

Health and Safety Policy

Statement of Intent

Landport Community Centre/Enable Ability will take reasonable measures to ensure that the centre and its equipment are maintained to a standard that provides a safe environment for its users.

The building will be regularly checked for faults but users are requested to report any defects to the Centre Staff via the room risk assessment or directly as soon as possible.

Accidents

An accident Sheet will be provided from the **main office**, please ask a member of staff on duty or find the Accident/Incident Log folder on the wall next to the main office door. The accident/incident log should be used to record the details of any accidents at the time they occur. A member of the Staff team will check and file this on a daily basis for confidentiality. These are then all kept securely for 3 years from the date of the accident.

We realise that some user groups/hirers will have their own Accident Books, which they are required to fill in. However we cannot accept any responsibility for any accidents not logged in the Landport Community Centre's Accident Log.

A telephone, for emergencies only, is available in the main office ONLY when a member of staff is on duty. If you do not have access to this area, please ensure you have a working mobile phone with you at all times.

Fire

Smoking is **not** permitted in the building or on the grounds.

People using the building are requested to familiarise themselves with the fire exits/routes. Users should maintain a register and in the event of a fire a designated person, must take responsibility for taking it out of the building. The designated person must ensure everyone on the register is accounted for.

Anyone discovering a fire should raise the alarm by using one of the break glass devices. The building should be evacuated and assemble in the flower park during daylight hours and in evening Hours Just outside the flower park. A responsible person must call the emergency services. Evacuated people should remain together, at designated muster point. Under no circumstances should anyone return to the building, until it is deemed safe to do so by the fire service.

User groups are responsible for carrying out their own fire drills and arranging the designated muster point, as far away from the building as possible. User groups are asked not to use the break glass devices during fire drills, improper use will result in the group being charged for replacement. After each fire drill please file a copy with the main office.

Fire extinguishers are provided and maintained. Landport InterActiv recommends that they only use the fire extinguishers if safe to do so and by a persons trained in their use, any person using the fire extinguishers, do so at their own risk.

Landport Community Centre ensures that the security/emergency lighting and alarm system is checked annually by a qualified electrician, and alarm tests will be done on a regular basis by the Centre Manager.

Do not obstruct fire exits/routes with furniture or equipment, or leave any highly inflammable items within Landport InterActiv.

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Security

Landport Community Centre will take reasonable measures to ensure that the building is kept secure.

1. All lead users of each group should ensure that if they are the last person leaving the room that they check to make sure it is clean, clear and secure when they leave.
2. The centre staff will then lock the main door and make a full check of the centre, including the windows and security shutter are locked before setting the alarm and locking the building

Under no circumstances should the building remain unlocked when there is no one in the premises.

Insurance

Landport Community Centre has public liability insurance for its own activities; groups are however advised that they will need to ensure that they have adequate insurance cover for their own activities and property.)

Landport Community Centre accepts no responsibility for the property of groups using the building, it is suggested that you obtain your own insurance for your own belongings if appropriate.

Personal Safety

We do not recommend people work alone in the building, but we recognise on occasions this cannot be avoided. If you have to work alone we recommend that the main door is locked (i.e. by closing the door with the Yale lock on), provided you still have two clear fire escape routes available.

Electrical Equipment

Landport Community Centre arranges for a portable appliance safety test to be done annually, on all electrical items that we use in the building. Items used by individual user groups should be paid for by the specific group. Each appliance will be labelled stating the date of the check. Any items that fail the test will also be labelled and should not be used again. The owner should arrange for the item to be disposed of.

It is the responsibility of the user groups, to ensure that any electrical appliance (old or new) brought into the centre, meets the safety test requirements.

The management committee reserves the right to refuse use and remove any item without a PASS sticker.