BUBWITH LEISURE & SPORT CENTRE CHARITY

HEALTH & SAFETY POLICY

VERSION	**Draft V0.1**
DATE APPROVED/ADOPTED	**05/11/26**
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THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH BLSC FIRE SAFETY POLICY AND FIRST AID POLICY

1. PURPOSE & SCOPE

The purpose of this policy is to provide a framework of actions designed to ensure the Health & Safety of all persons occupying or using the building and outdoor facilities of the Bubwith Leisure and Sports Centre.

The scope of this policy applies to the building know as the Leisure Centre, the garage, the playing field the children's play area and the carpark. Excluded from the scope of this policy is the three tennis courts and building on long term lease to the Bubwith Tennis Club

2. POLICY STATEMENT

The Trustees of Bubwith Leisure and Sports Centre Committee recognises and accepts its responsibility to provide, so far as is reasonably practicable, a safe and healthy environment for all users of the hall, including volunteers, employees, contractors, hirers, visitors, and members of the public.

The Committee is committed to complying with all relevant health and safety legislation and to promoting a culture in which health and safety considerations are an integral part of the centre's management and operation.

3. RESPONSIBILITIES

Committee of Trustees

The Committee will:

- Ensure that health and safety arrangements are in place and regularly reviewed.
- Maintain the building, equipment, and grounds in a safe condition.
- Carry out and review risk assessments where appropriate.
- Ensure that adequate insurance cover is maintained.
- Provide information, instruction, and guidance to hall users.
- Investigate accidents and incidents and take corrective action where necessary.

Hall Users and Hirers

All users and hirers of the hall are required to:

- Take reasonable care of their own health and safety and that of others.
- Undertake their own risk assessment according to the activities they are undertaking on the premises
- Follow any health and safety instructions provided.
- Report hazards, accidents, defects, or unsafe conditions to the Centre Coordinator.
- Ensure that activities conducted within the hall are carried out safely.
- Keep exits, walkways, and emergency routes clear at all times.

Contractors

Contractors working on the premises must:

- Carry out their work safely and in accordance with relevant legislation.
- Provide evidence of qualifications, insurance, and risk assessments prior to commencing work.
- Ensure any equipment used on the premises meet all legal requirements for Health and Safety.
- Ensure that their activities do not place themselves or hall users at risk.

4. FIRE SAFETY

The Committee will:

- Maintain fire detection and warning systems.
- Ensure fire extinguishers are provided and regularly serviced.
- Keep emergency exits clearly marked and unobstructed.
- Arrange periodic fire safety inspections and equipment checks.

All users must:

- Familiarise themselves with fire exits and evacuation procedures.
- Not interfere with fire safety equipment.
- Report any fire hazards immediately.

In the event of a fire:

1. Raise the alarm.
2. Evacuate the building immediately.
3. Proceed to the designated assembly point.
4. Call the emergency services
5. Do not re-enter the building until authorised to do so.

5. FIRST AID AND ACCIDENT REPORTING

- A first aid kit will be maintained and clearly identified.
- Emergency contact information will be displayed within the hall.
- All accidents, injuries, near misses, and dangerous occurrences must be recorded in the accident book.
- Serious incidents will be reported to the relevant authorities including the Health and Safety Executive (HSE) where required by law.

6. RISK ASSESSMENTS

The Committee will carry out suitable and sufficient risk assessments relating to:

- The building and grounds.

- Maintenance activities.
- Events organised by the Committee.
- Specific hazards identified during inspections.

Hirers are responsible for conducting risk assessments and deploying mitigating plans for their own activities where appropriate.

7. ELECTRICAL SAFETY

- Electrical installations will be inspected and tested at a minimum of 3 year intervals.
- In the event that equipment exhibits signs like flickering lights, burning smells, or frequently tripping breakers these should be removed from immediate use and examined by a suitably qualified person.
- Portable electrical equipment owned by the hall will be maintained in a safe condition.
- Damaged equipment must be removed from use immediately and reported to the Centre Coordinator.
- Hirers bringing their own electrical equipment must ensure it is safe, PAT tested and suitable for use.

8. MANUAL HANDLING

Where lifting or moving equipment is necessary:

- Manual handling should be avoided where possible.
- Appropriate equipment should be used to reduce risk.
- Individuals should use safe lifting techniques and seek assistance when required.

9. SLIPS, TRIPS AND FALLS

The Committee will:

- Maintain floors, paths, and entrances in good condition.
- Ensure adequate lighting is provided.
- Address spillages and hazards promptly.

Users are asked to:

- Keep walkways clear.
- Report uneven surfaces.
- Address spillages and hazards immediately.

10. SAFEGUARDING OF VULNERABLE PERSONS

Activities involving children or vulnerable adults must comply with relevant safeguarding requirements. Organisations hiring the hall for such activities are responsible for ensuring appropriate safeguarding policies and procedures are in place.

11. FOOD SAFETY

Where food is prepared, served, or sold:

- Appropriate hygiene standards must be maintained.
- Food handlers must follow safe food practices.
- Any food-related incidents should be reported to the Committee.

12. SECURITY

The Committee will take reasonable measures to secure the premises.

Users should:

- Report suspicious activity.
- Ensure doors and windows are secured when leaving.
- Follow keyholder procedures where applicable.
- Lone worker – each individual needs to ensure they have undertaken a personal risk assessment in the context of when they are operating as a Lone Worker,(for example; opening and closing the building, attending for alarm checks, working in the building alone) and take appropriate mitigating action.

13. TRAINING & FAMILIARISATION

Employees, Trustees and Volunteers - will be asked to familiarise themselves with this policy as part of their induction training into the centre.

Users and Hirers - will received a copy of this policy as part of the booking process and will be requested to familiarise themselves with the policy prior to using the centre.

14. MONITORING AND REVIEW

This policy will be reviewed every three years or sooner if there are significant changes to the premises, activities, or relevant legislation.

In the event of an incident the Trustees will undertake a ‘look back’ exercise to identify any learning and subsequent changes to be incorporated into this policy.

Approved by: Bubwith Leisure & Sport Centre Committee

Date: