



1.0 Statement of Intent

The Trustees of the Chantry Centre will take reasonable measures to ensure that the Chantry Centre and supplied equipment are maintained to a standard that provides a safe environment for its employees and centre users consistent with compliance with the Health and Safety at Work Act 1974 and all other relevant regulations.

To meet its responsibilities, attention will be paid to the provision and maintenance of:

- Safe premises and systems of work and a healthy working environment.
- Information and instruction in safety matters.
- Safe procedures to follow in an emergency.

This policy will be kept up to date as legislation changes and will be reviewed annually by the Trustees of the Chantry Centre.

This policy shall be displayed prominently within the Chantry Centre and all employees and those organising events at the centre (“hirers”) shall be required to confirm that they have read and understood it.

2.0 Responsibility for the health and safety policy and practice

There is a shared responsibility between hirers, users of the Chantry Centre and the Trustees.

The **Trustees of the Chantry Centre** will have the responsibility to ensure that the health and safety policy and practices are implemented. The Trustees will regularly review any incidents that have occurred since the last meeting and any new health and safety legislation as and when legislation changes.

Health and Safety at Work Act lays down certain duties for all employees. All reasonable steps will be taken to ensure that **hirers** also adhere to these duties.

In particular, **employees** have a duty to:

- Work safely, efficiently and without endangering the health and safety of themselves, their colleagues or anybody else working at or visiting the Centre;
- Adhere to all applicable safety procedures;
- Report all accidents, ‘near-miss occurrences’ and any other hazardous situations as appropriate;
- Where necessary, wear safety and protective clothing or use protective equipment and safety devices as provided;



- Meet any other statutory safety obligations including that laid down in Section 8 of the Act, which states that '*no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare*';
- Ensure they pay regard to the provisions within the Health & Safety policy

There shall be a Trustee who shall be **the nominated Health and Safety** representative. The nominated Health and Safety representative shall report to the Trustees of the Chantry Centre on all health & safety issues, liaise with relevant individuals on relevant health and safety issues, implement the health and safety policy and practices and review these at least once a year, ensure risk assessments are carried out as required; investigate and ensure the timely remediation of any potential hazards and dangerous occurrences; keep any necessary information on health and safety and make it available to any employees, hirers or users who wishes to see it.

3.0 Accidents

A First Aid kit will be kept behind the main bar and hall bar

An accident book is provided and shall be kept either in the office or behind the main bar. The accident book should be used to record the details of any accidents at the time they occur as required by legislation – irrespective of whether the effected party is an employees, hirer or user. This will be checked regularly by the nominated Health and Safety representative who shall remove any written notes for confidentiality. These are then all kept securely as required by law.

Some hirers may have their own Accident Books, which they are required to fill in. However the Chantry Centre cannot accept any responsibility for any accidents not logged in the Chantry Centre's Accident Book.

Employees and hirers must report 'near misses' or any potential hazards in the accident book to ensure situations are investigated and preventative action taken where required.

4.0 Fire

A detailed Fire Risk Assessment of the premises will be undertaken by a competent person and made available upon request.

Fire prevention - One of the main objectives is effective fire prevention. As part of this, employees must ensure that fire exits are kept clear and free of obstructions at all times. Notices concerning fire exits must not be covered or removed. Employees, hirers and users must make themselves familiar with the nearest fire exit to activity and with the location of fire fighting equipment. Instruction in the use of fire extinguishers will be provided for employees as required.

Instructions on fire procedures will be located adjacent to each piece of fire fighting equipment.



Smoking will only be permitted in designated areas outside the buildings.

Action to be taken on discovery of a fire – Raise the alarm and ensure the fire service is called. All employees and users must immediately respond to the fire alarm. Never assume that it is merely a drill. Leave the building by the nearest external fire exit. Assemble at the designated area which is the Long Street Car Park to the north of the building (ie to the left of the building when face on). Do not leave this area until given permission to do so. A 'visual sweep' of the building will be carried out by a 'nominated person' within the whole building. Only when the 'all clear' has been given should anyone return to the building.

Investigation of fire – The circumstances of any outbreak of fire will be investigated by the fire officer of the local fire service and, where possible, steps will be taken to reduce the possibility of a similar outbreak recurring.

5.0 Insurance

The Trustees of the Chantry Centre maintains public liability insurance for its own activities, but hirers are advised that they need to ensure that they have adequate insurance cover for their own activities and property.

The trustees of the Chantry Centre accept no responsibility for the property of hirers using the building, it is suggested that you obtain your own insurance for your own belongings if appropriate.

6.0 Risk Assessments

General health and safety risk assessments will be undertaken using the relevant templates provided by HSE.

Specifically note that whilst it is not recommended that people work alone in the building, but it is recognised on occasions this cannot be avoided. If you have to work alone it is recommended that the nature of the work be discussed with the nominated Health and Safety representative and, if appropriate, a risk assessment first be undertaken.

7.0 Electrical Equipment

The Chantry Centre will ensure that a qualified electrician checks all electrical appliances/ hard wiring in compliance with legislation, and where a defect is found, they will ensure that it is repaired or removed from use immediately.

Hirers shall be responsible for portable appliance safety tests to be undertaken for all equipment they use in the centre; the Trustees reserve the right to require that any untested items not be used.