



Charity Number: 1216899

31 Vanguard Road, Bournemouth, BH8 9NU

Tel: **01202 980161** • Email: **stroudenparkcc@gmail.com**

### General Statement of Policy

The following is **Strouden Park Community Centre's** Health and Safety Policy document.

At **Strouden Park Community Centre**, the Trustee Board (hereafter referred to as "the board") places significant emphasis on ensuring the well-being and safety of all individuals who use its facilities. This includes hirers, visitors, employees, volunteers, contractors, board members, Centre members, and any other members of the public.

Our priority is to ensure the safety of all individuals using the Centre by taking practical measures to prevent personal injury, property damage, and foreseeable hazards.

The board is committed to providing adequate insurance coverage, specifically public liability coverage.

### The Board's Policy is to:

- a) Provide healthy and safe working conditions, equipment, and work systems for our hirers, visitors, employees, volunteers, and Centre members.
- b) Keep the Community Centre and equipment safe for all users.
- c) Provide users with the necessary training and information.

The board is committed to complying with all health and safety regulations and taking proactive measures to prevent any harm or danger resulting from our activities and operations.

The board understands that preventing accidents goes beyond maintaining equipment and ensuring safe work systems. It also requires a strong and consistent commitment to safety. Therefore, we will actively promote the adoption of safe working practices among hirers, visitors, employees, volunteers, and board members.

All individuals, including hirers, visitors, employees, and volunteers, must adhere to the practices outlined by the board and comply with the safety regulations stated in the Health and Safety Policy document.

Ensuring one's own and others' safety is a top priority, and everyone must take all necessary precautions.

The key to continuous improvement is through open communication and participation from everyone involved.

Signed: (On behalf of the Trustee Board)

---

Position:

---

Date:

---

### The organisation of Health and Safety

The board is responsible for ensuring the Centre's overall health and safety and for implementing this policy.

The person with overall responsibility for the Centre's Health and Safety systems is **Sue Craft, Trustee**.

The person with delegated day-to-day H&S responsibilities to the **Community Centre Manager: Debbie Mills**

- Ensure the premises, equipment, and operating systems are in good repair, safe, and free of risk.
- To conduct weekly/monthly alarm and equipment tests
- The implementation of risk identification and assessment arrangements.
- Ensure that first-aid boxes are provided and inspected monthly.
- Ensure that at least one documented fire drill is carried out annually.
- Ensure that all accidents and incidents are reported and investigated, the accident book is updated accordingly, and the correct entries are filed in accordance with the Data Protection Act.
- Ensure the Centre's notice board displays an up-to-date Health and Safety (H&S) statement and fire instructions.

All employees, hirers, and visitors must take care of themselves and others affected by their activities, and cooperate with the Board and the Centre Manager to ensure the premises and grounds are safe and healthy.

If any equipment is damaged or malfunctioning, it's crucial to fill out an Equipment/Damage Report Form immediately and drop it off in the secure mailbox next to the office. Additionally, please remember to attach a notice indicating that the equipment is faulty or out of order.

Promptly reporting equipment issues ensures timely repairs and prevents potential safety hazards.

### **Safety Rules:**

Once a booking is confirmed, hirers will receive a copy of Strouden Park's Hire Terms and Conditions, Emergency Evacuation Procedures, and Health and Safety Policy.

Hirers must sign the Hire T&Cs to acknowledge that they have carefully read and understood both the Hire Terms and Conditions, the Emergency Evacuation Procedures, and the H&S policy.

These documents contain essential safety procedures that all hirers and their visitors must follow when using the Centre.

The board has organised risk assessments, including evaluations of hazardous substances and fire hazards. The risk assessments list the identified hazards and the recommended procedures to minimise risks.

Copies of the assessments are available from the Centre Manager upon request.

### **Safe Practices:**

The following practices must be followed to minimise risks:

- Ensure all emergency exit doors are clear and unlocked as soon as the Centre is in use and throughout the hiring period.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration, etc.
- Please do not work on steps or ladders until they are correctly 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 (e.g., stacked chairs) - use the trolleys provided.
- Do not allow children in the kitchen unless under close supervision (e.g., for older children, when serving food at functions).
- Avoid overcrowding in the kitchen, and refrain from running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.

### **Risk Awareness:**

Be aware and seek to avoid the following risks:

- Creating slipping hazards on polished or wet floors – mop spills immediately.
- Creating tripping hazards by leaving buggies, umbrellas, mops, and other items in rooms and corridors.
- Use adequate lighting to avoid tripping in poorly lit areas.

Be aware of the following risks to individuals while in sole occupancy of the building:

- The risks involved in handling kitchen equipment, e.g., a cooker, water heater, and knives.
- Creating toppling hazards by piling equipment, e.g., in store cupboards.

## Risk Assessments:

- The Centre conducts an annual general risk assessment to evaluate and examine all activities. The assessment is available on request from the Centre Manager.
- Where appropriate, if users' activities might carry risks not included in the general risk assessment, they will be expected to conduct their own risk assessment and submit a copy to the Centre Manager before the activity commences.

## Contractors:

Before any contractor or self-employed person begins work on site, the Centre Manager will ensure that:

- The contract is clear and understood by both parties.
- The contractor is competent, with appropriate qualifications, references, and experience.
- The contractor holds adequate public liability insurance.
- The contractor has reviewed the Centre's Health & Safety Policy and health and safety file and is aware of any hazards (e.g., electrical cables, gas pipes).
- The contractor has completed their own risk assessment.

The Centre Manager or external contractors will also conduct periodic reviews, checks, and inspections of safety procedures and equipment.

## First Aid:

- In the event of an accident, a first-aid box is located in the lobby next to the sign-in sheet. Additionally, a box is available for kitchen staff.
- The contents of the first aid boxes are checked monthly.

## Accident/Incident Reporting

An accident/incident form is available in the Centre's lobby.

- It is essential to complete the accident/incident form promptly to accurately record all details following any accident or incident.
- Once filled out, the accident/incident form should be submitted directly to the Centre Manager. If the office is closed, please place the completed form in the secure mailbox located next to the office at the earliest opportunity.
- When submitting the form via the secure mailbox, please notify the Centre Manager by email of the incident as soon as possible.
- The Centre Manager will ensure the Centre's HSO is updated with all relevant incident information as soon as practicable.
- It is the responsibility of the Centre Manager to record the accident in the official Accident Book and to maintain these records securely for a minimum of three years from the date of the incident.
- While some users may keep their own accident records, it is essential to recognise that the Centre cannot accept responsibility for accidents not reported through Strouden Park's designated accident/incident reporting procedures.

## Fire Precautions and Checks

- The Centre's Emergency Evacuation procedure is posted on the Notice Board for everyone to see. It's also advisable for each group that regularly uses the Centre to create its own fire drill and evacuation plan.
- Smoking is not permitted in the Centre. We also operate a no-naked-flame policy, including for birthday candles.
- People using the building are requested to familiarise themselves with the fire exits/routes.
- Fire doors must be kept closed; the only circumstance in which a fire door can be left open is if they are fitted with fire door retainers.
- Hirers/Users should maintain a register, and a designated person should remove it from the building in the event of a fire. The designated person should ensure that everyone on the register is accounted for.
- In a fire, it is essential to press the Fire call point to alert others immediately. Evacuate the building and gather at the designated assembly point at the intersection of Vanguard Road and Bradpole Road.
- The group/activity leader should call the emergency services. Evacuated people should remain together at the Centre's assembly point. Under no circumstances should anyone return to the building until the fire service deems it safe.

- We have provided and regularly maintained fire extinguishers for your safety. Nevertheless, it is crucial to ensure your safety before attempting to use them to extinguish a fire. Please note that anyone using the fire extinguishers does so at their own risk.
- Upon request, the service record for the fire safety equipment is available from the Centre Manager.
- At Strouden Park, we prioritise the safety of our premises by having a certified electrician conduct an annual inspection of our security and emergency lighting, as well as the alarm system. Additionally, we conduct weekly tests to ensure the alarms function properly.
- As part of our safety protocol, we conduct annual fire drills involving as many users as possible.
- We maintain a record of the drill's date and time, as well as the duration of the evacuation, in our Fire Safety file.
- Please ensure that fire exits and routes in the community centre are not blocked by furniture or equipment. Additionally, please refrain from storing any flammable items on the premises. This is crucial to maintain a safe environment for everyone.

## Security

- Strouden Park will take reasonable measures to ensure the building's security.

## Insurance

- The Centre has public liability insurance for its activities, a copy of which is displayed on the Centre's notice board.
- Hirers/Users must ensure adequate insurance coverage for their activities and property.
- The Centre accepts no responsibility for the property of groups using the building. It is recommended that you obtain insurance for your belongings, if applicable.

## Licence

- The Centre has a Premises Licence authorising the playing of recorded music.

## Personal Safety

- While the Centre does not advise individuals to work alone within the building, we acknowledge that there may be instances where this is unavoidable.
- If you must work alone, we recommend that a system be put in place to allow you to contact people for assistance if needed, and that the main door be locked, provided two clear fire escape routes are available.

## Electricity At Work

- The Centre is responsible for conducting annual inspections and PAT testing of all electrical equipment on its premises.
- When hirers bring electrical equipment onto the premises, they are responsible for it. The Centre requires that all equipment be PAT tested and suitable for use. Hirers will be held accountable if any damage or accidents occur due to the hirer's equipment. We also expect hirers to have the necessary insurance coverage in place.

## Control of Substances Hazardous to Health (COSHH) Regulations

The Centre's Board and Centre Manager are committed to sustainability at the Centre by avoiding products that contain harmful substances and instead focusing on purchasing environmentally friendly products.

These measures to achieve this include:

- Conducting COSHH risk assessments to identify and substitute hazardous substances
- Substitute hazardous substances with safer, greener alternatives where possible, such as using eco-friendly cleaning products instead of harsh chemicals.
- Ensuring proper storage in ventilated, locked areas,
- Training staff and contractors on safe handling and the use of the alternative products,
- Implementing safe disposal methods to minimise environmental impact and protect health.

## Alcohol and drug abuse

- The consumption of alcohol is prohibited at the Centre.
- Any individual found taking or bringing alcohol or drugs on the premises is guilty of gross misconduct and will have their hire arrangements/contract cancelled immediately.

The Trustee Board will review this policy annually.

Reviewed: 13th September 2025:

---

Signed: (On behalf of the Trustee Board)

---

Rebecca Fulwood, Chair of Trustees

## Strouden Park Community Association

Charity Number: 1216899

31 Vanguard Road, Bournemouth, BH8 9NU

Tel: **01202 980161** • Email: **[stroudenparkcc@gmail.com](mailto:stroudenparkcc@gmail.com)**