NORTH PETHERTON COMMUNITY CENTRE MANAGEMENT COMMITTEE
CHARITY NUMBER: 291048

RISK PREVENTION POLICIES

The North Petherton Community Centre Management Committee shall ensure there is always at least one nominated person responsible for making regular inspections of the premises including the car park and surrounds. Potential risks need to be identified as soon as possible and action taken to eliminate, or at least reduce, any risk as soon as possible. The current nominee is Caretaker assisted by Jennifer Manners, Secretary.

Any legislation, whether permanent or temporary, affecting the use of the building and thereby incurring risk will be reviewed and acted upon in a timely manner e.g. the implementation of guidance and controls related to Covid.

Committee members are expected to be vigilant against potential risks of both fire and any health and safety dangers whenever they visit the hall. They should advise the nominee, or his assistants, of any perceived risks as soon as possible.

Advice documents for hirers and users shall stress how the hirer and their attendees can contribute to minimising all potential risks of fire and so maximise safety for any user.

A full risk assessment shall be carried out by a competent person once a year. A full assessment was completed by the nominee at the beginning of Jennifer Manners, Secretary.

Permanent arrangements to minimise risk

The whole building is covered by an automatic fire detection and alarm system. The system is inspected and overhauled annually by Three Ways Fire Protection Limited.

The alarm has a back-up power supply and can be heard throughout all the building. The control panel is located in the lobby immediately next to the main exit. The alarm panel will indicate the zone in which the incident has occurred.

A plan of fire equipment and exits, and key service locations, and a guidance notice on the operation of the fire alarm system are displayed next to the control panel detailing actions to be taken by the hirer or responsible steward in the event of an alarm sounding. There are fire alarm instruction notices for users, including details of the assembly point, in each room and the lobby area.

No smoking notices are liberally displayed throughout all area in the hall. There are special cigarette waste bins by the entrances.

There are only 2 significant sources of ignition of fuel in the Hall.

- The gas supply to the kitchen cooker has an emergency cut off located next to the fire exit door. The cooker is inoperable unless the appropriate exhaust fan is in operation. All kitchen fittings are stainless steel except for the crockery cupboard.
- Gas to the 2 boilers, situated in the boiler rooms in each hall

The curtains and upholstered chairs are made using fireproofed materials.

Fire exits and escape routes are clearly marked and illuminated according to detail in the building specifications.

The numbers limits set by the Committee are below the designed capacity for clearing the building in the event of a fire or other emergency.

Hirers are asked to take away and dispose of their rubbish after their hires. Rubbish from internal bins is transferred regularly by the cleaner/caretaker to dustbins in the bin store and serviced by a fortnightly collection.

A CCTV system has been installed to improve the security in and around the Hall. The system is monitored by the Technical Manager, Treasurer and Booking Secretary

Regular Maintenance programme

There is a planned program of servicing equipment, and areas requiring special attention, to reduce the probability of fire or health and safety issues, or malfunction or failure. Specifically this covers:

- Access and Fire Exit doors
- Firefighting equipment
- Gas boilers and radiators, and gas oven
- Electric powered water boilers
- Main hall floor protective treatment
- Lighting

Weekly tests throughout the year

- Emergency exit push-bar devices are functioning correctly.
- Lighting and emergency lighting systems are functioning correctly.
- Self-closing mechanisms of fire doors are operating and closing the doors properly.
- Security measures are functioning.

The building's electrical system has to be tested within 5 years of the previous test.

Advice information for users and visitors

These notices are displayed in the Hall Business notice board in the lobby:

- Concise guidance for users of responsibilities when opening or finishing a hire
- Concise instructions for users on set up and use of items of hall equipment
- Premises licence summary
- Employers liability certificate
- Policy for the use of the Hall by children
- Safeguarding Policy
- Hall contact phone numbers and details of regular meetings

Data Protection

Anywhere North Petherton Community Centre uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fund raising activities data may be retained for up to 7 years for accounts purposes and for longer where required for our insurers. If you would like to find out more or want to see a copy of information about you that we hold please contact the Hall Secretary.

Created 18.3.2023 This Policy to be reviewed annually.