

Charity Number: 1156427

Somerford ARC Community Centre

Health and Safety Policy

Created: April 2023



General statement of policy

Somerford ARC Community Centre is dedicated to safeguarding the health, safety, and well-being of all employees, contractors, volunteers, and visitors. Our primary objective is to prevent accidents, injuries, and work-related health issues by ensuring a safe working environment and adhering to current UK health and safety legislation, including the Health and Safety at Work Act 1974.

1. Introduction

1.1. At our organisation, we are committed to providing a safe and healthy environment for all employees, volunteers, and visitors. This commitment involves the following principles:

- **Safety First:** All individuals are expected to work safely and efficiently, ensuring that their actions do not endanger themselves, their colleagues, or any authorised visitors to our premises.
- **Risk Management:** To identify and control health and safety risks associated with our activities, to mitigate hazards proactively.
- **Open Communication:** Encouraging open discussions on health and safety concerns.
- **Maintenance of Facilities:** Maintain our premises and equipment to uphold a safe environment for everyone. Regular inspections and maintenance practices will be implemented to prevent potential risks.
- **Safe Handling of Substances:** hazardous substances stored safely and according to guidelines to minimise health risks.
- **Clear Instructions:** Provide clear instructions to all trustees, employees and volunteers regarding safety procedures and responsibilities.
- **Relevant Training:** provided to all trustees, employees and volunteers, tailored to their specific roles, to ensure they are well-equipped to uphold health and safety standards.
- **Emergency Procedures:** Establish and implement emergency procedures, including regular fire drills, to ensure preparedness in case of an emergency.
- **Accident Reporting:** All accidents, near misses, and hazardous situations must be recorded in the incident book and reported at the next staff meeting to facilitate continuous improvement.
- **Compliance with Legislation:** We will meet all statutory safety obligations, including those outlined in Section 8 of the Health and Safety at Work Act, which prohibits the intentional or reckless misuse of health and safety provisions.

1.2. Our organisation aims to create a workplace that prioritises health and safety for all, ensuring a positive and secure environment where everyone can thrive.

2. Legislation

2.1. Somerford ARC Community Centre takes health and safety extremely seriously and recognises that it has a responsibility to protect all relevant persons from harm, as far as reasonably practicable. Our organisation will endeavour to control associated risks and comply with legislation and HSE guidance for health and safety:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- HSE guidance
- Health safety and welfare regulations
- health and safety (display screen equipment) regulations 1992

- The control of substances hazardous to health (COSHH) regulations 2002
- The work at height regulations 2005
- The control of noise at work regulations 2005
- Electricity at work regulations 1989
- The manual handling operations regulations 1992 (MHOR)

3. Organisational culture

- 3.1. The organisational structure of Somerford ARC Community Centre supports the effective management of health and safety. This structure ensures clear lines of communication, defined roles and accountability at all levels of the organisation.

4. Responsibilities

- 4.1. Trustees hold a vital role in embedding health and safety throughout the organisation, ensuring a secure environment at Somerford ARC Community Centre. Their responsibilities include:
- Holding primary legal responsibility for health and safety at Somerford ARC Community Centre.
 - Implementing health and safety measures that suit the Centre's scale and activities, including the effective planning, organisation, monitoring, and review of all preventive and protective actions.
 - Addressing and resolving health and safety concerns that exceed the Office Manager's authority, with clear communication of solutions to staff and volunteers.
 - Actively discussing health and safety at board meetings and with employees, providing a **culture** of continuous improvement.
 - Ensuring that essential equipment and resources are available to support safe working practices.
 - Personally following all safety procedures and promptly correcting any observed deficiencies.
 - Ensuring that all relevant individuals are informed and trained on relevant health and safety risks and precautions.
 - Confirming that contractors comply with their health and safety policies while working on-site.
 - Maintaining and providing adequate Public Liability Insurance.
- 4.2. The Office Manager is essential in managing the daily implementation of health and safety practices. Key responsibilities include:
- Providing health and safety information and instructions to all new employees and volunteers during induction.
 - Supplying refresher health and safety materials to coordinators to keep health and safety relevant.
 - Issuing the Somerford ARC Volunteer Handbook to new volunteers, covering essential health, fire safety, first aid, and safeguarding responsibilities.
 - Promptly notifying trustees of urgent matters beyond the Office Manager's scope, enabling swift and effective action.
 - Manage the day-to-day execution of the health and safety policy.
 - Making sure all volunteers and staff know the locations of fire safety and first aid equipment and any relevant procedures.

4.3. The health and safety officer assigned is to support a safe working environment by overseeing compliance with health and safety responsibilities include:

- Conducting and overseeing regular risk assessments to maintain compliance with health and safety regulations and address any identified risks.
- Reviewing and updating health and safety policies and procedures as needed to reflect changes in regulations or operational needs.
- Organising relevant health and safety training courses to keep all employees and volunteers equipped with essential knowledge and skills.
- Keeping the Trustee Board and employees informed of any new health and safety legislation or regulatory changes relevant to the Centre's operations.

4.4. Designated Person supports the health and safety officer to help maintain a safe environment, responsibilities include:

- Conducting weekly inspections of the centre to identify and address potential health and safety issues.
- Ensuring all equipment is well-maintained and in safe working condition.
- Verifying that health and safety signage meets legal standards and is appropriately displayed.
- Performing monthly checks of the first aid kit to ensure it is stocked and up-to-date.
- Organising the annual Portable Appliance Testing (PAT) for compliance with electrical safety standards.

4.5. Volunteer Coordinators oversee and ensure health and safety within their groups:

- Conducting health and fire safety toolbox talks with their volunteers every six months.
- Ensuring all volunteers understand their roles during an emergency evacuation.
- Providing safety and compliance within their volunteer teams, ensuring the well-being of service users.

4.6. Employees and volunteers represent Somerford ARC Community Centre and play a crucial role in maintaining a safe environment. Their responsibilities include:

- Understanding Somerford ARC Community Centres health and safety policies and emergency procedures and consulting the Office Manager or Chair for any clarification.
- Taking reasonable care of their own health and safety and that of others, as required by the Health and Safety at Work Act 1974.
- Working with Trustees and the Office Management team to uphold a safe work environment.
- Reporting any unresolved hazards or faulty equipment to the Office Management team or their volunteer coordinator.
- Following health and safety procedures, using equipment correctly, and adhering to guidelines.
- Avoiding the misuse of safety provisions, including PPE.
- Receive training from the employer on safe use of equipment as necessary.
- Report any identified hazards promptly to management.
- Keeping floors and aisles free of tripping hazards, such as wires and equipment.

4.7. Hirers oversee and ensure the health and safety within their classes and activities:

- Ensuring their safety and the safety of others impacted by their activities, in compliance with the Health and Safety at Work Act 1974.
- Reporting any unresolved hazards or faulty equipment to the Office Management team.
- Maintaining clear floors and aisles to prevent tripping hazards from wires or equipment.
- Adhering to the maximum occupancy limits of hired spaces.
- Ensuring that necessary DBS checks are completed where necessary and submitted to the Office Manager.
- Maintaining and providing adequate Public Liability Insurance.
- Using the premises at their own risk.
- Completing and maintaining a risk assessment that aligns with Somerford ARC Community Centres health and safety requirements.
- Following all terms, conditions, and policies of Somerford ARC Community Centre.

4.8. As the landlord, SNG Housing have specific health and safety obligations, including:

- Managing repairs exceeding £250.00 (plus VAT)
- Ensuring all firefighting equipment is maintained and compliant with safety legislation and guidelines.
- Keeping the property insured against loss or damage.
- Provide 5 year fixed installation certificates.
- Heating systems and testing is regularly maintained.

4.9. No persons should put themselves at risk on behalf of Somerford ARC Community Centre. Personal safety is always the priority, and no staff member is expected to compromise their own security or well-being for organisational property, resources, or other considerations.

5. Lone Working

5.1. Somerford ARC Community Centre is committed to safeguarding the well-being of employees working alone. To ensure their safety, we have implemented the following procedures:

- If an employee is required to work offsite or away from the premises, they are expected to inform a designated person or a member of the Trustees about their location, expected duration, and working hours.
- For employees and trustees who handle cash, additional security precautions are in place. Employees are entitled to have a colleague accompany them while transporting cash. Banking activities involving cash should be carried out discreetly, avoiding fixed routines and maintaining a low profile to minimise risk.
- Employees are issued personal alarms. These alarms serve as a means of immediate alert should a lone worker find themselves in a potentially dangerous or threatening situation, enabling them to call for assistance promptly.
- Lone workers have access to first aid equipment, ensuring that they can address minor injuries or incidents on their own if necessary.

5.2. Employees should never put themselves at risk on behalf of Somerford ARC Community Centre. Personal safety is always the priority, and no staff member is expected to compromise their own security or well-being for organisational property, resources, or other considerations.

6. Lighting

6.1. Lighting in the workplace is important to the health and safety of everyone using the centre, and as an organisation we take into account the needs of individuals when assessing our lighting requirements. In accordance to HSE lighting at work, The Regulatory Reform (fire safety) Order 2005 and the fire risk assessment small and medium places of assembly, our organisation ensures:

- All work areas are adequately illuminated, aiming for lighting levels between 200 and 500 lux depending on the specific tasks and areas. This range aligns with HSE recommendations to support visual comfort and safety.
- Overhead lighting is fitted with reflectors and diffusers to distribute light evenly across the workspace. This minimises shadows and glare, creating a consistent lighting environment that reduces eye strain.
- Personal lighting units, such as desk lamps, are available to any employee, volunteer, or visitor who requires additional light at their workstation. These can be adjusted to suit individual preferences and task requirements.
- Where possible, we maximise natural light in work areas to improve mood and reduce dependence on artificial lighting. Windows are kept clear, and blinds are used to control glare during peak sunlight hours.
- Emergency lighting is installed and maintained throughout the premises, ensuring visibility in corridors and exit routes in case of power failure or emergency situations.

7. Ventilation

7.1. Somerford ARC Community Centre recognises that ventilation is essential to maintain a healthy and comfortable workspace. Poorly ventilated areas can negatively impact both physical health and mental well-being, leading to discomfort, reduced concentration, and potential health risks over time. We are committed to ensuring that all areas within our premises have adequate air circulation:

- Where possible, ventilation is provided through windows and other openings to ensure fresh air circulation. All windows are designed to open safely, allowing for natural airflow throughout the work environment.
- When natural ventilation alone is insufficient, we supplement airflow with electric fans to ensure a comfortable and healthy workspace.

8. Temperature

- 8.1. Although there is no legal minimum or maximum working temperature, by law we as an organisation have a duty of care to ensure working temperatures are reasonable for our employees. Health and safety guidance is that a reasonable temperature is of at least 16°C.
- 8.2. if extreme temperatures are expected our organisation commits making plans to keep employees, volunteers and service users comfortable and safe. for example, allowing extra refreshment breaks, providing additional heating or cooling equipment.

9. Noise

- 9.1. According to the Health and Safety Executive (HSE), employers must take action to manage noise in the workplace if any of the following conditions are met:

- **Intrusive Noise Levels:** Noise that is consistently disruptive—such as the level of noise from a busy road, vacuum cleaner, or crowded area—exists for most of the workday.
- **Raised Voices for Communication:** Employees need to raise their voices to hold a normal conversation with someone around 2 meters away, even if this occurs for only part of the day.
- **Frequent Use of Noisy Tools or Machinery:** Contractors operate loud power tools or machinery for more than 15 minutes daily.

9.2. In compliance with the Control of Noise at Work Regulations 2005, Somerford ARC Community Centre is committed to protecting the hearing and well-being of all employees, volunteers, and visitors. We actively manage noise levels within our premises to maintain a comfortable and productive environment, ensuring that noise does not disrupt focus or impair communication.

10. Heating systems

10.1. Somerford ARC Community Centre is equipped with gas fan heaters in the main hall and radiators in all other areas. The heating system was installed and is regularly maintained by engineers from SNG Housing supported by the following safety equipment:

- Carbon dioxide (CO₂) alarms are installed in both the main office and the main hall to monitor air quality and ensure the safety of all individuals within these areas.
- Gas detectors are placed in both the main office and the main hall to detect the presence of potentially hazardous gases.
- Gas emergency shut-off buttons are installed in the entrance hall and the main office, to allow immediate action in the event of an emergency, these buttons will cut off the supply, minimising the risk of an explosion or harmful exposure.

10.2. Systems are subject to regular testing and maintenance to ensure their continuous functionality. Records of inspections, maintenance, and any necessary repairs is kept by SNG housing to ensure compliance with health and safety regulations and to maintain the safety of the workplace.

10.3. All employees are trained on the proper procedures to follow in the event of a CO₂ alarm or gas leak, including evacuation procedures and how to respond to gas detector alerts or emergency shut-off button activations.

10.4. Regular drills are conducted to ensure that employees are familiar with emergency procedures, and their knowledge is refreshed annually.

11. Welfare provisions

11.1. Our organisation recognises the provision of suitable and adequate welfare facilities is essential in providing a safe and healthy work environment. We are committed to ensuring that these facilities are available and meet the needs of all individuals within the workplace.

11.2. In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 our sanitary conveniences:

- Are provided in easily accessible locations.
- Are adequately ventilated and well lit.
- Are maintained in a clean and orderly condition.
- Include separate facilities for men and women.

- 11.3. For the convenience and dignity of all individuals, sanitary bins are provided in all restrooms, including those designated for female employees, volunteers, and visitors. These bins are regularly emptied, cleaned, and maintained to ensure hygienic disposal of sanitary products.
- 11.4. Our facilities include accessible restrooms to meet the needs of employees, volunteers, or visitors with disabilities. These restrooms are equipped with the necessary support features, such as grab rails and wider doors for wheelchair access, ensuring that they are fully functional and inclusive.
- 11.5. Somerford ARC Community Centre ensures an adequate supply of drinking water is provided and is readily accessible to all employees and visitors on the premises. Water is bottled, ensuring it remains free from contamination and available at all times.
- 11.6. Employees and volunteers have access to designated areas where they can rest and eat meals. These rest areas are regularly cleaned and maintained, with surfaces kept free from contamination to provide a hygienic environment.

12. Control of Substances Hazardous to Health (COSHH)

- 12.1. In accordance to The control of substances hazardous to health (COSHH) regulations 2002 Somerford ARC Community Centre is committed to protecting the health of employees, contractors, volunteers and the general public from the risks associated with exposure to hazardous substances. This includes preventing both immediate and long-term health effects caused by such substances.
- 12.2. To fulfil our duty to prevent, reduce and control risks from hazardous substances, we adhere to the following measures:
 - Risk assessments will be conducted and regularly updated to identify hazardous substances and evaluate the associated risks. The risk assessment will include clear strategies for eliminating or minimising these risks to the lowest practicable level, with specific control measures outlined.
 - Appropriate control measures will be chosen and implemented to mitigate risks from hazardous substances. Wherever possible, we will substitute hazardous substances with safer, non-hazardous alternatives.
 - We will take reasonable steps to ensure that control measures, including safety equipment and facilities, are used properly and effectively. Regular monitoring will be conducted to ensure ongoing compliance with safety standards.
 - All control measures will be subject to regular maintenance, examination, and testing, as required under COSHH regulations, to ensure they remain in effective working condition.
 - Clear procedures are in place to respond to accidents, incidents, or emergencies involving hazardous substances.
 - Safety data sheets will be provided for all hazardous substances used on the premises. These sheets contain critical information regarding the safe handling, storage, and emergency response for each substance.
 - Where required, suitable personal protective equipment will be provided to employees and volunteers. PPE will be maintained in good condition, and individuals will be trained in its correct use.
 - Hazardous substances will be stored in a COSHH-compliant, fire-proof cabinet, following best practices and regulatory requirements. This includes using appropriate containers, ensuring clear labelling, providing adequate ventilation, and restricting access to designated personnel only.

13. Electricity

- 13.1. In accordance with the Health and Safety at Work Act 1974, Somerford ARC Community Centre is committed to ensuring, as far as reasonably practicable, the health, safety, and welfare of all employees, volunteers, and service users who may be affected by our operations. This includes taking all necessary steps to minimise the risks associated with electricity and electrical systems within our premises.
- 13.2. The Electricity at Work Regulations 1989 require that all electrical systems be maintained to prevent danger and ensure the safety of those who may come into contact with them. To comply with these regulations, we have implemented the following measures:
 - All electrical equipment used within the Centre is subjected to annual PAT testing to ensure it is safe for use.
 - SNG Housing, certified engineers, carry out regular inspections and testing of the fixed electrical installations throughout the Centre.
- 13.3. Records of PAT testing and fixed installation inspections are kept up to date and accessible for review, ensuring compliance and traceability.

14. working at height

- 14.1. The Work at Height (WAH) Regulations provide a hierarchy of control measures for managing risks associated with working at height. To safeguard our employees, volunteers, and contractors, we prioritise the following measures:
 - We aim to eliminate the need for working at height wherever possible by using alternative methods.
 - When work at height is necessary, we ensure that the appropriate equipment is used to prevent falls.
 - All employees involved in work at height receive the necessary training to safely carry out their tasks. They should never undertake such work unsupervised.
 - If other control measures are insufficient, PPE is used as a last resort to enhance safety, after all more effective measures have been considered and found impractical
 - A thorough risk assessment is carried out for each task involving work at height, with appropriate control measures clearly documented to manage risks and ensure all necessary precautions are followed.

15. Manual handling

- 15.1. Under the Management of Health and Safety at Work Regulations (MHSWR) 1999, our organisation is legally required to assess the risks to the health and safety of our workers. This includes considering any manual handling activities.
- 15.2. To determine whether manual handling tasks are hazardous, Somerford ARC Community Centre evaluates the load, individual, task, and environment (LITE) and follows HSE guidance to identify necessary controls for safe manual handling. We expect all volunteers and employees to adhere to the following practices:
 - Safeguard own health and safety and that of others who may be affected by their actions.
 - Not attempt to lift heavy objects on their own.
 - Report any injury or condition that prevents them from lifting safely to their coordinator.
 - Avoid repetitive bending.

- Ensure that at least two people are involved when lifting and setting up tables.

15.3. Before lifting any object, follow these steps to minimise risk:

- Assess whether the load is too heavy or awkward to lift on your own and request assistance if the load is too heavy to manage alone.
- Ensure your path is clear of obstacles and there's enough space to safely move the load.
- Be honest about your physical limitations and avoid attempting to lift heavy or awkward items by yourself.
- Break the load down into smaller manageable pieces make carrying easier and safer.
- Be aware of environmental factors such as wet or slippery floors, poor lighting, or uneven surfaces that could increase the risk of injury.

15.4. Proper Lifting Techniques:

- Position yourself close to the load with your feet shoulder-width apart for stability.
- Squat down by bending your knees and keeping your back straight, allowing your legs to do the lifting.
- Use a firm grip on the object, ensuring you have a secure hold before lifting.
- Lift by straightening your legs, not your back, keeping the object close to your body to maintain balance and reduce strain.
- Avoid twisting your back when turning, instead pivot with your feet to prevent injury.
- Keep a clear line of sight and look ahead when moving the load.
- When setting down the load, squat with your kneed and keep your back straight, rather than bending at the waist.

15.5. Any accident or injury resulting from manual handling should be reported to the management team or Volunteer Coordinator without delay. All injuries, regardless of severity, must be documented in the incident book. A review of the incident will follow to identify any unsafe practices, and appropriate corrective actions will be taken to prevent recurrence.

16. Parking Facilities

16.1. The car park at Somerford ARC Community Centre is designated for use by employees, volunteers, hirers, and visitors. To ensure the safety of all individuals using the car park, the following measures and guidelines must be adhered to:

- Vehicles must be parked within the designated spaces, and any blocking of emergency service access is prohibited.
- Bicycles should be securely locked in the designated bike parking bays.
- Mobility scooters should be parked in the designated shelter to ensure safety and accessibility.
- Adequate lighting is provided throughout the carpark to ensure visibility during the evening and night-time, reducing the risk of accidents and injuries.
- Designated parking spaces for disabled individuals are clearly marked and should only be used by those who hold a valid blue badge.
- Any hazards or potential safety risks within the car park must be reported immediately to the management team for prompt resolution.
- No vehicles are permitted to park in the designated assembly point at anytime to ensure clear access during emergencies.

- During cold weather, the car park should be gritted to prevent slip hazards caused by ice or snow. This should be done promptly to ensure the safety of all individuals.
- The centre will be closed when the car park is deemed unsafe due to hazardous weather conditions or other safety concerns.
- During any events held by Somerford ARC Community Centre, all children are prohibited from playing in the car park or climbing walls for their safety.
- The Centre holds no responsibility for any damage, theft, or loss to vehicles parked on the premises.

17. Violence, Drugs and Alcohol

17.1. Somerford ARC Community Centre is committed to providing a safe and welcoming environment for all employees, volunteers, hirers, and visitors. The following guidelines must be adhered to in relation to violence, drugs, and alcohol:

- Any form of violence, verbal or physical, towards employees, volunteers, visitors, or contractors will not be tolerated under any circumstances. This includes bullying, harassment, threats, or aggressive behaviour. Any incidents of violence must be reported immediately to the Centre Manager or Volunteer Coordinator.
- The use, possession, or distribution of illegal drugs or substances is strictly prohibited on the premises. Employees, volunteers, and hirers are expected to be free from the influence of alcohol or drugs while on duty or using the Centre's facilities. Any individuals found under the influence of drugs or alcohol will be asked to leave the premises.

17.2. Somerford ARC Community Centre operates a zero-tolerance policy towards any behaviour involving drugs, alcohol, or violence. Any breaches of this policy may result in disciplinary action, including but not limited to removal from the Centre, termination of contracts, and reporting to relevant authorities if necessary.

17.3. We are committed to supporting individuals who may be struggling with substance abuse or related issues. If you or someone you know requires support, please contact the management team or volunteer coordinator, who will assist with finding appropriate resources or guidance.

18. Accidents, first aid and work-related ill health

18.1. Somerford ARC Community Centre is committed to ensuring we are fully prepared for any emergencies, we have established comprehensive first aid provisions and emergency response procedures:

- First aid boxes and accident books are located around the building with clear signage to ensure easy access in case of an emergency. These provisions are readily available to address injuries or illnesses promptly.
- All trustees, volunteers, and hirers are shown the locations of emergency first aid equipment during their induction, ensuring they are familiar with the resources available to respond to any incidents.
- All trustees, employees, and volunteers are required to take reasonable instructions from trained first aiders during an emergency. This ensures that everyone follows the proper guidance for the safe and effective treatment of injuries.
- Each group run by Somerford ARC Community Centre has a designated person trained in First Aid in the Workplace, ensuring there is always someone capable of providing initial support if required.

- An appointed person is always onsite to take charge of first aid arrangements.
- 18.2. All accidents must be recorded in the incident books. In accordance with the Social Security (Claims and Payments) Regulations 1979, Schedule 4, Regulations 24 and 25, the following information should be recorded for each accident:
- Full name, address, and occupation of the injured person.
 - Date and time of the accident.
 - Place where the accident occurred.
 - Cause and nature of the injury.
 - Name, address, and occupation of the person reporting the incident, if different from the injured person.
- 18.3. We have a legal duty under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report certain types of accidents, diseases, and dangerous occurrences as detailed in the Somerford ARC Community Centre First Aid Policy. In the event of an accident, reports will be made by Paul Hilliard, the Chair of Trustees, to ensure compliance with legal requirements and to facilitate further investigation if necessary.
- 18.4. All accident and injury reports are handled in strict confidence. Information about injuries or incidents will only be shared with those who need to know, such as management or health and safety authorities, and in compliance with data protection laws. Personal details of those involved in incidents will not be disclosed without their consent unless required by law. All records are securely stored and managed to ensure privacy and confidentiality.

19. Fire Procedure

- 19.1. Somerford ARC Community Centre takes fire safety extremely seriously and recognises that it has a responsibility to protect all individuals from harm, as far as is reasonably practicable.
- 19.2. The Centre is committed to providing the necessary fire safety equipment and procedures to ensure safety:
- The evacuation procedure (**APPENDIX 1**) is displayed clearly in each room of the building, along with the building evacuation floor plan, which maps all routes and equipment (**APPENDIX 2**).
 - The Centre ensures that procedures are in place to accommodate individuals with disabilities or vulnerabilities. This is reflected in the fire risk assessment and complies with the Health and Safety at Work Act 1974 and the Equality Act 2010. Where needed, designated competent persons will assist individuals with completing a personal evacuation assessment form to determine if a full Personal Emergency Evacuation Plan (PEEP) is required.
 - Firefighting equipment is located throughout the building, with clear signage. All volunteers are made aware of the equipment's locations during their induction.
 - Volunteers and hirers receive a copy of the evacuation procedures and plans, along with fire safety instructions, in their handbooks.
 - Evacuation drills will be conducted twice a year.


20. Training



20.1. Somerford ARC Community centre ensures all employees and volunteers receive the correct, training or information they need to keep themselves and others safe:

- All new staff and volunteers will receive an induction pack, induction will be recorded on an induction checklist.
- all volunteers will be shown the location of emergency equipment and will receive toolbox talks on safeguarding, fire safety, and first aid. This information will also be available to them in their volunteer handbooks.
- Volunteers will receive refresher toolbox talks on health and safety and fire safety every 6 months to ensure that they remain up to date with procedures.
- Specific role-based training will be arranged by the Office Manager. This may include training on safeguarding, first aid, risk assessments, or other areas relevant to the individual's responsibilities.
- All training completed by staff and volunteers will be documented and tracked by the Office Manager. Records will include the type of training, the date it was completed, and the individual trained.
- Any costs associated with specific training (such as courses or certifications) will be covered by Somerford ARC Community Centre.
- Employees and volunteers will be kept informed about any changes in health and safety regulations, fire safety practices, or other relevant guidelines. Additional training will be provided as needed to ensure compliance with updated legislation or safety standards.

Roles	Appointed person	Certificate expiry
Health and safety officer	Lauren Biggs	30-10-2026
Fire safety officer	Lauren Biggs	

Associated Policies
Fire Safety Policy
Fire safety Risk assessment
Building risk assessment
First Aid Needs Assessment
First Aid Policy
Written Fire safety Plans
Evacuation Procedure
Evacuation Plan

Created by	
Print Name	Lauren Biggs
Role	Office Manager
Date	21-02-2023

Review History	Reviewed by	Validated by
14-07-2020	Lauren Biggs	
04-11-2024	Lauren Biggs	

Next review date	04-11-2026
------------------	------------



APPENDIX 1





Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com

Fire Evacuation Procedure

On hearing the alarm:

- The hirer, their guests and all others present in the building **MUST** evacuate immediately and call 999
- Evacuate via your **nearest** fire exit. Those with a mobility impairment must be given **priority** to exit the building via the main entrance doors
- **Immediately:** make your way to the fire assembly point where possible (this is located to your right as you enter the car park and labelled), ensuring everyone is as far away from the building as safely possible
- **Snug**, if your group is using/ hiring the snug the external door **must** be unlocked at all times throughout the duration of your session (this key is located on the keyring in the front key safe)
- If it is safe to do so, remember to take the fire evacuation kit with you- this is located in the main entrance hall by the main doors.
- **Do not re-enter the building without authorisation from the fire brigade or member of staff**
- The named hirer/ and any members of staff present are responsible for ensuring that all guests have evacuated safely, if it is safe to do so sweep the building (including toilets) ensuring everyone has left safely
- You must then conduct a roll call to ensure all members of your group are present
- Fire-fighting apparatus at the premises should only be used for its intended purposes and only by those trained to do so.

Fire Alarm Locations:

- Main entrance hall: next to the disabled toilet doors
- Main hall: next to the stage stairs
- Passageway of offices: by the single door fire exit
- Back office: next to external door

Fire Extinguisher Locations:

- Main entrance hall: to your left as you enter the building
- Main hall: to your left as you enter the hall
- Passageway of offices: by the single door fire exit
- I.T Suite: to your right as you enter the main double doors
- Kitchen: next to the fridge as you enter

Fire Blanket Locations:

- Kitchen.

TRUSTEES | Paul Hilliard (Chair & Treasurer), Simon McCormack (Vice Chair), Janet Abbott, Stephanie King, Christine Hopkins & David Jones
Registered Charity No: 1156427



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com














- Back office.
- Administrator's office.
- Office manager's office.
- Back office

Additional information:

- For safety and fire prevention reasons, all activities undertaken, equipment used (including electrical) and the use of decorations and balloons must be discussed and agreed with the Centre Manager in advanced of the hire period.
- No highly flammable substances or materials, or activities which could pose a fire risk should be brought onto or used in any part of the premises, indoors or out. **This includes fireworks and smoke machines**
- **Smoking is not permitted inside or outside the back, passageways or in front of the building. Anyone wishing to smoke must use the designated space that is clearly marked in the car park**

TRUSTEES | Paul Hilliard (Chair & Treasurer), Simon McCormack (Vice Chair), Janet Abbott, Stephanie King, Christine Hopkins & David Jones
Registered Charity No: 1156427

APPENDIX 2

 <p>Somerford ARC Community Centre 20 Southey Road Christchurch BH23 3EH</p>	
IN CASE OF FIRE	
1. REPORT  Fire Alarm  Call the Fire Service 999  Fire Service Number	
2. EXTINGUISH- Only if it is safe to do so  Extinguisher  Fire Blanket	
3. EVACUATE    -or-  Follow the Emergency Evacuation Routes to the Fire Exits -or-  Await Assistance	
4. FIRE EVACUATION KIT- Only if it is safe to do so  Collect the Fire Evacuation Kit	
5. ASSEMBLE  Proceed to your Assembly Point	
ASSEMBLY POINT YOUR ASSEMBLY POINT IS LOCATED IN: THE CAR PARK	
FOR YOUR SAFETY	
DO NOT	Stop to collect personal belongings
DO NOT	Re-enter the building unless told it is safe to do so

