



# The Arc Community Hub

## Health & Safety Policy

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### Reviews

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed  
on (date):

2/2/2024

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Signed:

Arc Community Hub Trustees

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Name:

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Date of next review:

2/2/2025

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## Part 1 General Statement of Policy

This document is the Health and Safety Policy of The Arc Community Hub, 22 Knox Road, Loughborough, LE11 2UP.

Our policy is to:

- A) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- B) Keep the community centre and equipment in a safe condition for all users.
- C) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Arc Community Hub Charity to comply with all 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 and operations.

The Arc Community Hub Charity considers the promotion of the health and safety of its volunteers, employees, and those who use its premises, including contractors, to be of great importance. The Arc Community Hub Charity recognises that the effective prevention of accidents depends as much on a committed attitude to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage employees, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

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

## Part 2: Organisation of Health and Safety

The Arc Community Hub Charity has overall responsibility for health and safety at The Arc Community Hub.

The person(s) delegated by the Arc Community Hub Charity to have day to day responsibility for the implementation of this policy is/are:

**Name:** Sue Halford, Operations Manager

**Telephone Number:** 07562 467356

**Address:** The Arc Community Hub

**Email Address:** [sue@arc-hub.org.uk](mailto:sue@arc-hub.org.uk)

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises and grounds safe and healthy.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person(s) above as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the store room.

The following persons have responsibility for specific items:

- First Aid Box – Sue Halford
- Reporting of Accidents – Sue Halford
- Fire Precautions and checks – Sue Halford
- Training in hazardous substances and equipment – Sue Halford/David Sangwine
- Risk assessment and inspections – Sue Halford
- Information to contractors – Sue Halford
- Information to hirers – Sue Halford/enquiries
- Insurance – Sue Halford/Trustees

A plan of the Hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock, boiler.

### Part 3 Arrangements and Procedures

#### 3.1 Licence

The community hub has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

<b>Activity</b>	<b>The Hall is licensed for</b>
<b>(a) The performance of plays</b>	No
<b>(b) The exhibition of films</b>	No – not necessary unless run for profit
<b>(c) Indoor sporting events</b>	No
<b>(d) Boxing or wrestling entertainment</b>	No
<b>(e) The performance of live music</b>	No
<b>(f) The playing of recorded music</b>	Yes – The Music Licence, powered by PPL PRS for Playing and Performing Music at or from The Arc.
<b>(g) The performance of dance</b>	No
<b>(h) Entertainment similar to those in (a) to (g)</b>	No
<b>(i) Making music</b>	No
<b>(j) Dancing</b>	No
<b>(k) Entertainment similar to those in (i) to (j)</b>	No

### 3.2 Fire Precautions and Checks

See separate documents:

- Fire Risk Assessment
- Evacuation Procedure
- Map (attached) showing the fire exists, firefighting equipment, assembly point.

**Person on the management committee with responsibility for testing for the fire risk assessment:**

Sue Halford.

**Company hired to maintain and service fire safety equipment:**

Name: Astral Fire and Security Limited

Address: The Babbage Building, Church Ln, Hixon, Stafford ST18 0PS  
0845 647 4474

Location of Service record: Business Hub

List of Equipment and its location (for example)

Item	Test Interval
Residual Current Device	Monthly
Emergency lighting	Monthly
Fire Exits – Main Hall	Weekly
Fire Fighting Appliances	Annually
Electrical Installation	1/3/5 Years
Portable Appliances	Annually

Procedure in case of Accidents

**The location of the nearest hospital Accident Emergency/ Casualty dept. is:**

Leicester Royal Infirmary, Infirmary Square, Leicester, Leicestershire, LE1 5WW

**The location and telephone number of the nearest doctor's surgery is:**

Outwoods Medical Centre, 4 Beaumont Rd, Loughborough LE11 2JB.  
01509 324115 (7.30am - 6pm but closed between 12.30 & 1pm for lunch)

**Or**

Loughborough Urgent Care Centre, Hospital Way, Loughborough, LE11 5JY

**The First Aid Boxes are located in:**

The lobby & the kitchen

**The person responsible for keeping this up to date is:**

Sue Halford

The accident book/forms are kept in the Welcome Desk folder. This must be completed whenever an accident occurs.

**Any accident must be reported to the member of the management committee responsible, who is:**

Sue Halford

**The person responsible for completing RIDDOR forms and reporting on accidents is:**

Sue Halford

Note--- The major injuries or incidents reported on RIDDOR forms must include:

- 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 substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances 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.

### Safety Rules

All hirers will be expected to read the whole of the hiring agreement and submission of an electronic application to hire will be taken as agreement. All new hirers will be given information/training by the Operations Manager about health and safety procedures at the hall which they will be expected to follow (eg fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

A General Risk Assessment has been carried out. This is available in the Welcome Desk Folder. The folder also includes a specific risk assessment in response to the COVID-19 pandemic.

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

The Centre has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- 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 bring into the property any portable electrical appliances which have not been Potable Appliance Tested.
- Do not attempt to move heavy or bulky items (eg. stacked tables or chairs)– use the trolleys provided.
- Do not stack more than ten chairs.
- Do not attempt to empty the water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (eg for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.

**Report any evidence of damage or faults to equipment or the building’s facilities to Sue Halford**

Report every accident in the accident book and to Sue Halford.

Be aware and seek to avoid the following risks:

- (a) Creating slipping hazards on polished or wet floors.
- (b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors.
- (c) Use adequate lighting to avoid tripping in poorly lit areas.
- (d) Risk to individuals while in sole occupancy of the building.
- (e) Risks involved in handling kitchen equipment eg cookers, water heaters and knives.
- (f) Creating toppling hazards by piling equipment eg. In store cupboards.

Contractors

The Arc Community Hub Charity will check with contractors before they start work that:

- They have completed the Contractor Induction procedure.
- The contract is clear and understood by both the contractor and the committee.
- The contractors are competent to carry out the work eg. Have appropriate qualifications, references, experience.
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes).
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present) Contractors have their own health and safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the institute of Electrical Engineers.

Insurance

Details of the company providing the hall’s Employer’s Liability and Public Liability Insurance Cover:

Name and address of insurer; Royal & Sun Alliance Insurance PLC

Telephone No. of Insurer 01403 232323

Policy number RSHS0015062

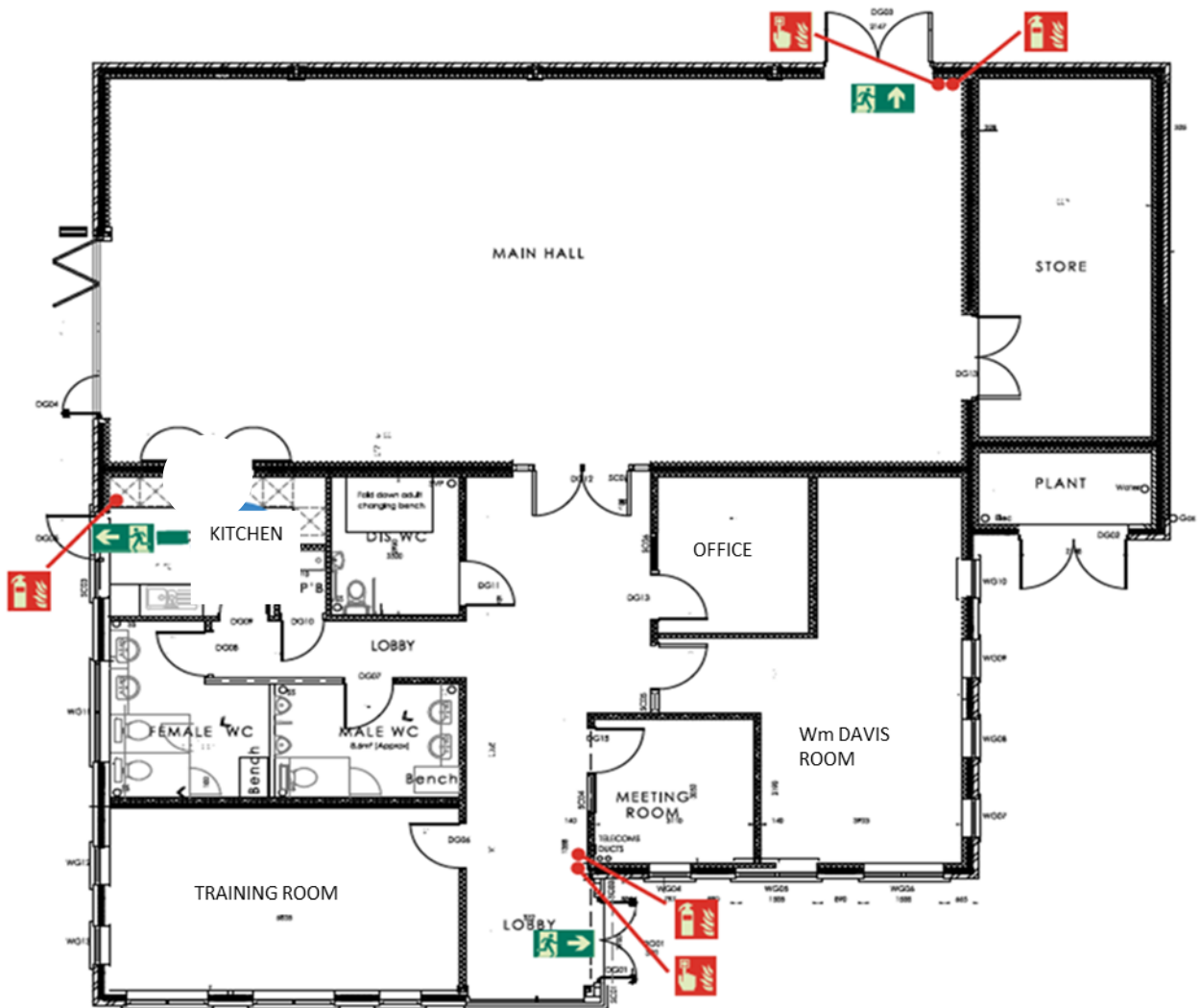
**Date of Renewal:** 2nd October 2024

Any risks or special conditions users should be aware of? No

Review of Health and Safety Policy

The Arc community Hub Charity will review this policy annually. The next renewal is due in February 2025.

Persons with responsibility for aspects of health and safety will report to the Trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of employees, volunteers or users.



Assembly point by car park barrier