



Health and Safety Policy

Version: 01/02/2021

Review by: 01/02/2022

The Trustees recognise its general duty to ensure that the premises at COACH are safe and that risks are assessed and managed, so far as is reasonably practicable. The Trustees will take all reasonably practicable measures to comply with applicable legislative requirements and codes of practice in order to:

- Provide healthy and safe working conditions, equipment and systems for our Licence holders, Volunteers, and Hirers
- Keep COACH and equipment in a safe condition for all users
- Provide all necessary support and information to COACH users, hirers and outside contractors.

Responsibilities

All license holder, Hirers, Contractors and Users of COACH are expected to recognise and accept their duty to:

- Follow health and safety instructions and to report dangers
- Take reasonable care for the health and safety of themselves and other persons

Any person noticing potentially hazardous, broken or ineffective equipment should remove such equipment from use immediately, draw attention to defects by available means (e.g. a warning label or note) and to record any action in the Accident Book or email the Centre Manager at info@coach-taunton.org.uk for the attention of the Trustees

HIRERS should comply with the Terms and Conditions of Hire and ensure that their organisation/party also comply with those conditions and all safety requirements and safety notices.

These include:

- Ensuring familiarity with fire safety procedures (e.g. keeping fire exits clear) and evacuation procedures (attached at Appendix 1 to this Policy)
- Obtaining the consent of the Trustees before using any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters
- Ensuring that any permitted portable electrical equipment brought onto the premises is safe for use/has been P.A.T. tested NB/ Highly flammable substances should not be brought into or used in any part of the premises without the express consent of the Trustees.

Hirers may have other responsibilities such as additional insurance and statutory requirements, such as for the use of play equipment, which should be identified by the Hirer, recorded on the booking form, and complied with.

CONTRACTORS are responsible for:

- Ensuring safe working practices are employed whilst working on site; and for meeting their statutory obligations under Health & Safety legislation.
- Having appropriate Public Liability Insurance (which should be agreed with The Trustees before work commences).
- Having regard to the safety of COACH users when working on the premises and/or in respect of anything left/stored on the premises;
- Advising the Trustees of any flammable or toxic substances that may be used in the course of work on the premises.

The **TRUSTEES** are responsible for:

- Ensuring that the Health and Safety Policy is available to all License holders, Hirers, Contractors and Users of COACH and that the Health and Safety Policy is fully implemented and monitored.
- Keeping an Accident Book in which any incidents or actions can be reported and in which any defective or broken equipment can be noted (this is kept in the link reception drawer)
- Taking and noting appropriate action as may be necessary, correct faults or to arrange repair of equipment
- Providing a labelled First Aid Box (which is kept in the Link reception)

The H&S policy document will be available to download from the COACH website – www.coach-taunton.org.uk

All Hirers will be expected to read through the whole of the Terms and Conditions of Hire and tick the relevant box online as evidence that they agree and accept these conditions.

GENERAL GUIDELINES

These guidelines, which are not comprehensive, are intended as general information to assist Hirers and other COACH Users in the safe use of COACH

- The entrance should be clear of obstacles and hazards at all times that people are entering or leaving the building.
- Spills must be cleared up quickly to prevent slipping. (There is a mop in the cleaning cupboard)
- Electrical leads should not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- Ensure kettles are not over-filled nor should the leads be left to trail over the edge of the work top.
- Children should only be in the Parkroom when under the direct supervision of an adult and not at any other time.
- Be careful when replacing tables onto the trolley, and stacking chairs
- Be conscious of good hygiene practice if preparing food