the Centre Manager is not available, the Emergency Trustee should be contacted (via the contact details displayed outside the front door). If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

Health and Safety Management Process

SBOSCC believes that consideration of the health, safety and welfare of staff, members, volunteers and users is an integral part of the management process. SBOSCC requires staff and volunteers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking appropriate action and monitoring. SBOSCC's trustees will formally consider health and safety issues. This will be achieved by ensuring that Health and Safety is a formal mandatory item to report on at regular trustee meetings.

***This report shall cover:**

- any recommended update to policy;
- any incidents during the previous month;
- any measures taken to rectify hazards or improve Health and Safety.

Annual Reporting on Health and Safety shall cover:

- outcome of the Centre Risk Assessment;
- outcome of fire procedure assessments;
- review of calendar of required inspections and tests;
- certification.

Identification of Health and Safety Hazards

It is the policy of SBOSCC to require a thorough review of health and safety performance against established standards, at least annually. This will be achieved by undertaking a Centre Risk Assessment, as detailed above.

It is the trustees' responsibility to ensure that any actions identified in the Risk Assessment are dealt with appropriately. The Risk Assessment may inform the updating of the SBOSCC Health and Safety Policy for the following year.

The Centre Risk Assessment, in line with the HSE advice, will include the following elements:

- Identify the issue creating risk
- Identify required actions
- Prioritise these and give a timescale for completion
- Note when required actions are completed
- Review the assessment and update when necessary

Records, Monitoring and Reporting

Records will be kept of:

- The annual HSE Checklist and Centre Risk Assessment
- Fire alarm, fire fighting equipment and emergency lighting inspections
- Fire Drills
- Food Hygiene Certification
- Electrical Inspections (both PAT and general safety inspections to legal requirements)
- Gas Inspections (as required)
- Legionella testing (as required)
- Accidents and Incidents

Accidents and Incidents shall be recorded

An **accident** is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee. An **incident** is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee.

An accident/incident book is maintained by the Centre Manager for the purposes of recording any accidents or incidents. Any actions arising from accidents and incidents shall be monitored by trustees at monthly and annual reviews. The Accident and Incident Book is located in the Servery.

RIDDOR: When to Report Accidents

The following is a list of the categories of accident which must be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) provisions:

- The death of any person.
- All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- Specified injuries to workers:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours
 - over-seven-day incapacitation of a worker.

Over seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result 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.

Occupational Diseases

Employees and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

First Aid

It is the policy of SBOSCC to make provision for First Aid in accordance with the First Aid Regulations (1982). The Centre Manager is nominated for those Regulations' purposes as the Responsible Officer whenever on site, and is responsible for ensuring the Regulations are implemented and ensuring that the first aid box is adequately stocked with supplies within their marked expiry dates. The location(s) of first aid boxes shall be displayed prominently in the Centre. The contact details for the designated first aider shall also be displayed. The Centre Manager shall be the designated first aider and shall receive appropriate training.

Fire Safety

The trustees nominate the Centre Manager as the Fire Officer. This requires a need to:

- report and advise on the standard of fire safety in SBOSCC's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training and fire drills;
- undertake other routine checks as detailed in the 'Operational Responsibility' section above;
- ensure any other legal requirements in respect of fire safety are met.

A copy of the Emergency Fire Procedure will be made available to all third party users who are to be given access to the building, and copies of the Emergency Fire Procedure are to

be prominently displayed around the building, detailing actions to be taken in the event of a fire in the building.

Food Hygiene

The Centre Manager is responsible for ensuring that any staff and volunteers who assume responsibility for food preparation, storage and food handling receive training to the necessary legal standards.

Cleanliness & Waste Disposal

- It is important that basic cleanliness and hygiene are maintained in the Centre. Particular care needs to be given to the handling of food.
- It is a condition of hiring that users leave the hired premises in a state they would wish to find them – clean and free from waste materials. Equipment and cleaning materials will be readily available to carry this out.
- All waste materials generated by a hiring, unless an event is in the Centre's name, must be removed from the Centre by the hirer, or a disposal fee will be levied.
- There may need to be a financial consideration for the disposal of any excess Licensee waste that exceeds the usual amounts.
- The cleaning regime will include regular (when appropriate) inspection and cleaning.
- Hirers and licencees will be required to have necessary Food Hygiene certification where appropriate.

The Centre will provide:

- Clean drinking water.
- A clean, waste and clutter free environment.
- Cloakrooms with adequate soap, paper hand towels and bins.
- A vacuum cleaner, dustpan and brush, sweeping brush and cleaning materials.
- Facilities for washing and drying of crockery etc.
- A dishwasher with all cleaning fluids required. A set of dishwasher instructions are displayed near the dishwasher. Hirers are informed that the dishwasher is only to be used by Lunch Club. However, at the discretion of the Centre Manager, use of the dishwasher may be permitted for large events and any such request must be made by email to the Manager.
- A fridge, in a clean condition, for safe storage of foodstuffs. Centre users are requested to remove all unused foodstuffs and ensure the fridge is left in an acceptable condition. Uncovered or unused foodstuffs left behind will be disposed of immediately. No raw fish or meat may be stored in the fridge.
- Safe storage of cleaning products, as required under COSHH regulations.

COSHH

The Centre Manager shall ensure that exposure to materials which may cause ill health is adequately controlled via the Control of Substances Hazardous to Health (COSHH) Regulations. Further information can be found here: [\(COSHH\) - HSE](#)

Smoking and Vaping

Smoking and vaping are strictly prohibited within all SBOSCC buildings (including entrances and exits). There is a designated smoking area clearly marked in the car park.

Manual Handling and Lifting

More than a quarter of all accidents reported each year at work are associated with manual handling – the transporting or supporting of loads by hand or bodily force. The Manual Handling Operations Regulations provide a comprehensive approach to reducing back problems at work. The trustees are responsible for informing staff of safe lifting techniques. The Centre Manager will identify specific training needs. Further information can be found here: [Manual Handling at Work](#)

Working at Height

The Work at Height Regulations 2005 aim to prevent death and injury from a fall from height. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Where SBOSCC workers, employees or volunteers are required to use a ladder during the course of their work, appropriate risk assessment will be undertaken and training given. The Centre Manager is responsible for identifying training needs. Further information can be found here: [Working at height: A brief guide](#)

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, as part of their normal work, continuously for an hour or more. These workers are 'DSE users'. The regulations do not apply to workers who use DSE infrequently or only use it for a short time. SBOSCC trustees commit to undertake the following for any SBOSCC employees:

- a DSE workstation assessment
- reduce risks, including making sure workers take breaks from DSE work or do something different
- provide an eye test if a worker asks for one
- provide training and information for workers.

Further information can be found here: [Working with display screen equipment \(DSE\)](#)

Lone Working

SBOSCC trustees acknowledge that there are times when volunteers or employees may be working in the Centre without there being anyone else on the premises. SBOSCC Lone Working Guidelines can be found in the separate Lone Working Policy. All employees, volunteers, contractors and hirers will be made aware of these guidelines.

Policy Review / Update Procedure

This version approved by trustees:	November 2025
Next review due: This document should be reviewed annually or: <ul style="list-style-type: none">• following any changes in relevant legislation or regulations, or;• when any incident has occurred or feedback reported relating to this policy.	November 2026
Person(s) responsible for updating	Rik Meek, Sheila Alexander and Michelle Parton