Weston Colville Reading Room and Recreation Ground Trust

Health and Safety Policy and Procedures

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Please note in these documents 'The Trustees' is a short form for The Weston Colville Reading Room and Recreation Ground Charity 1162032 Trustees. The policy applies to the Trust's areas of responsibility for Weston Colville Reading Room, Flat (Flat, The Reading Room, Chapel Road, Weston Colville, CB21 5NX), Cricket Pavilion and the Recreation Ground, also including safe use of the Reading Room car park (owned by Weston Colville Parish Council) and the two former BT telephone boxes.

1. Purpose

As far as is reasonably practicable:

- To eliminate accidents and minimise the likelihood of ill-health being caused.
- To ensure that the buildings and grounds are maintained in a safe condition.
- Allocate sufficient resources to properly maintain the buildings and grounds.
- Promote joint consultation in health and safety matters to ensure effective participation by all users.
- Provide appropriate facilities for first aid.
- Seek advice, where appropriate, when potentially hazardous situations exists or might arise.
- Ensure that any relevant health and safety information and good practice pertaining to the buildings and grounds is made available to all users via the website or in the Health and safety Folder in the Reading Room.
- Investigate any incidents, accidents or near miss events and ensure that actions are taken where possible to prevent recurrence.

Approval and Review

This policy was approved by the trustees on: 6th August 2025

It will be reviewed every 5 years, or following a significant incident, or if there is a change in law or g uidance.

Next review due by: 6th August 2030

Signed on behalf of the trustees: *Matt Jackson*

Name: Matt Jackson Role: Chair of the trustees

2. Organisation and Trustee Responsibilities

The Trustees have overall responsibility for Health and Safety at The Reading Room, Flat, Recreation Ground, phone boxes, Cricket Pavilion and on its surrounding land. It seeks to comply with all relevant Health and Safety legislation and to act positively, where it can reasonably do so, to prevent injury, ill health or any danger arising from activities undertaken in the Reading Room and grounds.

The Trustees consider the promotion of the health and safety of those who use its premises to be of great importance. Trustees recognise that the effective prevention of accidents depends upon a committed attitude of mind to safety, as well as to the operation and maintenance of equipment and safe systems of work. The trustees expect all users, hirers and other visitors to observe safe working practices at all times.

The play equipment at the recreation ground is on land informally let to Weston Colville Parish Council, all upkeep and responsibilities for managing Health and Safety in this area sit with the Parish Council.

The Reading Room car park is administered by Weston Colville Parish Council. Trustees will encourage the safe use of the facilities and inform Weston Colville Parish Council of any issues arising from its use by users of the Reading Room.

The Trustee(s) having responsibility for Health and Safety is:

Name: Jan Ogden
Mobile: 07802686441
Name: Jo Jackson
Mobile: 07798 525300

- The Flat, Recreation Ground and Cricket Pavillion are areas where The Trust's responsibility differs. The lease and licence holders have responsibility for use of the equipment owned by the Reading Room and the areas which they control throughout their occupation and tenancy.
- Trustees with responsibility for aspects of Health and Safety will report to the Trustees Committee as needed, including any accidents, faults, misuse by hirers or other matters which could affect the Health and Safety of users or employees.

	Location	Responsibility	Test Inspection
First Aid Box	Kitchen Wall	H&S Trustee	Annual inspection and after reported use
Accident Book (RIDDOR reporting and responding to)	Kitchen Wall	Chairperson	Must be completed whenever an accident occurs and reported to the Trustees
Fire Alarms		H&S Trustees Chairperson	• Monthly Check • Annual Inspection – certificate displayed on

			notice board.
RR Water Extinguisher	Main Hall	Trustees Chairperson	• Monthly Check • Annual Inspection
RR Powder Extinguisher and Fire Blanket	Kitchen	Trustees Chairperson	• Monthly Check • Annual Inspection
Flat Powder Extinguisher and Fire Blanket	Flat Kitchen	Trustees Chairperson	• Monthly Check • Annual Inspection
Residual Current Devices	Gents loo cupboard, understairs of flat.	Trustees	5 year Inspection - Certificate displayed on notice board.
Defibrillator	External wall, back door	WCPC	Annually
Risk Assessments and Audits	Notice Board	H&S Trustees with appointed Trustees	Annually
Electrical Equipment Checks	Log Book – wall shelf store cupboard	H&S Trustees with appointed Trustees	Monthly
Emergency Lighting Fire Exits RCD devices in fuse box Smoke and heat detectors		H&S Trustees with appointed Trustees	Monthly
PAT Test for appliances		H&S Trustees with appointed Trustees	When required
Mower and Strimmer	Metal Shed	Trustees	Provide training for persons cutting grass
Alcohol Licence	Notice Board	Dr Jackie Brearley	Obtained 04/10/24
Cleaning and recording in Maintenance Log. Handling of dishwash detergent (anti-corrosive agent)	Kitchen wall	Johanna Woodcock	Cleaning weekly Handling of agent – when required
Information to contractors	Notice board and H&S policy	Designated Trustee	When required
Information to Hirers	Hiring agreement and notice board	Booking Secretary	On booking

3. Health and Safety Information for Hirers, Users and Visitors

Available on Reading Room website and/or displayed on the Reading Room notice board are:

1. Hiring Agreement (including terms and conditions of hire)
2. Building plan showing fire exits, fire-fighting equipment, assembly point(s)
3. Evacuation Procedure
4. Safety Rules for Hirers, Users and Visitors
5. Exit checklist
6. Premises licence SCDCPL0330 granted February 16th 2016. Expires – indefinitely.
7. Alcohol Licence Certificate

In Health and Safety file on notice board:

- Health and Safety Policy
- Risk Assessments
- Safeguarding Policy and Procedures

4. Safety Rules for Hirers, Users and Visitors

Hirers are responsible for:

1. Reading and signing the hiring agreement form and returning to the Booking Secretary.
2. It is the duty of hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Trustee committee in keeping the premises safe and healthy.
3. **Should anyone using the Reading Room come across a fault, damage or other situation which might cause injury and cannot be rectified, they should inform the Chairperson or Bookings Secretary as soon as possible so that the problem can be dealt with.**
4. Reporting any accidents or incidents where the first aid box or the emergency services were required in the ACCIDENT BOOK located in kitchen.
5. Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairperson or Booking Secretary informed as soon as possible.
6. Ensuring fire and safety equipment is not misused or removed from its designated location.
7. Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.
8. All hirers, contractors and trustees must sign and date the **ACTIVITY BOOK** located in the kitchen, when they enter the Reading Room.
9. Our existing cleaning procedures ensures, as far as possible, that every hirer inherits the Reading Room in a clean and tidy condition and it is the responsibility of the hirer to leave the premises in the same condition.

The following practices must be followed in order to minimise risks:

1. Make sure all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
2. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
3. Do not work on steps, ladders or at height until they are properly secured and another person is present.
4. Do not leave portable electrical or gas appliances operating unattended.
5. Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
6. Do not attempt to move heavy or bulky items.

7. Do not stack more than five chairs. Stack square tables safely. Return larger tables to the table trolley.
8. Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
9. Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions).
10. Avoid over-crowding in the kitchen and do not allow running.
11. Wear suitable protective clothing when handling cleaning or other toxic material.
12. Be aware and seek to avoid:

- creating slipping hazards, e.g. polished or wet floors – mop up spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in corridors
- tripping in poorly lit areas by failing to use adequate lighting
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards

5. Safety Rules for Contractors

The Trustees will check with contractors (including self-employed persons) before they start work that:

1. The contract is clear and understood by both the contractors and the committee.
2. The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.
3. Contractors have adequate public liability insurance cover.
4. Contractors have seen the Health and Safety file and are aware of any hazards which might arise (e.g. electricity cables).
5. Contractors do not work alone on ladders at height.
6. Contractors have their own Health and Safety policy for themselves and their staff.
7. The contractor knows which Trustee member is responsible for overseeing that their work is as asked and is to a satisfactory standard.
8. Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

6. Insurance

The company providing the Weston Colville Reading Room's Employer's Liability and Public Liability insurance cover is:

Allied Westminster (Insurance Services) Ltd
Allied House
Holgate Lane
Boston Spa LS23 6BN
Telephone no of insurer: 01937 845 245
Policy No: VH 88/0047440/BS61327

The Trustees are unaware of any excluded risks or special conditions which users should be made aware of.

Hirers shall be responsible for making arrangements to insure against any third party claims which may lie against them (or the organisation if acting as a representative) whilst using the premises.

7. Food Hygiene

Hirers should ensure they comply with relevant food hygiene legislation in relation to their activities.

For advice regarding food hygiene the Food Standards Agency Guidance, Community and Charity Food Provision – Guidance on the application of EU Food Hygiene Law, 25 May 2018 – should be referred to. Please see:

https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events

(Last updated: 20th November 2024)

Also, check Food Handling Precautions displayed in the kitchen.

8. Fire Precautions and Checks

The Trustees have completed a Fire Risk Assessment in accordance with the regulatory reform (Fire Safety) Order 2005. All new actions from risk assessment will be brought to the Trustees committee meeting.

All electrical equipment is tested annually by an approved contractor in accordance with current HSE legislation.

Fire safety equipment is regularly checked as agreed – see table above for testing interval and responsibility.

Fire notices are displayed as advised by the Fire Service.

Please Note: Fire regulation capacity of the Reading Room is 60 persons.

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

Alert everyone

Get everyone out of the building as soon as possible

Ring 999

Stay out of the building

Direct everyone to Fire Assembly Point at the Village Sign

Alert occupant of the flat above the Reading Room

9. Procedure in Case of Accidents or Incidents

- First aid box and accident book are located on the kitchen wall.
- The defibrillator is located on the outside wall of kitchen. Ring 999 to gain access, stating code and follow instructions when machine is switched on.
- **ALL accidents must be reported to the Chairperson or Booking Secretary.**

10. Useful Health and Safety Resources

- The Health and Safety Executive – complete and online form www.hse.gov.uk or contact details can be obtained from their telephone line – 0300 003 1747 (office opening hours).

- Cambridgeshire Fire and Rescue Service – complete an online form www.cambsfire.gov.uk general enquiries telephone 01480 444 500.
- Cambridgeshire and Peterborough Safeguarding – customer service centre 0345 045 5203.
- Samaritans – 116 123.
- Environmental Health Department, South Cambridgeshire District Council – complete an online form www.scambs.gov.uk/contact-us or telephone 01954 713 000 (open office hours).

Weston Colville Reading Room and Recreation Ground Risk Assessments

Areas assessed:
The Reading Room: Entrance halls, large hall, small hall, toilets, kitchen, external/external doors, windows and land around the Reading Room; access to the external sheds the car park and as landlord, to the Flat and garden. **Car Park** surface drains well and has a sound hedge at its entrance and is owned and administered by Weston Colville Parish Council; **Reading Room Flat** is built into the roof of the small hall section of the Reading Room. The external front door leads directly to the staircase and the first floor accommodation. A corridor provides access to two bedrooms, a separate kitchen and separate bathroom. There are two fire doors, one for the kitchen and one at the top of the stairs. Smoke detectors are provided in both locations. There is a fire extinguisher and fire blanket in the kitchen. The Reading Room Trust is the landlord, with the chairperson as first contact with the tenant(s), who advise them of any problems. **The Recreation Ground and Cricket Pavillion** provides a green open space for the village, is hedged and gated and is the site of the village outdoor playground administered by the WCPC (grass cutting and annual RoSPA inspection).

Records
Non urgent situations which arise to be reported to the Trustees and discussed at committee meetings. Use of First Aid kit or RIDDOR reporting to Trustees and to committee. A review of all Health and Safety documents and experiences to take place once a year, prior to the AGM by the Health and Safety trustee(s), acceptance of such, demonstrated by signing the front cover of this policy document.

Hazards
Significant new hazards, when found, will be added to an Risk Assessment, detailing action required; managed by Health and safety trustee(s) and reported to the trustee committee.

RISK ASSESSEMENT OF WESTON COLVILLE READING ROOM AND GROUNDS
Description: Weston Colville Reading Room, grounds, car park, recreation ground and cricket pavilion

Assessors: Jo Jackson and Jan Ogden	Assessment Date : 28th March 2025
	Review: annually before AGM and report

Significant Hazard and Adverse Effects	**Person/Equip at Risk**	**Existing control measures**	**Risk Rating***			**Additional Action required (by whom & when)**	**Revised Risk Rating***		
			C	L	Total		C	L	Total
Slips and trips resulting in injury if trip over objects or slip on spillages	Visitors/users	• General good housekeeping • Mops, brushes available • All areas well-lit • Weekly cleaning • Behave within Health and Safety Policy safety rules at all times • Faults to be reported	2	1	3				
Electrical equipment risk of electric shock or burns from faulty or damaged equipment	Visitors/users	• PAT testing of new equipment • Inspections carried out monthly/annually • Electrical equipment must be operated according to manu-facturer's instructions • Users encouraged to report faulty or damaged electrical equipment. • First aid kits available	2	2	4				
Fire – risk of injury or death	Visitors/users	• Behave within Health and Safety Policy Fire precautions and checks • Annual inhouse risk assess-ments are completed periodi-cally	3	1	4				

GROUNDS, CAR PARK, RECREATION GROUND AND CRICKET PAVILION (or situations where the Trustees have landlord's responsibility)									
Risk from Trees outgrowing space or damage from	Visitors/users	Annual survey to check growth, damage or encroachment on e.g. powerlines Strim protectors applied to base of trees	2	1	3				
Deterioration in condition of Car park and overgrown hedge	Car park users	Observe and report integrity to WCPC Hedges maintained annually by WCPC	1	1	2				
Overgrown vegetation causing flooding from Field drain that runs by side of flat, around car park and recreation ground	Visitors/users	Grassed areas and bank cleared of debris Cleaned out every 2 years	2	1	3				
Risk of injury in fenced area from panels and gate locks	Visitors/users	Annually check integrity of wooden fence panels, gate locks, sheds and water butt and encourage users to report faults	2	2	4				
Metal gate on recreation ground access	Visitors/users	Key code assess with known key holders Annual check for maintenance	2	1	3				
Risk from wooden bridges spanning the field drain on recreation ground	Users	Assessed annually for deterioration	3	1	4				
Dog fouling	Dog owners	Provide dog poo bins and signage for dogs to be on a lead	1	1	2				
Cricket Pavilion	Visitors/users	Rented to Linton Cricket Club who maintain building, electrical equipment and storage areas, undertake grass cutting and hedge maintenance Annual inspection by Trustees to ensure Health and Safety Policy followed.	2	3	5				

		Powder extinguisher in kitchen area. First Aid kit in kitchen							
Significant Hazard and Adverse Effects	**Person/Equip at Risk**	**Existing control measures**	**Risk Rating***			**Additional Action required (by whom & when)**	**Revised Risk Rating***		
			C	L	Total		C	L	Total
Fire Risk from flat or reading Room	Tenant/visitors	Keep property safe and free from hazards Follow fire safety regulations and Health and Safety Policy Provide fire extinguisher, fire blanket in the kitchen. Provide escape routes by the staircase with alternate exits from the sitting and bedroom windows. Arrange periodic checks for the electrical system including sockets and light fittings. Tenant advised to inform committee chair immediately there is an electrical or water egress problem/concern. Trustees to undertake a Health and Safety inspection annually, with tenant and report findings to committee.	3	3	6				

Risk Rating (C x L)			
Consequence(C) rating		Likelihood(L) rating	
1.	Insignificant – No injury.	1.	Very unlikely – 1:1,000,000
2.	Minor Injuries requiring first aid.	2.	Unlikely – 1:100,000
3.	Medium injuries requiring further medical assistance – up to 3 days.	3.	Fairly unlikely – 1:10,000

4.	Major injuries – over 3 days.	4.	Likely – 1:1000
5.	Catastrophic – Death.	5.	Very likely – 1:100

Total Risk Rating Key:	**1-2 - No Action**	**No further action but ensure controls are maintained and reviewed.**
	3-6 - Monitor	**Look to improve at next review or if there is a significant change.**
	7-12 - Action	**Improve within specified timescale**
	13- 20 - Urgent Action	**Take immediate action and stop activity if necessary, maintain existing controls rigorously**
	20-25 - Stop	**Stop activity and take immediate action**