



Health & Safety Policy

General Statement

Lingfield & Dormansland Community Centre (LDCC) management considers the promotion of the health and safety of those who use its premises, including staff, volunteers, hirers, and visitors to be of great importance.

It is the intention of the management to comply with all relevant 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 or operations. Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the health and safety practices set out by the management whilst on the premises in order to prevent injury to themselves or others.

Policy overview

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for the Directors, staff, volunteers, hirers, tutors and other visitors
- Keep the Community Centre and equipment in a safe condition for all users
- Provide adequate training to ensure employees and volunteers are competent to do their work
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision
- Provide such advice and information as is necessary to anyone using the centre

Organisation of Health and Safety

The Directors of LDCC have overall responsibility for health and safety on the premises and are responsible for ensuring this policy is implemented.

The Centre Manager has day to day responsibility for ensuring systems and practices are safe and the premises and equipment are in good order and will refer any specific problem to the Directors where necessary.

It is the duty of *all hirers, users and visitors* to the centre to take care of themselves and others who may be affected by their activities whilst on the premises and to co-operate with the management in keeping the premises safe. *Hirers* should comply with health and safety requirements outlined in LDCC's Conditions of Use. Any damaged or faulty equipment or anything which may represent a hazard should be reported to the Centre Manager as soon as possible so remedial steps can be taken.

Procedures

1. Risk Assessments

A Health and Safety Risk assessment has been carried out using the HSE safety village and community halls checklist. This is reviewed annually.

A separate fire risk assessment is carried out and reviewed annually (see section 6)

2. Licences

LDCC is licenced by Tandridge District Council for plays, films, dance and anything of similar description under Premises Licence Number TAND/PREM/05/085/MV1

The sale of alcohol is permitted only through a Temporary Event Notice and must be discussed with the Centre Manager before application.

PRS and PPL licences are in place to cover live, recorded and background music. Users are advised of their responsibility to obtain their own licences if necessary.

3. Hazardous Activities

LDCC prohibits hazardous activities which may cause injury or damage to persons or property. The Centre's Public Liability Insurance does not cover hazardous activities; further clarification on this can be obtained from the Centre Manager.

Events involving bouncy castles will be permitted providing adequate insurance cover is provided by the hirer or their supplier.

4. First Aid & Medical Emergency

A First Aid box and Accident Book are provided for each building (LDCC - in the Orpen Lounge, Jennings Hall - next to the door leading to the small kitchen).

The Centre Manager is responsible for first aid stock and ensuring accidents are dealt with in the appropriate way.

Accidents must be recorded in the Accident Book and reported to the Centre Manager as soon as possible after the event.

A notice giving details of the emergency procedure in the event of an accident is posted on the Health and Safety noticeboards in the LDCC rear corridor and the Jennings Hall entrance hall. In the case of serious medical incident call 999.

The nearest hospitals are:

Accident and Emergency: East Surrey Hospital, Redhill. Canada Ave, Redhill RH1 5RH.

Minor Injury Unit: Queen Victoria Hospital, Holtye Rd, East Grinstead RH19 3DZ

Minor Injury Unit: Memorial Health Centre, Four Elms Road, Edenbridge, TN8 6FT

5. Building and Equipment

The Directors endeavour to maintain the buildings and all equipment in a safe condition and commission regular checks and servicing to ensure standards are maintained.

5.1 PAT Testing

PAT on all portable electrical equipment is carried out annually and an inspection summary kept on record by the Centre Manager

5.2 Electrical Installation Testing

A full electrical installation test is carried out in both buildings every five years and the test certificates kept on record by the Centre Manager. Plans showing the location of the fuse boards can be found in Appendix 2

5.3 Central Heating Boilers

Central heating boilers for LDCC are located in the boiler house (accessed from the rear courtyard) and for the Jennings Hall, in the rear corridor cupboard next to the small kitchen. (See Appendix 2). Both boilers are serviced and tested annually. The gas safety certificates are kept on file by the Centre Manager

5.4 Fire Safety Equipment

Both buildings are fitted with fire alarm systems which are serviced annually. Fire extinguishers and emergency lighting are checked and serviced annually. Certificates for all fire equipment checks are kept on file by the Centre Manager

5.5 Meters and Isolation Points

Isolation points for water, gas and electricity are detailed in appendix 2.

5.6 Maintenance Work and Contractors

Wherever possible, building maintenance and repairs will be carried out during quiet periods. When in progress appropriate precautions will be taken to prevent risk to centre users by the use of barriers, signage and, if necessary, closure of affected areas.

Contractors working on site should:

- Carry out their own risk assessment
- Have appropriate liability insurance
- Familiarise themselves with this Health and Safety Policy

6. Fire Safety

Separate fire safety procedures are held on file by the Centre Manager. Key points are:

- Fire safety risk assessments are carried out for both buildings and reviewed annually
- All rooms have emergency evacuation notices detailing the actions and escape routes in the event of a fire
- Fire alarm systems meet British Standards and are operated by manual call points

- Smoke and heat detectors are fitted in the LDCC building
- Fire alarm tests are carried out weekly
- Fire drills are carried out periodically with various groups
- Fire-fighting equipment is serviced and checked annually
- There is a strict no smoking policy in both buildings

A plan of the building showing fire exits and call points can be found in appendix 1.

7. Food Hygiene and Cleaning

Although very little food preparation is carried out on the premises, the centre currently holds a five-star rating from the Food Standards Agency (FSA) issued by Tandridge District Council.

In addition to regular cleaning of the building, specific records are kept to ensure key elements are carried out at regular intervals. These include:

- Fridge cleaning and temperature check
- Shower head descale & disinfect (Legionnaires' disease)

All cleaning chemicals are kept in a locked storeroom and COSHH certificates kept on file by the Centre Manager.

Appropriate safety precautions and signage will be used whilst cleaning is in progress.

NB. Management of the commercial kitchen in the Jennings Hall and all food prepared therein is the responsibility of Lingfield & Dormansland Meals on Wheels who maintain their own systems of management and monitoring and are assessed separately by the FSA. At their last inspection they achieved a five-star rating (2023).

8. Lone Working and Personal Safety

All Directors, staff and volunteers who work alone on the premises need to be aware of the potential risks involved and take appropriate measures to safeguard themselves. In particular:

- When working in the building out of normal opening hours, external doors should be locked to prevent access by unauthorised persons.
- The lone worker should ensure that they inform someone where they are and what time they are due to finish so the alarm can be raised if they do not return.
- No work on steps, ladders or at height should be carried out whilst working alone.
- The lone worker should carry a mobile phone in case of emergency.

Hirers are advised on safe practice as part of our Conditions of Use and our Health & Safety statement which is displayed on the H&S noticeboards in the LDCC rear corridor and the Jennings Hall entrance hall.

For the safety and security of all persons using the centre, CCTV cameras operate within the building and car park areas.

9. Safeguarding

A Safeguarding Policy is kept on file by the Centre Manager and reviewed annually. The Directors, staff and volunteers of LDCC do not currently supervise vulnerable users as part of their function or carry out any regulated activities requiring checks by the Disclosure and Barring Service (DBS). If this should change, appropriate training and DBS checks will be obtained.

Anyone hiring the centre for regular activities involving children or vulnerable adults are informed of their responsibilities with regards to safeguarding and may be asked to produce their safeguarding policy before hire commences. One-off hirers are advised of their responsibilities as part of our conditions of use.

10. Insurance

LDCC holds Public and Employee Liability insurance and a copy of the certificate is displayed on the Health and Safety noticeboard in both buildings. The full policy documents are held in the centre office.

11. Further information

Health & Safety Executive www.hse.gov.uk

Accident reporting: <http://www.hse.gov.uk/pubns/indg453.pdf>

For contractors and useful contacts see Appendix 3

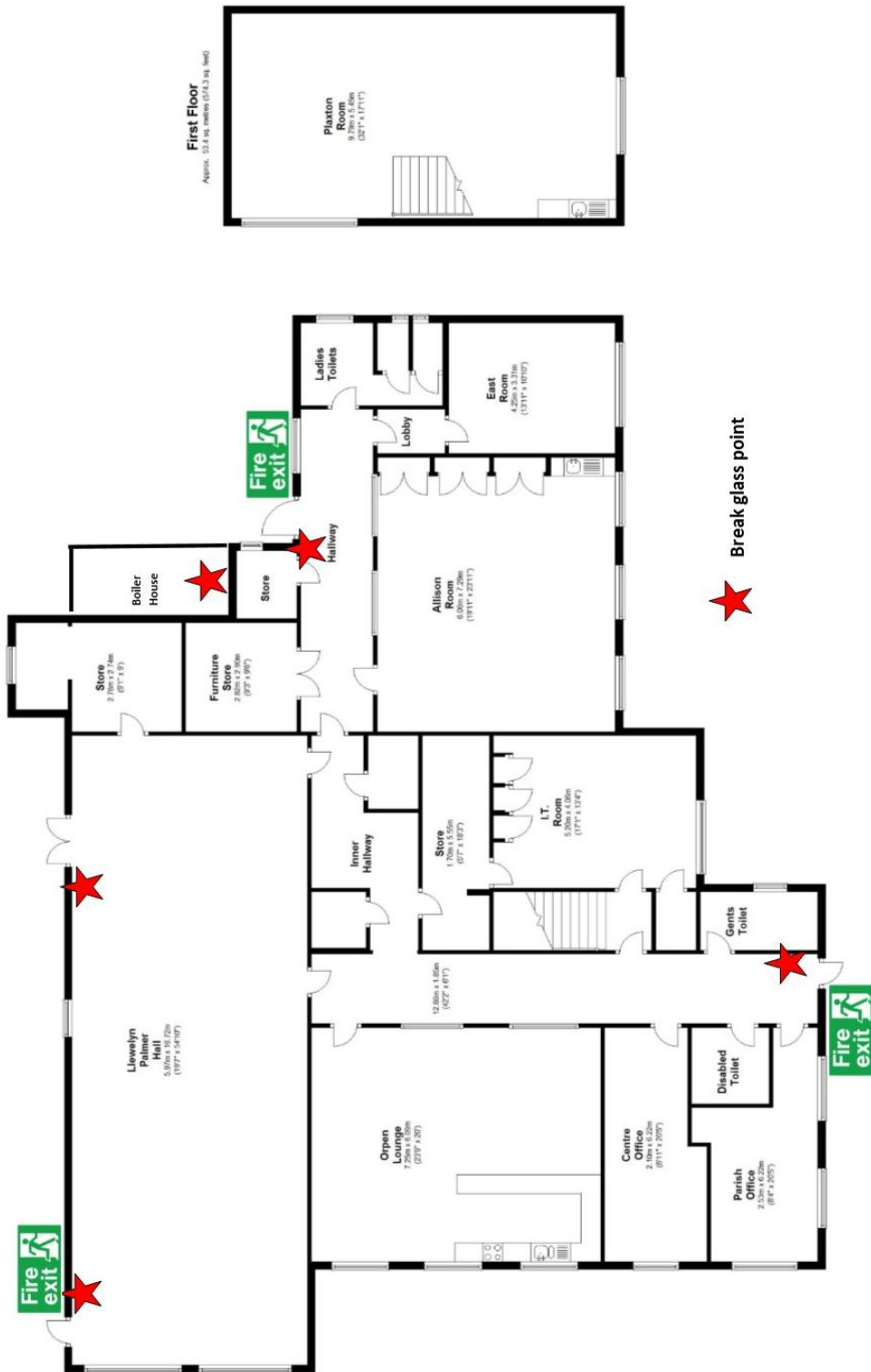
Author: T Pagram

Last Review Date: June 2024

Next Review Date: June 2025

Appendix 1 – Fire Exit and Call Points

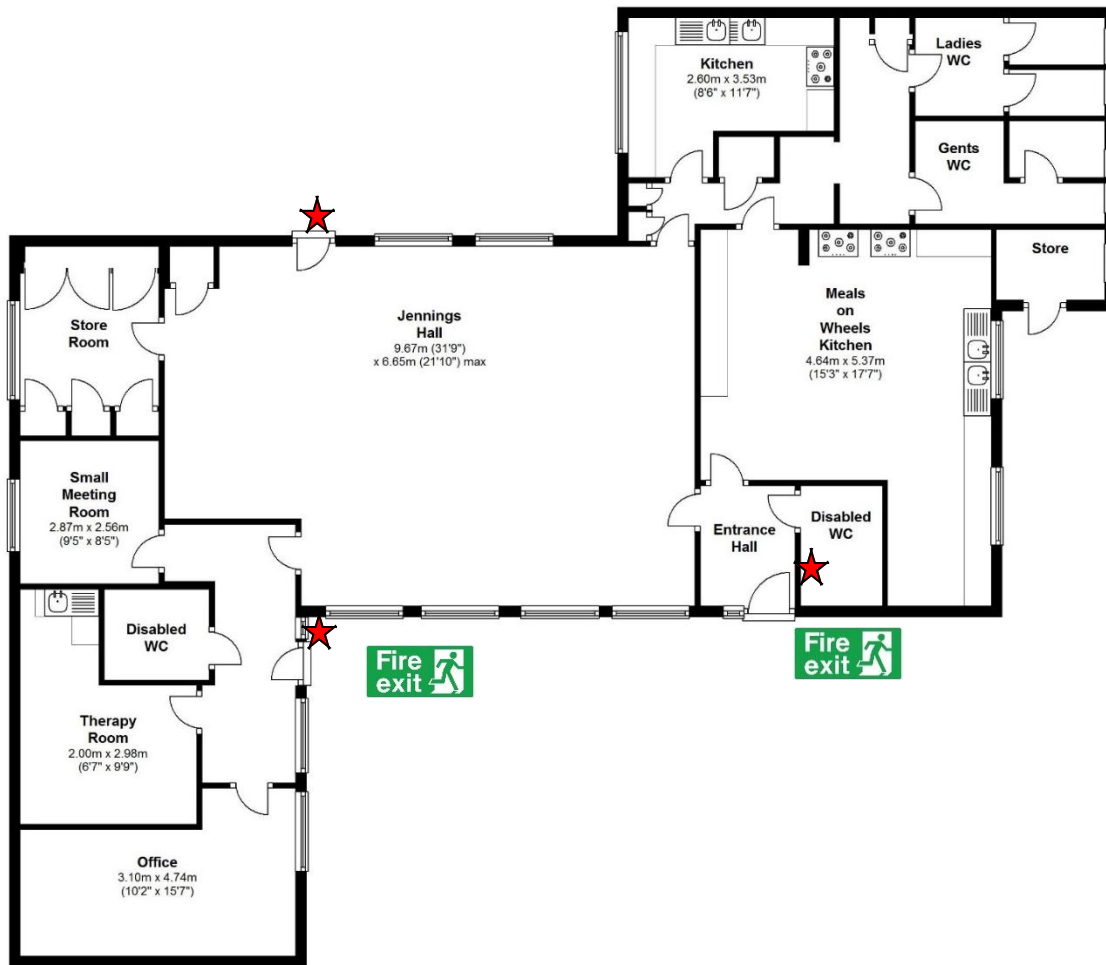
LDCC



Appendix 1 – Fire Exit and Call Points



Jennings Hall



Appendix 2 – Services and Isolation points

LDCC



LDCC

Mains Water	Location	Notes
External mains stop cock	Located in the pavement approx. 30m down Town Hill (turn left out of the side, car park gate) outside Sunnyside. There are 2 meters - ours is the left hand one.	Controls mains water supply to the whole building
Internal mains stop cock	Gate valve located behind boxing in the second cubicle of the ladies' toilet. Low level.	Isolates most of the building but <u>not</u> the ladies' toilets
Internal mains stop cock – ladies toilets/basins	Isolation valve located in the vanity cupboard under the sinks – right hand side at the back.	Isolates ladies' toilets and hand basins There is an old gate valve which is jammed. Water should be turned off via the brass isolation valve to the left - using a screwdriver.

Gas	Location	Notes
Gas Meter (and central heating boilers)	Located in the boiler house, accessed from the rear courtyard – key no. 18	Turn valve handle to sit at right angles to pipe to isolate supply.

Electric	Location	Notes
Electric Meter	Located in the centre office in the meter cupboard by the window	Pull lever downwards to isolate supply
Fuse board 1	Centre office, next to meter cupboard	Serves Centre office, Parish office, disabled toilet, fire alarm, Orpen Lounge sockets
Fuse board 2	Main corridor, high level by Orpen Lounge door	Serves main corridor, Llewellyn Palmer Hall, Orpen Lounge, shower, IT room
Fuse board 3	Rear corridor, high level by Allison Room door	Serves Allison Room, Police post, ladies' toilet, corridor & Plaxton room sockets

Appendix 2 – Services and Isolation points



Jennings Hall



Appendix 2 – Services and Isolation points



Jennings Hall

Mains Water	Location	Notes
External mains stop cock	Located in the pavement outside entrance to car park	Controls mains water supply to the whole building
Internal mains stop cock	Unknown	Use external mains stop cock as above

Gas	Location	Notes
Gas Meter	Located in external meter box on the outside wall of the Meals on Wheels kitchen	Turn valve handle to sit at right angles to pipe to isolate supply.
Central Heating Boiler (including hot water)	Boiler cupboard in rear corridor by entrance to small kitchen (Key 50)	

Electric	Location	Notes
Electric Meter	Located in small meeting room cupboard	
Fuse board	Located in small meeting room cupboard	

Appendix 3



Contractors and useful contacts

Fire alarm system

Chubb Tel: 0344 879 1666 e: info@chubb.co.uk
Contract Number: 2734475

Fire Safety Equipment (Extinguishers etc)

Chubb Tel: 0344 879 1666 e: info@chubb.co.uk
Contract Number:

Emergency Lighting

Chubb Tel: 0344 879 1666 e: info@chubb.co.uk
Contract Number: 1505565

Gas Central Heating (LDCC)

Gary Spurle Heating & Plumbing Tel: 01342 326499 Mob: 07885 640508
garyspurle@hotmail.com

Gas Central Heating (Jennings Hall)

HEAT Company Tel: 01342 835071
TonyNicoll@surefiremail.co.uk

Plumbing/water

Martin Hobden Tel: 01342 324745 Mob: 07570 415940

Electrician

Martyn Clark, Cobalt Electrical & Property Services Tel: 07504 202487
enquiries@cobalteps.com

PAT testing

R M K PAT Testing Ltd Tel: 01444 616206
<http://www.rm-pat.co.uk/enquiries@rm-pat.co.uk>

Buildings

W J Martin Tel: 01342 850728
wjm@wjmartin.co.uk

CCTV

Key Security Systems Tel: 0800 002 9594 e: julian@keysecuritysystemsuk.co.uk