

CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

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Health and Safety Policy

1. Statement of Intent

The Trustees of Canolfan Ceiriog CYF recognise their duty under the Health and Safety at Work etc. Act 1974 and associated legislation to provide a safe and healthy environment for all hall users, staff, volunteers, contractors, and visitors.

We are committed to maintaining the Centre and its grounds in a safe condition and to supporting hall users in fulfilling their own responsibilities in relation to health and safety.

2. Our aims are to:

- Prevent accidents and cases of work-related ill health.
- Provide and maintain safe premises, equipment, and systems.
- Ensure safe handling and use of substances.
- Provide clear information and training for volunteers and users.
- Review and improve safety procedures annually.

3. Responsibilities

- **Trustees:** Overall responsibility for health and safety.
- **Named Health & Safety Officer:** Dennis Richards – responsible for day-to-day implementation.
- **Hirers/Users:** Must comply with all safety requirements and report any incidents, hazards, or unsafe practices.

4. Risk Assessment

- A general risk assessment will be reviewed annually.
- Separate risk assessments will be carried out for:
 - Fire safety

- Electrical equipment
- Lone working
- Manual handling
- Events involving large groups or additional hazards

5. Fire Safety

- Fire Risk Assessment updated annually.
- Clearly marked and unobstructed exits.
- Fire extinguishers serviced annually and located at key points.
- Fire evacuation procedure displayed prominently.
- Fire drills conducted annually or when appropriate.
- Fire alarms tested weekly and recorded

6. Electrical Safety

- Portable Appliance Testing (PAT) undertaken annually.
- Fixed electrical system inspected by a qualified electrician every 5 years.
- No unauthorised use of personal electrical equipment.

7. First Aid and Accidents

- First Aid kit is located hanging behind the office door and regularly checked.
- An Accident Book is maintained in the same location.
- All accidents or near misses must be recorded and reviewed.

8. Safe equipment use

- All hall equipment to be used in accordance with manufacturer instructions.
- Any damaged or faulty equipment must be reported and taken out of use immediately.

9. COSHH (Control of Substances Hazardous to Health)

- Cleaning materials and chemicals stored safely and labelled clearly.
- Only authorised persons may access hazardous substances.
- Safety data sheets held for relevant substances.

10. Safeguarding

- All hirers working with children or vulnerable adults must have appropriate safeguarding policies and DBS checks.
- Safeguarding concerns should in the first instance be reported to the Health & Safety Officer: Dennis Richards

11. Lone Working

- Volunteers and staff should avoid lone working where possible.
- If lone working is necessary, procedures must be followed (e.g., check-in systems, mobile phone contact).

12. Contractors and Maintenance

- All contractors must provide evidence of competence and insurance.
- Contractors must follow hall safety rules and be briefed on fire/emergency procedures.

13. Monitoring and Review

- This policy and related risk assessments will be reviewed annually or after any significant incident.
- Feedback from hall users is welcomed and will be considered in improving safety.

This policy is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)
June 2025