

Slip End Playing Field Management Committee Health and Safety Policy – as at May 2025

Slip End Playing Field Management Committee aims to create a safe environment and to encourage ways of working which will ensure the safety of all other persons who come onto the premises.

The persons responsible for the general implementation of this policy are the Trustees, currently Peter Smith (Chairman), Andy Prothero, Sarah Minnighan, Carol Beeton with occasional assistance from Tracey O'Neill (Administrator).

Matters concerning Health and Safety should be brought to their attention in the first instance and it is the responsibility of all hall and field users to report any concerns about Health and Safety to any of the above-named persons responsible for recording and acting upon them.

Trustees will be aware of Health and Safety information as part of their role and will undertake any training to support Health and Safety where need is identified.

Risk Assessments

- Formal risk assessments will be carried out yearly or immediately where the need arises
- All written risk assessments will be kept on site

Insurance

The Slip End Playing Field Management Committee holds public and employers' liability insurance. The public liability Insurance Certificate is available to view on the kitchen notice board or can be shown on request.

Fire

- The safe evacuation of the building is of primary importance. A written Fire Drill will always be on display. This will include information on 'raising the alarm' and the named place of safety away from the building.
- There is a Fire Safety Logbook and Fire Risk Assessment in place for The Peter Edwards Hall.
- Exits will be kept clear.
- Fire doors will be always closed.
- A practice fire drill will be carried out a minimum of once each month. Routes and times/days will be varied and recorded.
- Fire information will be provided as part of any hall hire or regular hall use

Electrical Appliances

- All electrical appliances will be PAT tested annually.
- Electrical equipment faults will be reported to the Slip End Playing Field Management Committee.
- Electrical leads will be placed so that they do not trail in such a way as to be dangerous.
- No liquid containers will be placed near to any electrical appliance.

Buildings and Equipment

- Any faults will be reported to the Slip End Playing Field Management Committee
- Equipment will be checked and cleaned at regular intervals

- Equipment will conform to the required legislative standards

General

- The premises will be kept tidy to reduce the risk of accidents
- Equipment will be stored appropriately
- Slip End Playing Field Management Committee will be mindful of persons that suffer from pet allergies

Car Parking

- Care will be exercised when cars are moved - this applies to all hall and field users and visitors

Hygiene

- It is the responsibility of all hall and field users and hirers to maintain standards

We will ensure that:

- Paper towels/hand dryers and soap will be provided for hand washing.
- Toilet areas are regularly checked
- Information will be obtained from the environmental health department on up-to-date legislation.
- Surfaces are cleaned

Storage of cleaning materials

- Any potentially dangerous substance will be kept out of the sight and reach of children in their original containers and in a locked cupboard
- Screw tops of containers will be tightly closed
- COSHH legislation will be followed

Food

- All utensils will be kept scrupulously clean and stored in a dust free container.
- Fresh drinking water will always be available.
- Any cracked or chipped items will be disposed of immediately.
- No food is stored overnight on the premises.
- Kitchen facilities/equipment/white goods will be correctly cleaned/maintained

Legislation

Up to date information will be obtained by referring to;

- Health and Safety Act 1974 - <http://www.legislation.gov.uk/ukpga/1974/37/contents?view=plain>

This policy has been adopted by Slip End Playing Field Management Committee as at June 2020

Contact: PEHall@slipendparishcouncil.co.uk