



# Winscombe Community Centre

## Health and Safety Policy Statement

|                     |   |
|---------------------|---|
| Address of Premise: | Winscombe Community Centre<br>Sandford Road<br>Winscombe<br>Bristol<br>BS25 1LP |
| Date of Report:     | July 2023   |
| Author              | Mike Turner   |
| Position:           | Trustee   |

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**HEALTH AND SAFETY POLICY STATEMENT FOR  
WINSCOMBE COMMUNITY CENTRE**

**1. General Statement of Policy**

This document is the Health and Safety Policy of

**Winscombe Community Centre.**

Our policy is to:

Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers

- a) Keep the village hall and equipment in a safe condition for all users
- b) Provide such training and information as is necessary to staff, volunteers and users.
- c) It is the intention of Winscombe Community Centre Trustees 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.

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

Employees, 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.

Signed: (On behalf of the Management Committee)

Name: **Mark Payne**

Position: **Chairperson**

Date: 18 July 2023

## 2. Organisation of Health and Safety

The Winscombe Community Centre Trustees has overall responsibility for health and safety at Village Hall.

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

Name: **Mike Turner**  
 Telephone No: **01934 842354**                      **07817 873402**  
 Address: **Coppers Barn, 86 Church Rd, Winscombe BS251BP**  
 Name: **TBD**  
 Telephone No: **TBD**  
 Address: **TBD**

It is the duty of all employees, 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 safe and healthy, including the grounds.

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 above, or the Bookings Secretary, 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 if possible. Items requiring maintenance /repair should be noted in the maintenance book:

The following persons have responsibility for specific items:

| <b>Item</b>  | <b>Person Responsible</b>                    |
|--|--|
| First Aid Box:   | Mike Turner                                  |
| Reporting of accidents:                                | Mike Turner                                  |
| Fire precautions and checks:                           | Mike Turner                                  |
| Gas appliance checks                                   | Mike Turner                                  |
| Electrical circuits and appliance checks               | Mike Turner                                  |
| Training in use of hazardous substances and equipment: | Mandy Turner                                 |
| Risk assessment and H&S Inspections:                   | Mike Turner                                  |
| Kitchen Health & Safety and Hygiene                    | Mike Turner                                  |
| Property maintenance                                   | Mike Turner                                  |
| Information to contractors:                            | Mike Turner                                  |
| Information to hirers:                                 | Rachel Hayward (or current Booking Secretary |
| Insurance:   | Mandy Turner (or current Treasurer)          |
| Safe Guarding  | Janet O'Brian                                |

## 2.1. Areas of Applicability:

The policy is applicable to the following areas and rooms which are owned by Winscombe Community Centre, shown bounded in figure 1

- Main Building (Haydon Hall / Amesbury Rm/ Mawson Rm / Kitchen / Hillary Mabbutt / Corridor)
- Annexe 1 (Nursey)
- Annexe 2 (Art Shed)
- Youth Club
- Headmasters House (PC room / Store Rm / Link rm / Wilf Week Rm /)
- Field
- Car parks (Front / Rear / Book Store / Garage)
- Boundaries

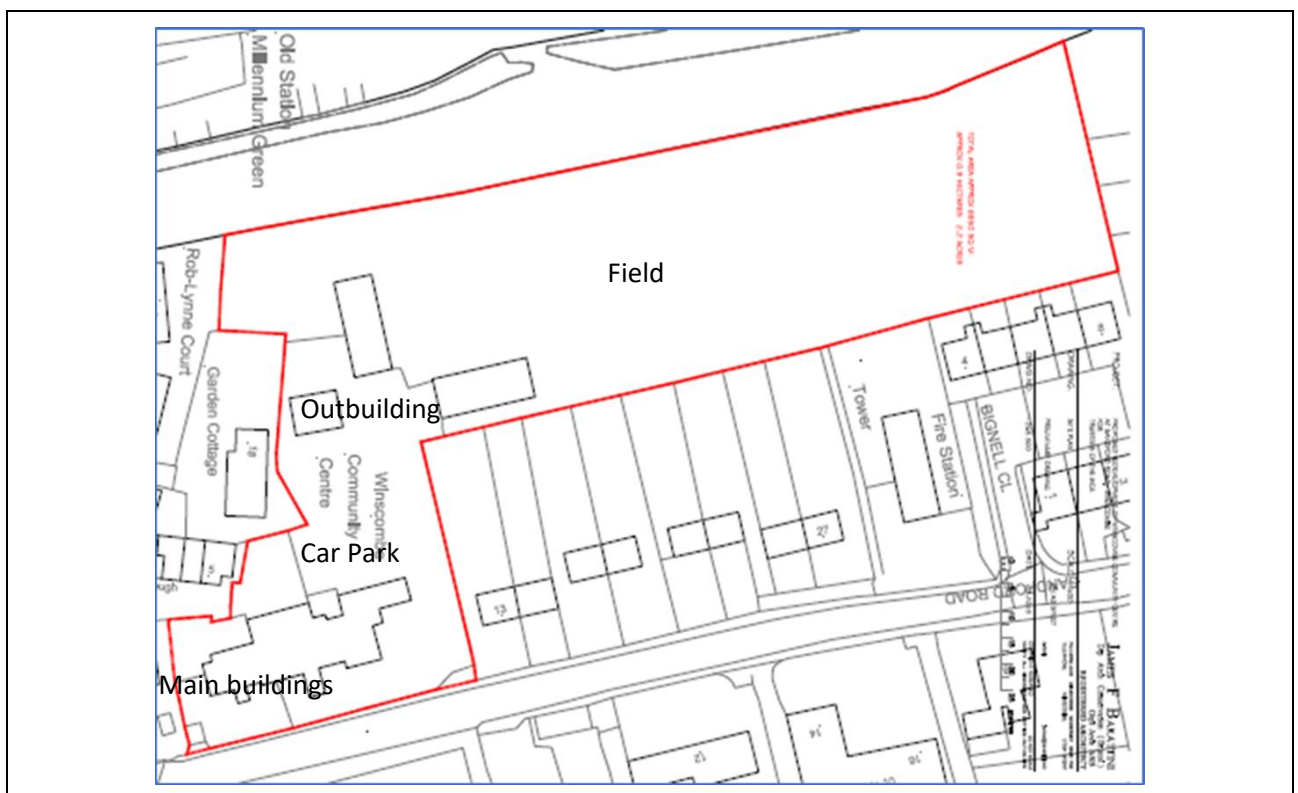
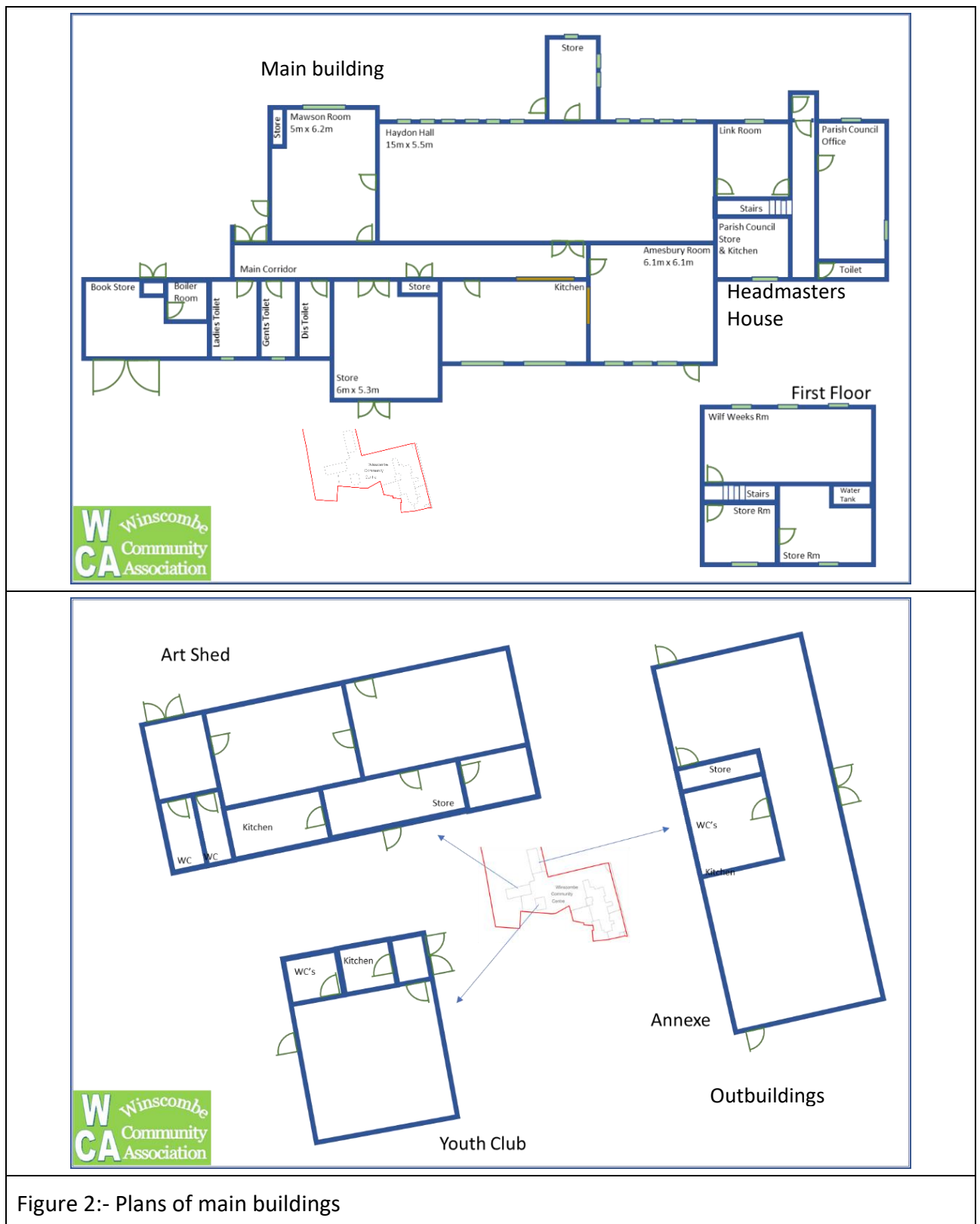


Figure 1: Boundary of Area of Applicability

## 2.2. Hall Details

A plans of the main building is shown in figure 2 with the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs and other safety related items given in Appendix 2



### 3. Arrangements and Procedures

The following arrangements and policy have been agreed by the Trustees

#### 3.1. Licencing

The Winscombe Community Centre has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Person Responsible:- Mandy Turner (or current Treasurer)

The information has been obtained from the North Somerset Council Website

<https://www.n-somerset.gov.uk/my-business/licensing/>

##### Premises Details

Licence No: NSC/021470

Title: Winscombe Community Association

Address: Sandford Road, Winscombe, Somerset, BS25 1JA

Telephone: 01934 843179

Access by children? No

DPS Details – N/A

| Activity                                      | The hall is licensed for Yes/No | Times for which the activity is licensed |
|---|---------------------------------|--|
| a. The performance of plays                   | Yes                             | 07:00 till 0:00                          |
| b. The exhibition of films                    | Yes                             | 07:00 till 0:00                          |
| c. Indoor sporting events                     | No                              | N/A                                      |
| d. Boxing or wrestling entertainment          | No                              | N/A                                      |
| e. The performance of live music              | Yes                             | 07:00 till 0:00                          |
| f. The playing of recorded music              | Yes                             | 07:00 till 0:00                          |
| g. The performance of dance                   | Yes                             | 07:00 till 0:00                          |
| h. Entertainments similar to those in a – g   | No                              | N/A                                      |
| i. Making music                               | Yes                             | 07:00 till 0:00                          |
| j. Dancing                                    | Yes                             | 07:00 till 0:00                          |
| k. Entertainment similar to those in i – j    | No                              | N/A                                      |
| l. The provision of hot food/drink after 11pm | No                              | 05:00 till 23:00                         |
| m. The sale of alcohol                        | See TEN's notes below           | N/A                                      |

##### Licence Holder Details

Holder of Licence: Jean Harbour

##### Operating Schedule Conditions - Public safety

PUBLIC SAFETY: 1. Regular checks of electrics and fire extinguishers to be carried out. 2. Safety information will be provided to people who hire the premises. 3. Fire aiders will be present for larger events.

##### Operating Schedule Conditions - Prevention of public nuisance

PREVENTION OF PUBLIC NUISANCE: 1. No events to continue beyond midnight. 2. Terms and condition of hire to stipulate rules to control nuisance.

##### Operating Schedule Conditions - Protection of children from harm

PROTECTION OF CHILDREN FROM HARM: 1. All children's events will be supervised by adults.

##### Sale of alcohol

For the sale of the sale of alcohol the WCA will apply for a TEN's licence for each event held noting

We can obtain 5 TENS a year with the premises obtaining up to 15 TENS in one year, as long as the total length of the events is not more than 21 days.

### 3.2. Fire Precautions and Checks

Person Responsible:- Mike Turner (Trustee)

The fire risk assessment is given below with a full centre risk assessment given in Appendix G. A diagram showing the main exits and fire exits is given in figure 3 with the positions of all fire appliances given in appendix C & D

| Fire Hazards (Fuel)   | People at Risk   | What is required                     | Planning and Training  | Action  |
|---|--|--------------------------------------|--|---|
| Gas (boilers, cooker, pipes)<br>Oil (N/A)<br>Furnishings<br>Waste<br>Stationary<br>Cleaning materials<br>Litter<br>Electrical equipment | All Users<br>Children<br>Elderly<br>Disable<br>Employees | Assessment of the risks must be made | No oil fuels on site<br>Gas boilers and cooker maintained and required as required<br>Overflow waste stored in locked bin in a secured outbuilding prior to fortnightly collections<br>Regular waste collections by local authority<br>Files stored in secure room<br>Products ordered on a regular basis so no large stock<br>Manage assessment on a regular basis<br>Users reminded to turn off appliances when not in use or leaving the building (via notice)<br>Ensure all electrical equipment is regularly tested | WCA to ensure assessments / policies are available for activities under their direct control and to advise users of the local rules<br>Emergency plans to be available to all users<br>Ensure all hires have adequately assessed their own risk of their own activities<br>Check that we have made adequate storage provision<br>CO and smoke detector checked<br>Fire equipment checked regularly<br>Electrical equipment to be tested regularly |

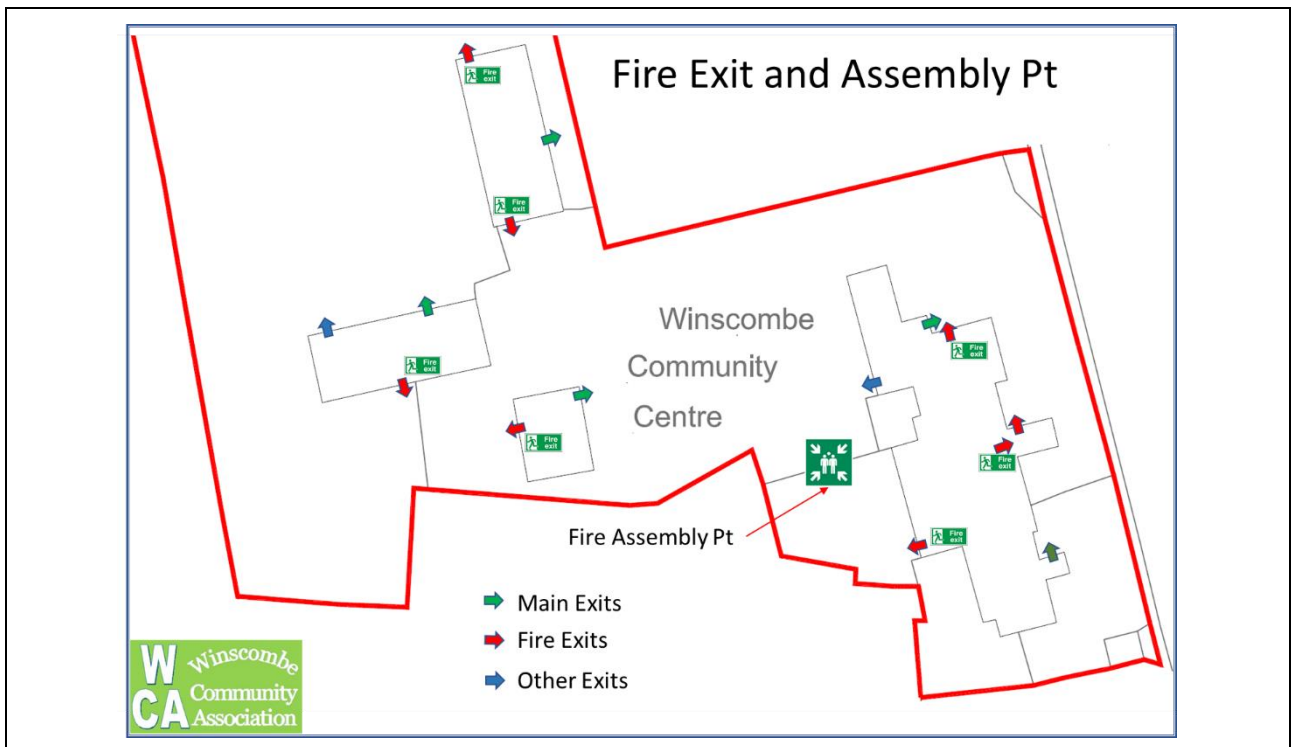


Figure 3:- Location of Main & Fire Exits and Assembly Point



3.3. List of Equipment and its location (check list held in kitchen:

|  | Location /<br>See App | Test Interval | Last<br>Service date | Person Responsible      |
|--|-----------------------|---------------|----------------------|-------------------------|
| <b>General Safety</b>                          |                       |               |                      |                         |
| Residual Current Device                        | C & D                 | 3 Monthly     | See log Book         | Mike Turner             |
| Emergency Lighting                             | C & D                 | Monthly       | See log Book         | Mike Turner             |
| Fire Exits – main hall Weekly                  | C & D                 | Weekly        | See log Book         | Caretaker or<br>Cleaner |
| Fire fighting appliances (see list Appendix C) | C & D                 | Annually      | Jan 2021             | Mike Turner             |
| Electrical installation                        | C & D                 | 3 years       | June 2019            | Mike Turner             |
| <b>Documentation</b>                           |                       |               |                      |                         |
| Incident book: reviewed for new entries        | Kitchens              | Monthly       | See log Book         | Mike Turner             |
| Accident: for new entries                      | Kitchens              | Monthly       | See log Book         | Mike Turner             |
| Maintenance book: check for new entries        | Kitchens              | Weekly        | N/A                  | Mike Turner             |
| First aid book: entries check                  | Kitchens              | 3 monthly     | See log Book         | Mike Turner             |
| First aid box: contents check                  | Kitchens              | 6 monthly     | Jan 2021             | Mike Turner             |
| <b>General Facilities Maintenance</b>          |                       |               |                      |                         |
| Main Hall Boilers                              | C                     | Annually      | May 2021             | Mike Turner             |
| Annexe Boiler                                  | D                     | Annually      | March 2021           | Mike Turner             |
| Youth Club Boiler                              | D                     | Annually      | March 2021           | Mike Turner             |
| Headmasters House Boiler                       | C                     | Annually      | March 2021           | Mike Turner             |
| Art Shed Boiler                                | D                     | Annually      | March 2021           | Mike Turner             |
| Portable electrical appliances                 | C & D                 | Annually      | March 2021           | Mike Turner             |
| Sound System                                   | Link Rm (c)           | Annually      | N/A                  | Not Serviced            |
| Security (Alarms CCTV)                         | HMH (D)               | Annually      | Feb 2019             | Mandy Turner            |
| Gas Appliances (Cooker)                        | Kitchen (C)           | Annually      | May 2021             | Mike Turner             |
| <b>General Inspections</b>                     |                       |               |                      |                         |
| General Visual check (Main Hall)               |                       | 3 Monthly     | See log Book         | Mike Turner             |
| General Visual check (Headmaster)              |                       | 3 Monthly     | See log Book         | Mike Turner             |
| General Visual check (annexe 1)                |                       | 3 Monthly     | See log Book         | Mike Turner             |
| General Visual check (Art Shed)                |                       | 3 Monthly     | See log Book         | Mike Turner             |
| General Visual check (Youth Club)              |                       | 3 Monthly     | See log Book         | Mike Turner             |
| Kitchen Safety                                 |                       | 6 Monthly     | See log Book         | Mike Turner             |
| <b>Miscellaneous (housekeeping)</b>            |                       |               |                      |                         |
| Meter readings                                 |                       |               |                      | (Smart Meter*)          |
| Gas main building (front)                      | E                     | 3 Monthly     | N/A                  | Mandy Turner            |
| Gas Annexes (Annexe)                           | E                     | 3 Monthly     | N/A                  | Mandy Turner            |
| Electric Main Building (In annexe)             | E                     | 3 Monthly     | N/A                  | Mandy Turner            |
| Electric outbuildings (In annexe)              | E                     | 3 Monthly     | N/A                  | Mandy Turner            |
| Electric Headmasters House                     | E                     | 3 Monthly     | N/A                  | Mandy Turner            |
| Water (main building)                          | E                     | 3 Monthly     | N/A                  | Mandy Turner            |
| Water (headmasters house)                      | E                     | 3 Monthly     | N/A                  | Mandy Turner            |
| <b>Stop Cocks Checks</b>                       |                       |               |                      |                         |
| Main Building Gas                              |                       | 6 Monthly     | N/A                  | Mike Turner             |
| Main Building Water                            |                       | 6 Monthly     | N/A                  | Mike Turner             |
| Outbuildings Gas                               |                       | 6 Monthly     | N/A                  | Mike Turner             |
| Site Water                                     |                       | 6 Monthly     | N/A                  | Mike Turner             |
| Outbuildings Water (3 off)                     |                       | 6 Monthly     | N/A                  | Mike Turner             |

### 3.4. Procedure in case of accidents

**Person Responsible:-Mark Payne (or Current Chairperson)**

|   |
|---|
| The location of the nearest hospital Accident and Emergency/Casualty department is:   |
| WSM General Hospital Grange Rd, Weston-Super-Mare BS23 4TQ <b>Not 24hrs</b>   |
| The location and telephone no. for the nearest doctor's surgery is:   |
| Hillyfields Surgery Hillyfields Way – 01934 842211 (Note! Defib located at Centre)  |
| The First Aid Box is located in:  |
| Main Building (building 1) in the Kitchen and Annexe (building 3) in the Kitchen  |
| The person responsible for keeping this up-to-date is: Mike Turner  |
| The accident book is held in the kitchen. It must be completed whenever an accident occurs  |
| Any major accident must be reported to the member of the management committee responsible, who is: <b>Mark Payne or current Chairperson</b>   |
| The person responsible for completing RIDDOR forms and reporting accidents is:  |
| <b>Mark Payne or current Chairperson</b>  |
| The following major injuries or incidents must be reported under RIDDOR (2013)  |
| <p>Fatal Accidents or Injures<br/>Accidents to Non-Worker e.g. Members of the Public (see requirements below)<br/>Accidents which result in incapacitation of a worker for more than 3 days.</p> <p><b>Specified Injuries</b></p> <ul style="list-style-type: none"> <li>• Fractures, other than to fingers, thumbs or toes</li> <li>• Amputation of an arm, hand, finger, thumb, leg, foot or toe</li> <li>• Permanent Loss of sight or reduction in sight</li> <li>• Crush injuries leading to internal organ damage</li> <li>• Serious Burns (covering more than 10% of the body, or damaging to the eyes, respiratory system or other vital organs)</li> <li>• Scalping (separation of skin from the head) which requires hospital treatment</li> <li>• Unconsciousness caused by head injury or asphyxia</li> <li>• Any other injury arising from work in an enclosed space, which leads to hypothermia, heat induced illness or requires resuscitation or admittance to hospital from more than 24 hours.</li> </ul> <p><b>Injuries to Non-Workers</b><br/>Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident directly to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people were taken to hospital purely as a precaution.</p> <ul style="list-style-type: none"> <li>• Relevant examples of reportable dangerous occurrences include: <ul style="list-style-type: none"> <li>○ The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment</li> <li>○ Plant or equipment coming into contact with overhead power lines</li> <li>○ Explosion or fire causing work to be stopped for more than 24 hours</li> </ul> </li> </ul> <p>For accidents injuries RIDDOR Reports must be reported and sent within 10 days.</p> |

### 3.5. Safety Rules

**Person Responsible:- Rachal Hayward (Booking Secretary)**

All hirers will be expected to read and agree to the whole of the hiring agreement and should sign the hiring form or electronically tick in 'Hall Master' as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the booking secretary about safety procedures at the hall which they will be expected to follow (e.g. 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.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

It is the intention of Winscombe Community Centre trustee Committee 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.

Employees, 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.

The Trustee committee 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 onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- Do not stack more than 7 chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to:

Mike Turner – Via email [assist.winscombeca.org.uk](mailto:assist.winscombeca.org.uk) or phone

- Report every accident in the accident book held in the kitchen report major accidents to:

Mark Payne

- Be aware and seek to avoid the following risks:
  - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
  - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
  - use adequate lighting to avoid tripping in poorly lit areas
  - risk to individuals while in sole occupancy of the building
  - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
  - creating toppling hazards by piling equipment e.g. in store cupboards.

### 3.6. Contractors

**Person Responsible:- Mike Turner**

The Trustee committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the committee
- the contractors are competent to carry out the work e.g. 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 (e.g. 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.

### 3.7. Insurance

**Person Responsible:- Mandy Turner**

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name of Insurer: **QBE Insurance (Europe) Limited (CaSE Insurance)**

Address: **Rossington`s Business Park, West Carr Road, Retford, Nottinghamshire, England, DN22 7SW**

Policy No: **005765**

Date of Cover: **From 01 December 2022 to 30 November 2023 (both days inclusive)**

Any risks excluded or special conditions users should be aware of:

None

#### 4. Review of Health and Safety Policy

**Person Responsible:- Mike Turner (Trustee)**

The Trustee committee will review this policy annually.

The next review is due in:-

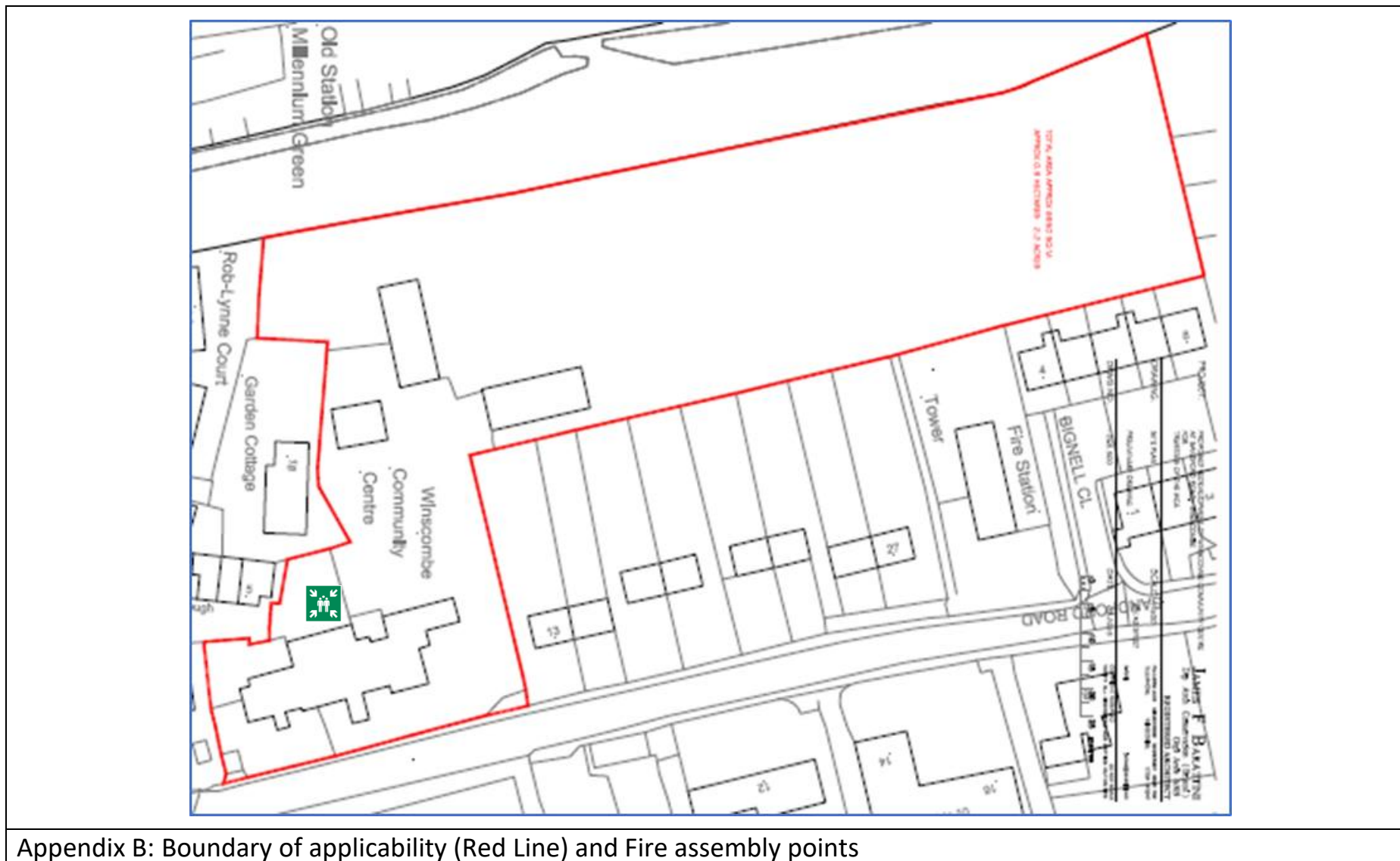
**July 2024**

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

5. Appendix A: Risk Assessment check list (applicable to all areas)

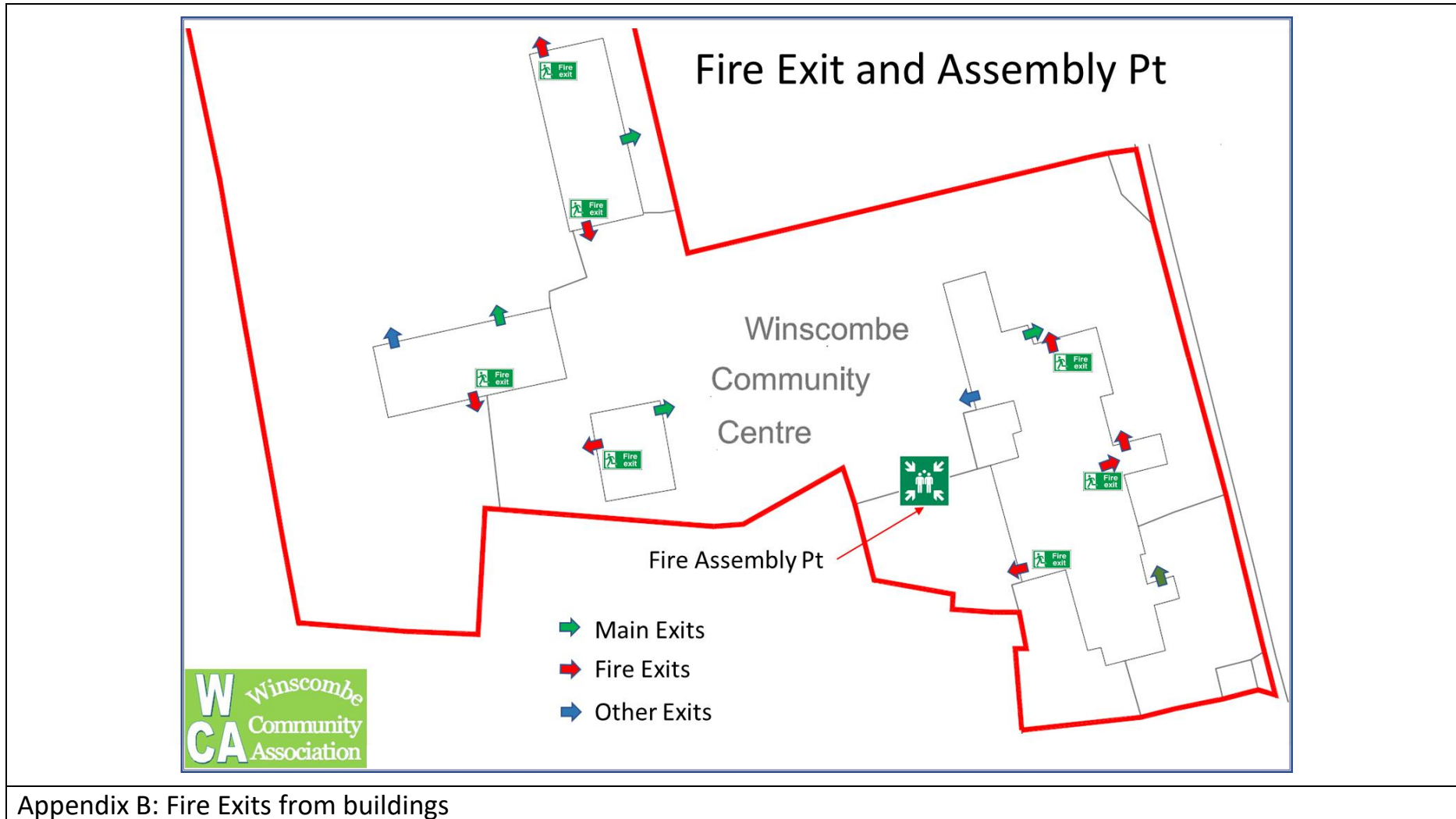
|          | Risk  | Examples                                   | Applic Y/N | Risk Present Y/N | Potential risk Y/N | No Risk Y/N | Risk Level (L,M,H,N) | Comments |
|----------|---|--|------------|------------------|--------------------|-------------|----------------------|----------|
| <b>A</b> | <b><i>Slips, Trips and Falls</i></b>                              |  |            |                  |                    |             |                      |          |
| 1        | Is the Area free of obstacles                                     |  |            |                  |                    |             |                      |          |
| 2        | Is there anything that could cause a trip or slip                 | up lifted tiles / wet floor / mud / holes  |            |                  |                    |             |                      |          |
| 3        | Is there anything that could fall and cause injury or damage      | Shelving content / roofing tiles / masonry |            |                  |                    |             |                      |          |
| 4        | Is the Area clean and tidy  |  |            |                  |                    |             |                      |          |
| 5        | Are the tables and chairs stored suitable                         | chair stack height                         |            |                  |                    |             |                      |          |
| 6        | Are the permanent fixtures in good order                          |  |            |                  |                    |             |                      |          |
| 7        | Are there any steps risks   | marked, lit, have handrail                 |            |                  |                    |             |                      |          |
| 8        | Are there any unmarked dangers (no warning signs)                 | Finger traps / chemicals / electrics       |            |                  |                    |             |                      |          |
| 9        | Are the door and window stays in working order                    |  |            |                  |                    |             |                      |          |
|          |   |  |            |                  |                    |             |                      |          |
| <b>B</b> | <b><i>Electrical and Gas</i></b>                                  |  |            |                  |                    |             |                      |          |
| 1        | Do all the lights work  |  |            |                  |                    |             |                      |          |
| 2        | Is the lighting adequate  | Check current usage                        |            |                  |                    |             |                      |          |
| 3        | Do all the power sockets work                                     |  |            |                  |                    |             |                      |          |
| 4        | Are the light switches in good order                              |  |            |                  |                    |             |                      |          |
| 5        | Are the power sockets in good order                               |  |            |                  |                    |             |                      |          |
| 6        | Are the electric cables in good order                             |  |            |                  |                    |             |                      |          |
| 7        | Are any electrical appliances in good order                       | See appliance list                         |            |                  |                    |             |                      |          |
| 8        | Are any gas appliances in good order (Serviced)<br>GASAFE Checked |  |            |                  |                    |             |                      |          |

|          | Risk   | Examples                        | Applic Y/N | Risk Present Y/N | Potential risk Y/N | No Risk Y/N | Risk Level (L,M,H,N) | Comments |
|----------|--|---------------------------------|------------|------------------|--------------------|-------------|----------------------|----------|
| <b>C</b> | <b>Safety Equipment</b>                                  |                                 |            |                  |                    |             |                      |          |
| 1        | Does the Smoke Alarm work                                |                                 |            |                  |                    |             |                      |          |
| 2        | Does the Fire Alarm work                                 |                                 |            |                  |                    |             |                      |          |
| 3        | Is the fire extinguisher within certification            |                                 |            |                  |                    |             |                      |          |
| 4        | Are all the Exits marked correctly                       |                                 |            |                  |                    |             |                      |          |
| 5        | Are the fire doors clear and can open & close correctly  |                                 |            |                  |                    |             |                      |          |
| 6        | Does the emergency lighting work                         |                                 |            |                  |                    |             |                      |          |
| 7        | Is the Fire evacuation notice and assembly point correct |                                 |            |                  |                    |             |                      |          |
|          |  |                                 |            |                  |                    |             |                      |          |
| <b>D</b> | <b>Doors and Windows</b>                                 |                                 |            |                  |                    |             |                      |          |
| 1        | Do all the doors shut and lock (where applicable)        | Cleaning cupboards              |            |                  |                    |             |                      |          |
| 2        | Do all the windows shut and lock (where applicable)      |                                 |            |                  |                    |             |                      |          |
| 3        | Is there any windows / glass broken                      | Has the correct glass been used |            |                  |                    |             |                      |          |
|          |  |                                 |            |                  |                    |             |                      |          |
| <b>E</b> | <b>Heating and ventilation</b>                           |                                 |            |                  |                    |             |                      |          |
| 1        | Is the heating working                                   | Are there any leaks             |            |                  |                    |             |                      |          |
| 2        | Is there an opening window(s) or vent operational        |                                 |            |                  |                    |             |                      |          |
| 3        | Are the CO2 alarms working                               |                                 |            |                  |                    |             |                      |          |
|          |  |                                 |            |                  |                    |             |                      |          |
| <b>F</b> | <b>Risk to Health</b>                                    |                                 |            |                  |                    |             |                      |          |
| 1        | Are there any other risks to health                      | damp ingress / water droplets   |            |                  |                    |             |                      |          |
|          |  |                                 |            |                  |                    |             |                      |          |
| <b>G</b> | <b>Other specific Room H&amp;S risks</b>                 |                                 |            |                  |                    |             |                      |          |
| 1        |  |                                 |            |                  |                    |             |                      |          |
| 2        |  |                                 |            |                  |                    |             |                      |          |
| 3        |  |                                 |            |                  |                    |             |                      |          |

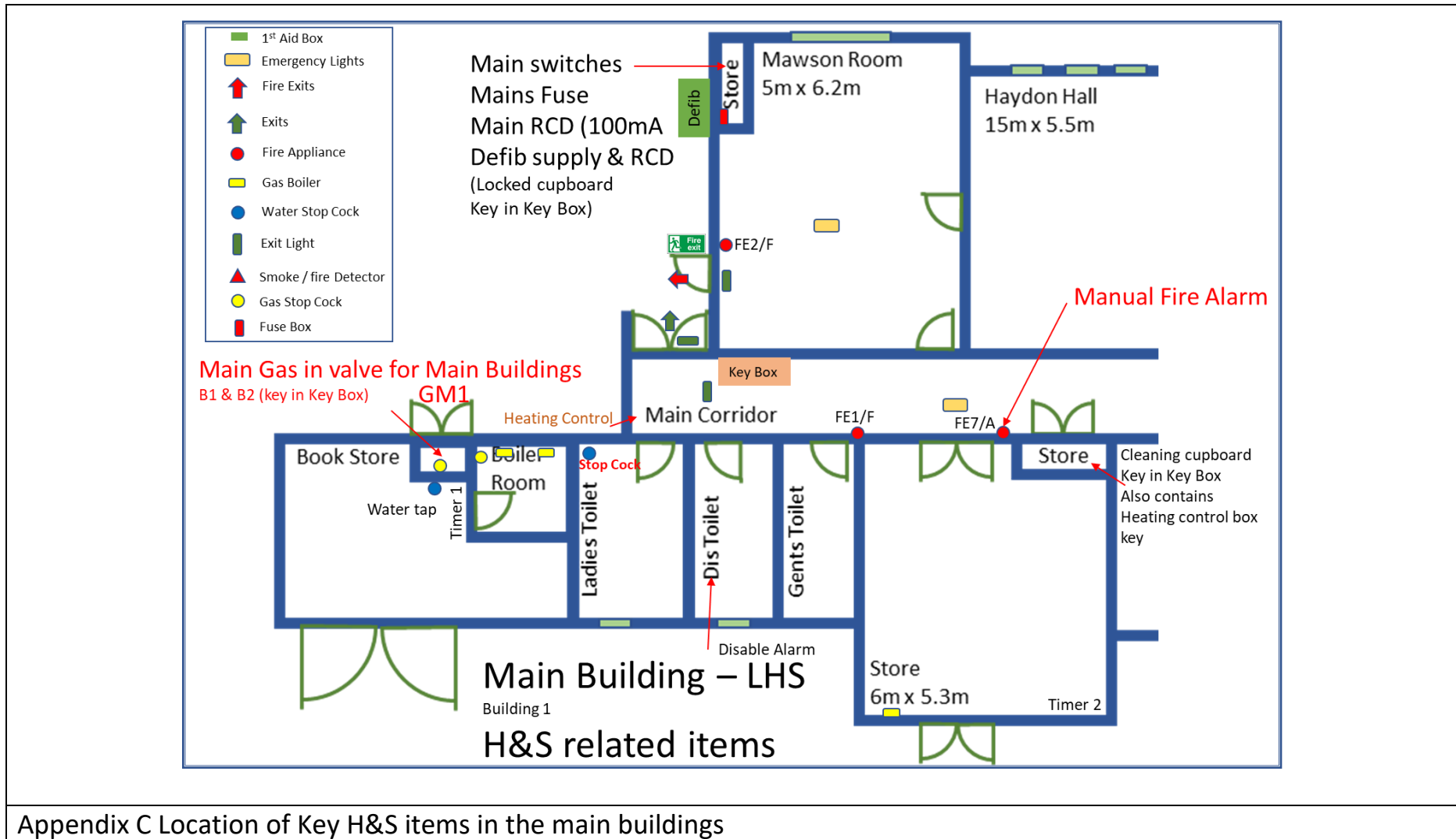


Appendix B: Boundary of applicability (Red Line) and Fire assembly points

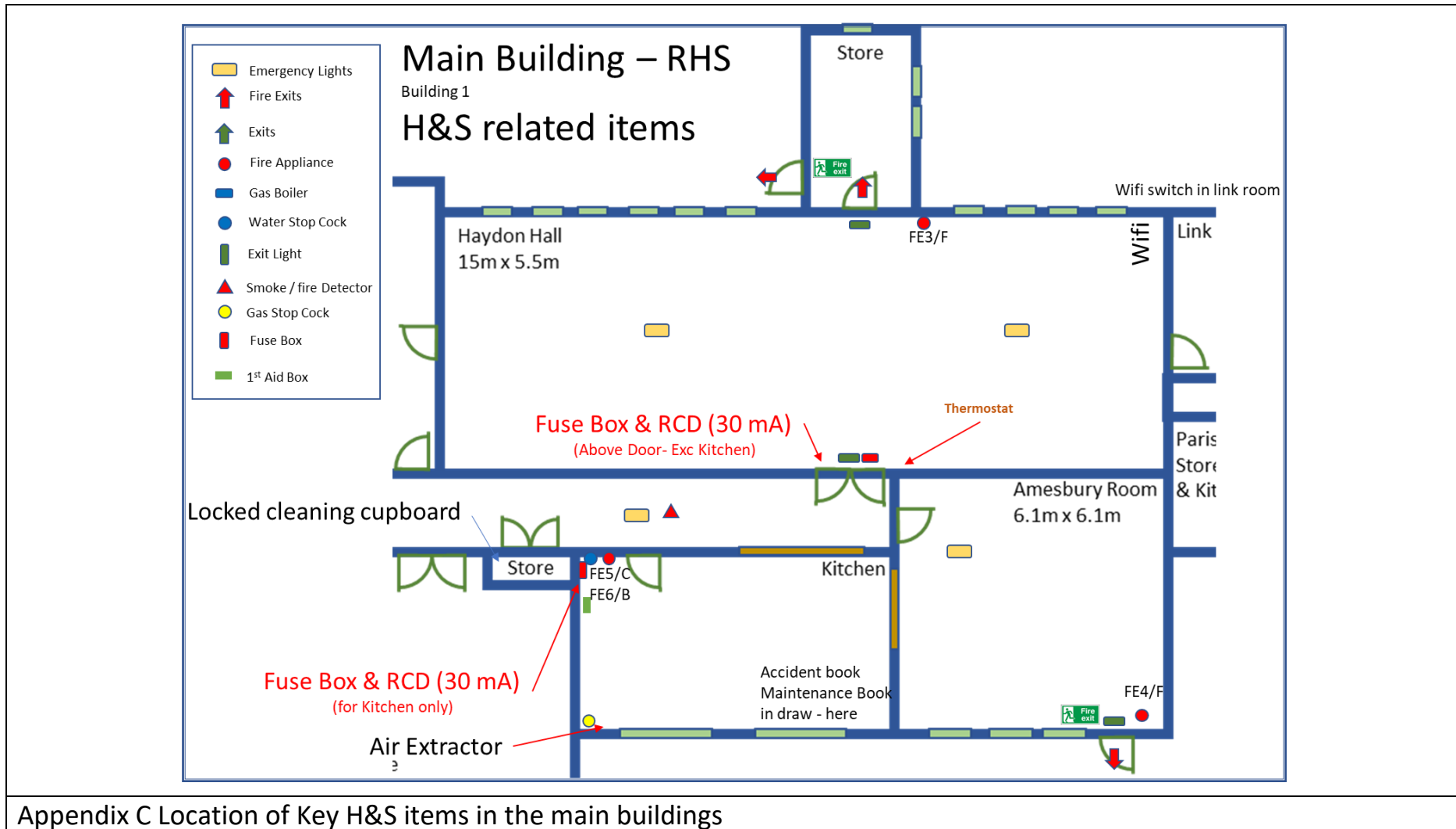


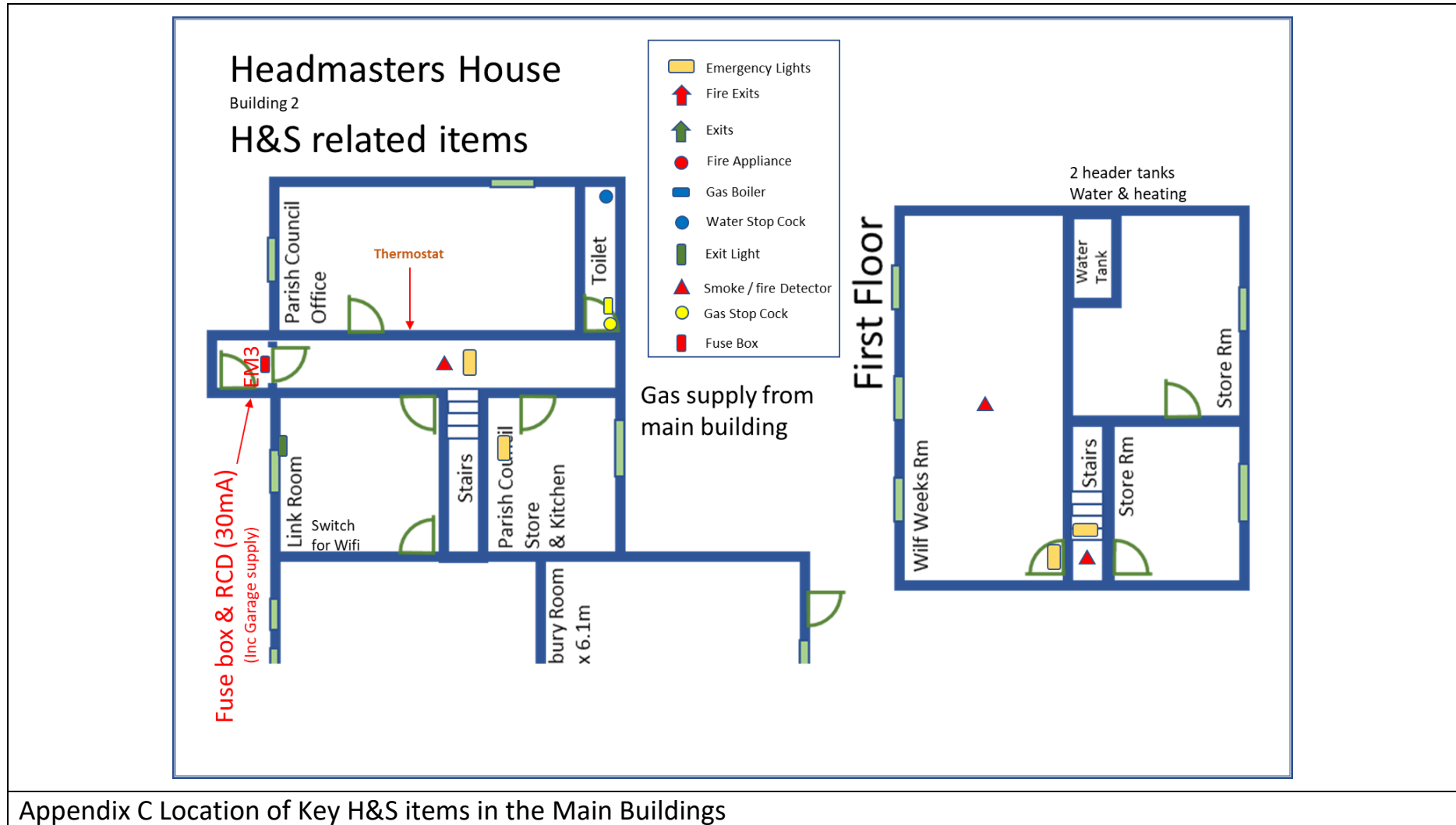


Appendix B: Fire Exits from buildings

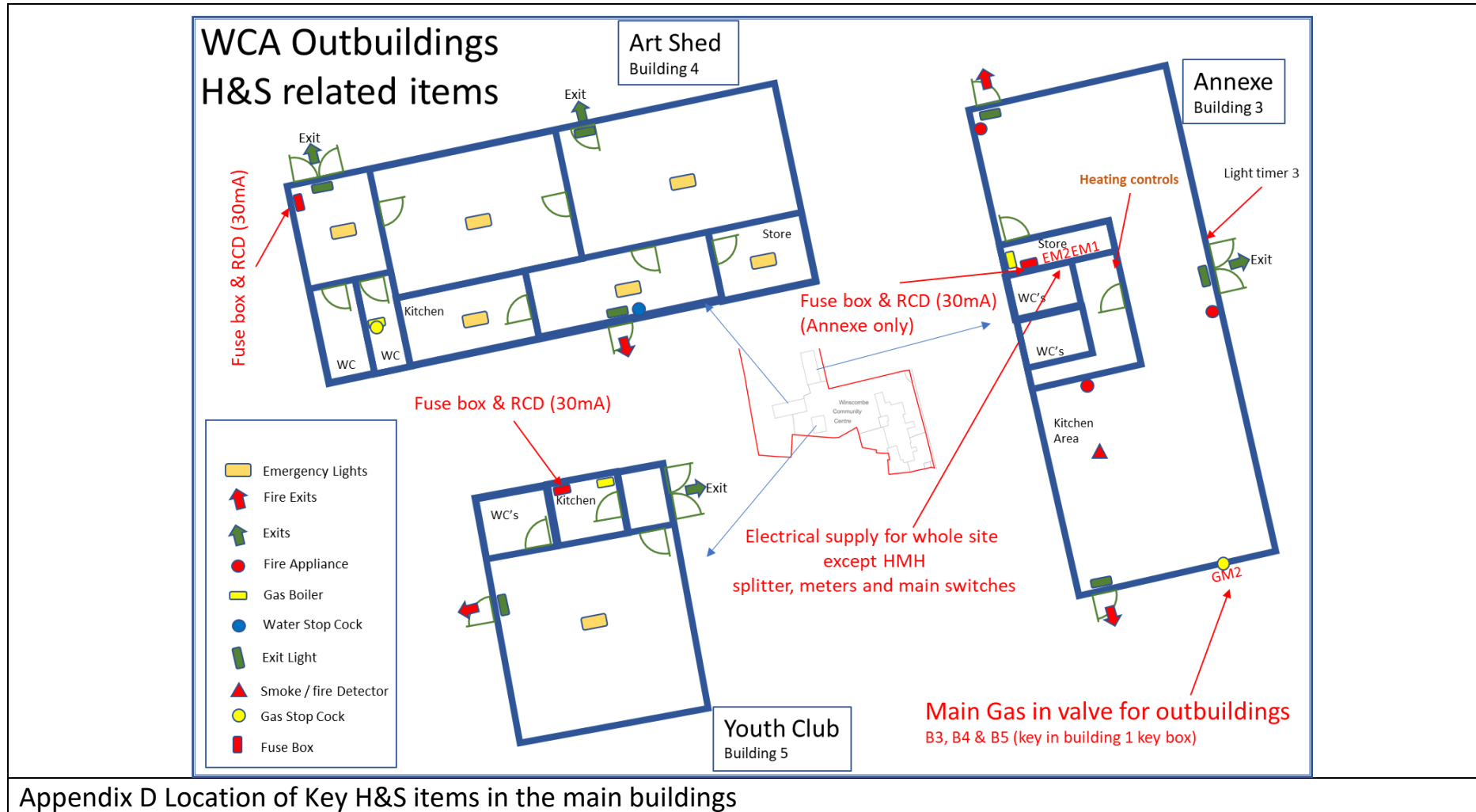


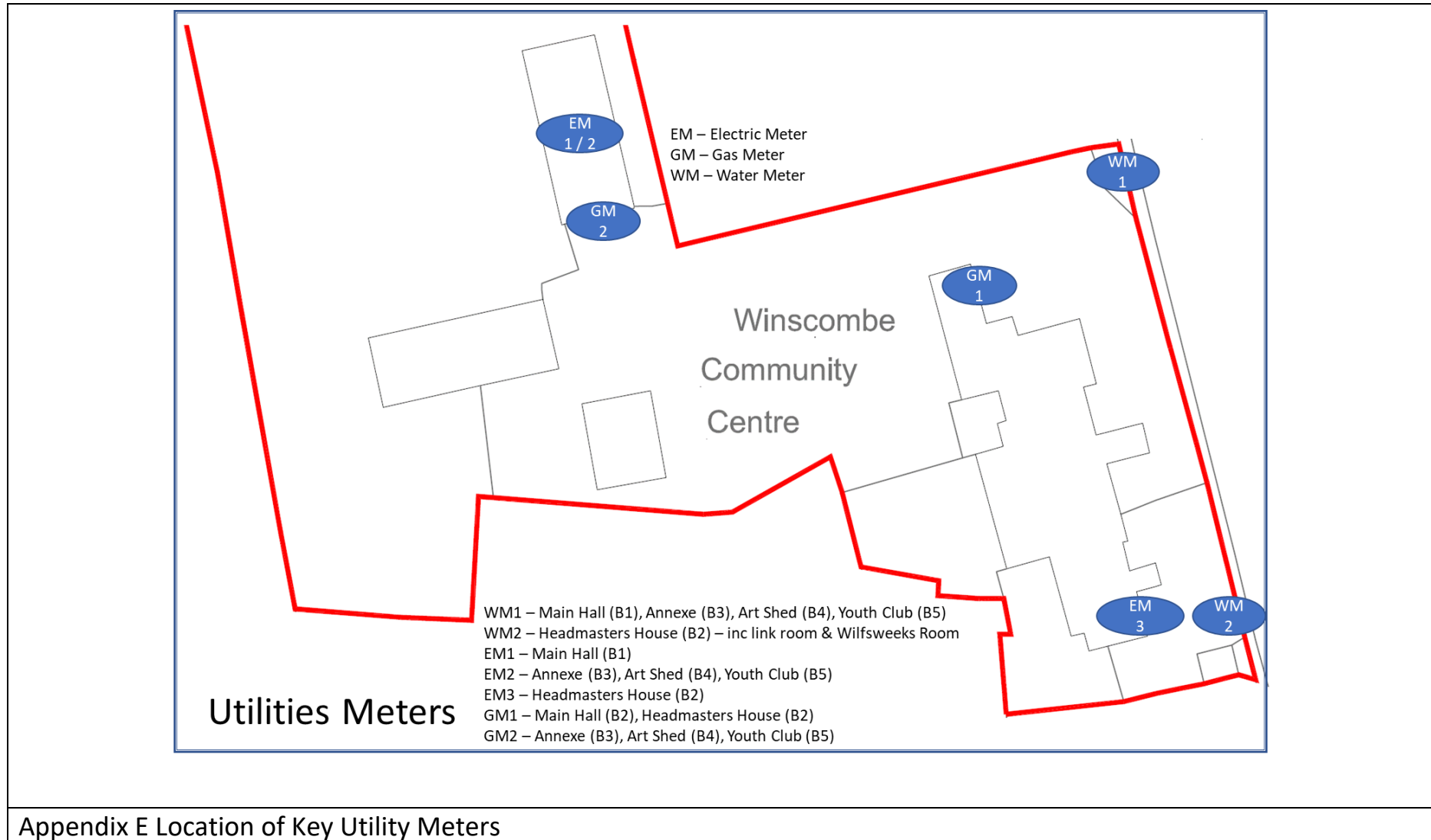
Appendix C Location of Key H&S items in the main buildings





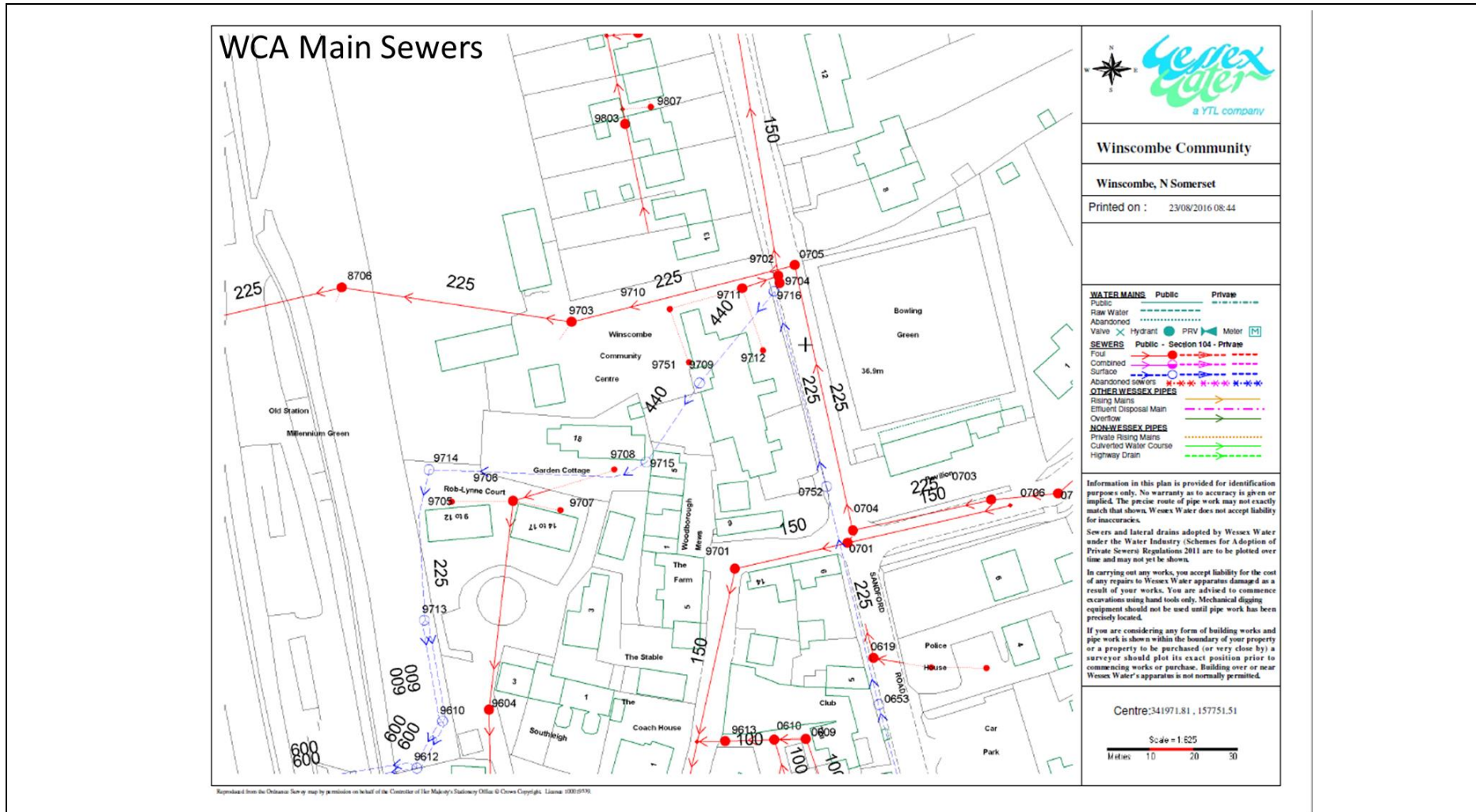
Appendix C Location of Key H&S items in the Main Buildings





| Utility          | Coverage & Location  | Mains Switches & Stopcocks  |
|------------------|--|---|
| Gas meter 1      | Main Building inc Head masters house<br>Building 1 & 2<br>In lock cabinet right of main door<br>(key in key box) | All: In cabinet<br>Building 1 in book store (key in key safe)<br>Building 2: on gas boiler  |
| Gas Meter 2      | Annexes (Buildings 3, 4 & 5)<br>In gas meter box on Building 3 (Annexe)<br>(key in key box)                      | All: in gas meter box<br>Building 3: on gas boiler<br>Building 4: on gas boiler<br>Building 5: below gas boiler   |
| Electric Meter 1 | Main Building (Building 1)<br>In Building 3 electric switch room (Annexe)<br>(Lefthand meter)                    | All: in Annexe<br>Building 1: in electric cupboard in Mawson Rm<br>Building 1 Fusebox 1: above Haydon Hall main double doors (building 1 except kitchen)<br>Building 1 Fusebox 2: on righthand side of kitchen on entry (Kitchen only)                        |
| Electric Meter 2 | Outbuildings<br>In building 3 electric switch room (Annexe)<br>(Righthand Meter)                                 | All: In Annexe<br>Building 3 Fusebox in electric switch room<br>Building 4 At west end of building  |
| Electric Meter 3 | Headmasters house (Building 2 & 6)<br>Above main door in porch   | Building 2 Fusebox in porch<br>Building 6 Fusebox in porch of Building 2  |
| Water Meter 1    | Main Building and Annexes<br>Meter on righthand side of driveway on entry  | Building 1 - In ladies toilet on right<br>Building 1 (kitchen only) - On righthand on entry<br>Building 3 – Under building at rear approx. in line with toilet windows<br>Building 4 – Left of rear fire door inside building<br>Building 5 – In girls toilet |
| Water Meter 2    | Headmasters house<br>Meter on lefthand side of gate on pavement  | Building 2 – In toilet at rear of house   |

Appendix E Location main switches and Stopcocks



Appendix F:- Main Sewers within WCA Boundaries



| Appendix G – Winscombe Community Centre Risk Assessment |  |  |   |   |                        |            |        |  |                |                           |
|---|--|--|---|---|------------------------|------------|--------|--|----------------|---------------------------|
| WCA REF No.   | Hazard   | Description of potential accident/injury/loss      | Persons affected  | Precautions/Controls already in place   | Risk Rating Factor=SxL |            |        | Further control measures required?   | Action By Whom | To be completed by (Date) |
|   |  |  |   |   | Severity               | Likelihood | Factor |  |                |                           |
| WCA/01  | Slips and trips<br>Caused by uneven surfaces or slippery floors. | Potential injuries include fractures and bruising. | Users of the Hall, contractors, passers- by in car park | 1) General good housekeeping is carried out.<br>2) All areas are well lit, including stairs and car parks.<br>3) Trailing leads or cables are moved or protected.<br>4) Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.<br>5) Mats at entrances to stop rain water being carried in.<br>6) Car park surface tarmac surfaced and maintained to be as non-slip as possible.<br>7) Parking space for visitor with disabilities available next to hall entrance. | 2                      | 2          | 4      | 1) Ensure light timers are adjusted<br>2) Create notice say where cleaning equipment is kept | Mike Turner    | 1/10/19                   |

|        |   |  |  |  |   |   |   |   |                     |                |
|--------|---|--|--|--|---|---|---|---|---------------------|----------------|
| WCA/02 | <p><b>Work at height</b><br/>E.g. changing light bulbs, cleaning windows, putting up decorations etc.</p> | <p>Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.</p> | <p>Volunteers, Contractors</p>                     | <p>1) Stable platforms available for personnel to store items on high shelves.<br/>2) Appropriate, commercial stepladder securely stored and available for use by authorised people.<br/>3) Step ladders and platforms are appropriate for each task.<br/>4) Hall users know (through hire agreement) that they are responsible for using equipment safely. Hirers informed via HS Policy that instruction</p>   | 3 | 2 | 6 | <p>1) Inform contactors to provide own equipment for working at height</p>  | <p>Allan Cooper</p> | <p>ongoing</p> |
| WCA/03 | <p><b>Fire</b></p>  | <p>If trapped, users of facility could suffer fatal injuries from smoke inhalation and burns.</p>        | <p>Volunteers, customers, public, contractors.</p> | <p>1) Fire extinguishers / smoke detection / emergency signage etc all in place.<br/>2) A fire risk assessment has been completed, and fire safety measures are in place, reviewed on an annual basis<br/>3) An evacuation plan has been developed and implemented.<br/>4) Regular checks are carried out to ensure escape routes and fire exit doors are not obstructed.<br/>5) Fire safety checks/tests recorded.<br/>6) No smoking or vapour e-cigarettes on premises</p> | 3 | 1 | 3 | <p>1) check Smoke and CO2 alarms in all areas and replace if necessary<br/>2) Ensure testing plan in place<br/>2 Check whether No Smoking signs are available</p> | <p>Mike Turner</p>  | <p>1/10/19</p> |

|        |  |  |   |   |   |   |   |  |             |         |
|--------|--|--|---|---|---|---|---|--|-------------|---------|
| WCA/04 | <b>Other Emergencies</b>   | Users could be seriously injured as part of other types of emergencies, this could include power failure, flooding, civil disorder, structural damage, Bomb/terrorist threat, adverse weather. | All Users, visitors, contractors, volunteers, public.                               | <ol style="list-style-type: none"> <li>1) A procedures plan is in place for dealing with other incidents.</li> <li>2) Business continuity plan is in place in order to keep the organisation running following a major incident.</li> <li>3) Responsible persons designated as part of the plan.</li> <li>4) Communication system in place to notify Trustees of an incident where appropriate.</li> </ol>          | 3 | 1 | 3 | 1) Notice added to notice board informing where shutoff valve and meters are   | Mike Turner | 1/8/19  |
| WCA/05 | <b>Stored Equipment &amp; Falling Objects</b><br>E.g. Tools and equipment being used by contractors or hall users when decorating etc, stage lighting and scenery, glassware and items stored on high shelves. | Users of the Hall hit by falling heaving objects causing impact wounds or death.   | Contractors, users of the Hall installing decorations, items placed on high shelves | <ol style="list-style-type: none"> <li>1) Policy in place to remind people that any work at height must only be by competent individuals.</li> <li>2) Adequate storage cupboards and shelving</li> <li>3) Notices advising of stacking height of chairs</li> <li>4) Users to carry out their own risk assessment relative to use of the hall and any equipment they may introduce during the hire period</li> </ol> | 1 | 2 | 2 | 1) Notice required on Staking of Chairs and tables   | Mike Turner | 1/10/19 |
| WCA/06 | <b>Hazardous substances</b><br>e.g. cleaning products  | The cleaner, and others cleaning, risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.                        | Volunteers, cleaners, users.  | <ol style="list-style-type: none"> <li>1) Cleaning products and coatings etc. are safely stored - not made available for general use.</li> <li>2) Safer cleaning products are sourced as far as possible.</li> <li>3) Cleaning products replaced with milder alternatives where available.</li> <li>4) Mops, brushes and protective gloves are provided and used.</li> </ol>  | 2 | 2 | 4 | <ol style="list-style-type: none"> <li>1)Review COSHH assessments for cleaning.</li> <li>2)Ensure chemicals are kept in the correct (labelled) containers. Keep chemicals to a minimum if possible.</li> </ol> | Mike Turner |         |

|        |  |  |  |   |   |   |   |  |                           |                |
|--------|--|--|--|---|---|---|---|--|---------------------------|----------------|
|        |  |  |  | <p>5) Staff shown how to use cleaning products safely.</p> <p>6) Users to carry out their own risk assessment relative to the use of the hall and any equipment they may introduce during the hire period.</p>  |   |   |   |  |                           |                |
| WCA/07 | <p><b>Gas appliances</b><br/>eg Gas boilers, cookers</p> | <p>Customers could suffer fatality or ill health due to a poorly maintained gas appliance.</p>   | <p>All users, volunteers, contractors</p>                                      | <p>1) Domestic type gas boiler heats water and radiators.</p> <p>2) Annual gas check carried out by Gas Safe registered engineer.</p> <p>3) 10 year Carbon monoxide detector located in each room where gas appliance located.</p> <p>4) Carbon monoxide alarm tested every week.</p> | 2 | 3 | 6 | <p>1) Fit CO2 detectors</p> <p>2) Keep at least 5 years records of gas certificates.</p> <p>3) Record when testing carbon monoxide tests</p> | <p>Allan Cooper</p>       | <p>ongoing</p> |
| WCA/08 | <p><b>Asbestos</b></p>                                   | <p>Users of property carrying out normal activities, are at low risk providing the ACM is maintained in good condition. Asbestos only poses a risk if it is disturbed and fibres are released into the air and inhaled. Contractors carrying out maintenance around the buildings are most at risk of disturbing asbestos.</p> | <p>Maintenance contract responsible person, customers (if damage asbestos)</p> | <p>1) Asbestos survey carried out by UKAS accredited contractor, and available in the property office.</p> <p>2) Management plan in place.</p> <p>3) Asbestos register in place.</p> <p>4) Contractors notified of location of asbestos.</p>  | 3 | 1 | 3 | <p>Check regularly for damage, where it is in high risk areas. If undisturbed it is safe.</p>  | <p>Responsible person</p> | <p>ongoing</p> |
| WCA/09 | <p><b>Water systems (legionella)</b></p>                 | <p>Users of property could suffer from ill health due to poorly maintained water systems. Fatalities could occur were persons have higher susceptibility to infection.</p>   | <p>All users, volunteers, contractors</p>                                      | <p>1) No open water system or showers on site</p> <p>2) Cold water tanks cleaned on an annual basis.</p>  | 2 | 1 | 2 | <p>Confirm whether cold tank in Head Masters House requires cleaning</p>   | <p>Responsible person</p> | <p>ongoing</p> |

|        |                          |  |  |   |   |   |   |      |              |         |
|--------|--------------------------|--|--|---|---|---|---|------|--------------|---------|
| WCA/10 | Electricity              | Risk of shocks and burns if equipment or installation were faulty.   | All users of the Hall<br>Contractors carrying out electrical maintenance works | 1) Fixed wiring periodically inspected, tested and certificated.<br>2) Portable equipment tested annually.<br>3) Users made aware they are responsible for their equipment on site and advised of need to check it.<br>4) Users informed that any portable electrical equipment stored or used in the hall must have current PAT certification.<br>5) Reasonable measures taken to prevent fires of all electrical origin | 3 | 2 | 6 | None | Allan Cooper | ongoing |
| WCA/11 | Manual handling          | Users may suffer back injury when moving heavy items, e.g. tables and chairs   | All users of the Hall  | 1) Advice is given in hirers' information.<br>2) Chair trolleys and staging dollies are used to store and move heavy furniture.   | 2 | 2 | 4 | None | Mike Turner  | ongoing |
| WCA/12 | Vehicles in the Car Park | Pedestrians in the car park could suffer serious injury if struck by cars entering/leaving car park or moving in it. | All Users and General public attending events & passers- by                    | 1) During large events, use parking marshals wearing high visibility vests advise hirers to consider this.  | 2 | 2 | 4 | None | Mike Turner  | ongoing |
| WCA/13 | Use of Field             | Injury could occur from falling trees /branches  | General public using footpath and field.<br>All users during outside events    | 1) Carry out annual checks of trees<br>2) Carry out inspections of field on a 3 monthly basis   | 2 | 1 | 2 | None | Mike Turner  | ongoing |