



3/1/2021

# HEALTH AND SAFETY POLICY

## DEDDINGTON WINDMILL COMMUNITY CENTRE



Version: 0.2

Date: March 2021

Next Review: March 2022

Author: Windmill Management Officers



## HEALTH AND SAFETY POLICY STATEMENT FOR THE WINDMILL COMMUNITY CENTRE

### GENERAL STATEMENT OF POLICY

This policy of the Windmill Community Centre is to provide and maintain safe and healthy working conditions, equipment and work methods for all employees and users of the Centre. In particular, we seek to ensure that the Centre is both accessible and safe for people with disabilities.

We shall provide all necessary information and training to staff and maintain a programme to foster the awareness of health, safety and welfare issues.

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 Windmill Management Committee, with all safety requirements set out in the hiring agreement, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed annually by the staff team and the management committee.

Signed (on behalf of Windmill Management Committee)

Name: Vaughan Jones

Position: Chair of the Windmill Management Committee

Date: March 2021



## ORGANISATION OF HEALTH AND SAFETY

The Windmill Management Committee has overall responsibility for health and safety at the Windmill Community Centre. The person delegated by the Windmill Management Committee to have day to day responsibility for the implementation of this policy is:

Position: Vice-Chair

Email: [enquiries@thewindmillededdington.org](mailto:enquiries@thewindmillededdington.org)

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 Windmill Management Committee in keeping the premises safe and healthy, including the associated grounds.

Should anyone using the Windmill Centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the person above, or the Bookings Secretary, as soon as possible, so that the problem can be resolved. Where equipment is damaged, a notice should be placed on it warning that it is not to be used.

The following Windmill Management Committee members have responsibility for specific items:

Item	Position	Contact
First Aid Box	Secretary	<a href="mailto:enquiries@thewindmillededdington.org">enquiries@thewindmillededdington.org</a>
Reporting of accidents	Bookings Secretary	
Fire precautions and checks	Facilities Manager	
Training in use of hazardous substances and equipment	Treasurer	
Risk assessments and inspections	Facilities Manager	
Information to contractors	Facilities Manager	
Information to hirers	Bookings Secretary	
Insurance	Treasurer	
All Weather Court	Vice Chair	
Sports pitches	Vice Chair	

A plan of the Windmill Centre is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fire alarms, fire assembly points, fuse boxes, stop cock, boiler, stairs and loft access.

A full Health and Safety risk inspection will be completed annually and documented with any remedial actions necessary.

## ARRANGEMENTS AND PROCEDURES



## 1. Premise Licence

The Windmill has a Premises Licence authorising the following regulated entertainment and licensable activities:

Provision of regulated entertainment:

- Plays
- Films
- Indoor sporting events
- Live music
- Recorded music
- Performances of dance
- Anything of a similar description to that falling within live music, recorded music or performance of dance

Provision of entertainment facilities for

- Making music
- Dancing
- Entertainment of a similar description to that falling within making music or dancing

Provision of late-night refreshment

Sale (by retail) of alcohol

(For details of days and times, please refer to the Premises Licence – CHERWELL PRM 0309 signed 24<sup>th</sup> November 2005). A copy of the licence is available to view in the display cabinet in the Centre reception area.

## 2. Fire Precautions

A copy of the latest Fire Risk Assessment, conforming to the Regulatory Reform (Fire Safety) Order 2005, is available from the Windmill Management Committee.

The person on the Windmill Management Committee responsible for the fire risk assessment:

Position: Facilities Manager

Contact: [enquiries@thewindmilleddington.org](mailto:enquiries@thewindmilleddington.org)

Fire Brigade contact number: 999

Fire safety equipment maintenance: Oxford Fire Solutions

Contact number 01295 709530



All other details, including the identification of fire hazards, the evaluation of fire risk and the management of fire safety including an emergency plan are contained in the Fire Risk Assessment report.

### 3. Accidents and incidents

The location of the nearest hospital Accident and Emergency Department is the Horton General Hospital in Banbury. The location of the nearest Health Centre is Deddington Health Centre, Earls Lane Deddington, telephone 01869 338611.

A First Aid Box is located in the kitchen on the ground floor and the kitchen on the first floor. The person on the Windmill Management Committee responsible for keeping the First Aid Box up to date:

Position: Secretary

Contact: [enquiries@thewindmilleddington.org](mailto:enquiries@thewindmilleddington.org)

The accident book/ RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) forms are kept in a clearly marked file in a drawer in the kitchen on the ground floor. An accident form must be completed whenever an accident occurs. All accidents must be reported to a member of the Windmill Management Committee.

The person on the Windmill Management Committee responsible for completing RIDDOR forms and the onward reporting of accidents:

Position: Secretary

Contact: [enquiries@thewindmilleddington.org](mailto:enquiries@thewindmilleddington.org)

The following major issues 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 or 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 or 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 a wall or floor
- Explosion or fire

All reported incidents and accidents will be reviewed at the Windmill Committee Meetings under Facilities and Maintenance.

#### 4. Electricity, Gas and Water Hazards

All incidents related to electricity, gas or water supply must be reported immediately to the Bookings Secretary on 07720 834006.

The main electricity isolator, meter and distribution board and the solar panel isolator and meter are in the cupboard (key no. 3) in the 'Away Changing Room' (key no. 2) There is a subsidiary distribution board in the key cupboard, for the kitchen, PC Office and Hempton Lounge.

The main gas valve is under the bench in the 'Away Changing Room' on the ground floor

The mains water stop cock is in the north west corner of the 'Gents' toilets on the ground floor

The Facilities manager is responsible for checking the supply, as outlined above, monthly.

#### 5. Water Hygiene

##### Introduction

The Windmill Community Centre offers showering and changing facilities for sporting groups and as such must be aware of and mitigate the risk of waterborne infections and bacteria such as legionella.

Legionellosis is a condition caused by Legionella bacteria, and it affects the respiratory system. The more serious form of the condition is known as Legionnaires' disease which is a serious infection of the lungs. It is usually caught by breathing in small droplets of contaminated water. Legionella bacteria can spread in man-made hot and cold water systems if the water temperature allows this to happen.

The prime temperature for the bacteria to proliferate at is between 20 – 45 degrees Celsius (68-113 F).

System checks as outlined in the Risk Assessment will be carried out annually and documented. Documentation of the checks will be stored for a period of 5 years.

The guidance below outlines the management of hot and cold water systems in the building and gives a brief overview of where, when and how to check water temperatures and perform other



routine tasks associated with the control of Legionella bacteria in hot and cold water systems and Legionnaires' disease.

### **Regular water temperature checks**

Hot and cold water temperatures will be **checked monthly**, at various points throughout the water system.

These temperatures will then be recorded to ensure monitoring over time to help improve the management of legionella risks and the control processes in place.

### **6. Cleanliness**

The Windmill Community Centre employs staff to ensure that the centre meets agreed cleanliness standards. Planned cleaning occurs in the mornings, Monday to Friday as per the cleaning schedule.

Review of the activity against the approved cleaning schedule is undertaken by the Windmill Management Officers on a regular basis.

### **7. Safety awareness and expectations**

#### **Employees and Hirers**

All hirers will be expected to read the full Agreement of Hire and sign the hiring agreement as evidence their acceptance of the hiring conditions. All new hirers be provided with information/training, by the Booking Secretary, about safety procedures at the Windmill which they are expected to comply with (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book, RIDDOR forms and Health and Safety file (in the kitchen) and Health and Safety poster (on the fridge in the kitchen).

Employees, hirers and visitors will be expected to recognise that they have a duty to comply with the practices by the Windmill Management Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility and do everything they can to prevent injury to themselves or others.

The Windmill Management Committee will ensure relevant risk assessments, including Covid-19 risk assessments are completed. The following practices must be followed in order to minimise future risk:

- **Ensure** that all emergency exit doors are kept clear and unlocked as soon as the Centre is to be used and throughout the hiring. Floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions.
- **All** employees must follow Manual Handling procedures and take care that users do not run the risk of injury through poor lifting techniques or failure to use trolleys.
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure or evidence of water penetration.



- **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** attempt to move heavy or bulky items, such as stacked tables or chairs – please use the trolleys provided
- **Do not** stack more than five chairs to avoid the risk of harm.
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Allow to cool first.
- **Do not** allow children in the kitchen, except under close supervision of a responsible adult (or in the case of older children for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- **Wear** suitable protective clothing when handling cleaning or toxic materials.
- **Report** any evidence of damage or faults to equipment of the building's facilities to the Bookings Secretary as detailed above
- **Report** all accidents in the accident book and inform the Booking Secretary.
- **Be aware and seek to avoid** the following risks:
  - Creating slipping hazards on stairs, polished or wet floors – clear spills immediately
  - Creating tripping hazards such as pushchairs, umbrellas, mops and other items left in halls and corridors
  - Poor lighting to avoid tripping in poorly lit areas
  - Risk to individuals when 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

## CONTRACTORS

The Windmill 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 Windmill Management Committee
- The contractors are competent to carry out the work, e.g., have appropriate qualifications, references and experience
- The contractors have adequate public liability insurance cover
- The contractors have seen the Health and Safety file and are aware and mitigate any hazards which might arise, such as electricity cables or gas pipes
- The contractors **must not** work alone on ladders at height, if necessary, a volunteer should be present
- The contractors **must** have their own Health and Safety Policy and/or risk assessment for their staff
- The contractor knows which member of the Windmill Management Committee is responsible for overseeing that their work is as required and to a satisfactory standard
- Any alterations or additions to the electrical or gas installations or equipment must conform to current regulations.





## **INSURANCE**

The Windmill Employer Liability and Public Liability Insurance are displayed in the Main Entrance.

## **POLICY REVIEW**

The Windmill Management Committee will review this policy annually. The next review is due in March 2022.

Committee members with responsibility for aspects of health and safety will report to the Windmill Management Committee at each officer meeting, including any accidents, faults, misuse by users or other matters which could affect the health and safety of users or employees.