

# Health and Safety Policy

## **Purpose**

The purpose of this policy is to support the trustees, directors and management committee in their aim to take all reasonable measures to ensure that the hall, and any equipment provided there, are safe for the purposes of all the users.

## **Scope**

This policy relates to the facility and all activities taking place within the site. The individuals falling within the scope of this policy include trustees, directors, volunteers and employees and where appropriate contractors or individuals providing services to the football centre.

## **Roles and Responsibilities**

Trustee and directors recognise their duty to ensure that measures are in place to protect all users as identified in the scope of this policy from risks to their health and safety as far as is reasonably practicable. The Trustees and directors will support this duty through the formation of policy and risk assessment procedures.

The organisation recognises its duty to all individuals as identified in the scope of this policy who may be affected by the use of the facility and aims to protect them from risks to their health and safety as far as is reasonably practicable.

The above will be achieved by advising all users to:

- Identify and assess risks to which people in their activity are likely to be exposed
- Introduce specific measures as appropriate to minimise these risks
- Adopt safe working practices
- Maintain procedures to effectively implement, monitor, review and improve health and safety policies on an on-going basis
- Where appropriate receive instruction and training to enable them to perform their work/ activities safely and effectively
- Ensure that appropriate Employers and Public Liability insurance cover is in place

## **Volunteers Staff and User Responsibilities**

Each individual has a responsibility to take reasonable care for the health and safety of themselves and any other person who may be affected by his/her acts or omissions. Users should co-operate with Flitwick Community Football Centre in efforts to comply with statutory requirements and the health and safety policy, in particular all users should:

- Conduct all activities in a safe and considerate manner
- Use any equipment provided according to instructions
- Report and record all incidents on the premises that have or may lead to injury or damage
- Make suggestions to improve health and safety for users of the hall
- Ensure agreed measure are introduced to reduce or manage identified health and safety risks

## **General Arrangements**

### **Accidents**

The first aid box is outside the main hall and changing room areas. Disabled / accessible toilets are visible and easily accessible position.

The delegated Health and Safety person is responsible for maintaining the first aid box and for checking the accident/ incident book reporting all entries to the committee. A notice will be in place in the hall asking users to contact the health and safety person or a committee member in their absence in the event of urgent health and safety issues which require immediate attention.

### **Fire Safety**

Smoke detectors will be in place and regularly checked.

Fire exit signs will be clearly displayed.

There is a no smoking policy for all rooms on the premises and signs will be in place.

On discovery of a fire the person concerned must raise the alarm and ensure that everyone evacuates the premises.

### **Electrical Appliances**

A reporting schedule for the maintenance of portable electrical appliances will be undertaken by the delegated health and safety person. The schedule will be annually reviewed by committee.

### **House-Keeping and premises**

The annual risk assessment will include reference to potential hazards such as trailing cables, loose carpeting, lighting, use of equipment and hand-tools, storage and waste disposal. When users book the hall they will be instructed to adhere to all health and safety guidelines for the benefit of all users.

### **Users**

The organisation will ensure that, so far as is reasonably practicable, people who enter the premises will not be exposed to any health or safety hazard. Users will be instructed on the procedure for locking the premises and ensuring that all appliances are switched off.

### **Hazards**

A risk assessment will be conducted on an annual basis with a member of staff, a director and a trustee. Potential hazards will be identified listing what is currently in place to address the risk, stating where improvement can be made and assigning a person to carry out the task within an agreed timeline.