



General

Our policy is to establish and maintain a safe and healthy environment and conditions for all employees and users of the Gamlingay Community Centre (GCC) and to provide such information, training and supervision as is needed to assure this. We will keep to both the letter and spirit of and the law as it applies to our Centre.

The duties and responsibilities and processes to implement this policy are set out below. This policy will be kept up-to-date and reviewed at least once a year by the Trustees or in the case of any significant organisational or operational change that happens and that thereby makes an intermediate review appropriate.

Duties and responsibilities

The overall responsibility for assuring this policy lies with all the Trustees who shall nominate one of their Board (currently Neil Muirhead) as coordinator of this task.

The day-to-day responsibility lies with the Centre Manager (currently Kate Laugharne) who has the authority to enforce the policy and a duty to report any concerns to the nominated Trustee Board Coordinator (currently John McKee) without delay. The TBC will inform fellow Trustees and agree appropriate corrective action with appropriate urgency.

All employees and users have the responsibility to cooperate with other users in order to achieve a healthy and safe environment and to take due care both of themselves and also of others. In case an employee or user observes a hazard which they are unable to put right they should refer the matter to the duty manager without delay.

The TBC shall liaise with the local Fire Service to obtain advice of appropriate Fire Protection measures and in consultation with the Board ensure that appropriate measures are implemented.

The Centre Manager shall be responsible to maintain and keep current an Accident Record Book, and Risk Assessment File. In the event of any significant injuries, diseases or dangerous occurrence, they shall inform the TBC without delay and together they shall submit the appropriate RIDDOR report.

The Centre Manager shall complete a full documented Risk Assessment together with the TBC. This was first completed about the time the GCC is first opened and thereafter as and when required because of operational changes making further Risk Assessments appropriate. The full Assessment shall be reviewed annually for completeness and currency.

The Centre Manager shall be responsible to ensure the GCC environment is maintained so there is:

- Adequate ventilation, temperature, lighting and seating for the intended use.
- Sufficient toilet and washing facilities, maintained and kept clean and hygienic.
- Safe food hygiene practices and appropriate cleaning procedures in the kitchen areas.
- Clear fire evacuation instructions with routes kept free from obstructions.
- Freedom from hazards by improper use or care or maintenance of electrical or electronic equipment and machinery including trip hazards from trailing cables.
- Overall cleanliness and tidiness throughout the GCC and its surrounds including the removal and proper disposal of waste and litter.