



## Health and Safety Policy

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Effective from: January 2016  
Review date: June 2019

### Statement of Intent

Baldock Arts and Heritage Centre (BAHC) will take all reasonable measures to ensure that the Centre and its equipment are maintained to a standard that provides a safe environment for its uses.

The building will be regularly checked for faults but users are requested to report any fault found to a volunteer on duty or by email to [contactus@bahc.co.uk](mailto:contactus@bahc.co.uk).

### Accidents

An accident book is located in the downstairs kitchen, in the cupboard under the sink.

The accident book should be used to record the details of any accidents at the time they occur. A member of the Board will check this weekly and remove any written notes for confidentiality. These will be kept securely for 7 years from the date of the accident.

We realise that some user groups will have their own Accident Books, which they are required to fill in. However we would still request that any accidents are logged in the BAHC Accident Book.

The telephone in the Gallery can be used to make emergency phone calls. If you do not have access to this area please ensure you have a working mobile phone with you at all times.

There is a fully stocked first aid box in both kitchens.

### Fire

Smoking is not permitted in the building or grounds. We also operate a no naked flame policy and do not allow smoke machines to be used.

All hirers of BAHC and event organisers are requested to familiarise themselves with the fire exits/routes. The fire policy will be shared with all users upon booking and a copy of the policy is in the policy folders in the Gallery and in the kitchen upstairs and on our website ([www.bahc.co.uk](http://www.bahc.co.uk)). It is their responsibility to immediately make BAHC aware of any issues arising in the light of that information.

It is the responsibility of those requiring assistance in the event of an emergency to make themselves known to the event organisers or to a BAHC volunteer on duty at the event. A Personal Emergency Evacuation Plan (PEEP) will be prepared for them.

All hirers and event organisers should note the number of people at their event. In the event of a fire, this will make it easier to ensure that everyone is accounted for.

Anyone discovering a fire should raise the alarm by using one of the break glass devices. The building should be evacuated and users gather in the designated assembly point by the war memorial on the High Street. The fire warden or group leader should call the emergency services. Evacuated people should remain together at the designated assembly point. Under no circumstances should anyone return to the building, until it is deemed safe to do so by the fire service.

If hirers wish to know what the BAHC's fire alarm sounds like or would like it demonstrated to their group, you must ask permission from the Booking Secretary who will arrange for it to be sounded.

Fire extinguishers are provided and maintained annually by a registered company. BAHC does not recommend that these be used in the event of a fire, unless the proposed user is competent in their use. Any person using the fire extinguishers do so at their own risk. Improper use of fire fighting equipment will result in the group/individual being charged for a replacement.

BAHC ensures that the alarms are checked annually by a qualified electrician. Fire alarms are routinely sounded and checks are logged in the appropriate book.

Do not obstruct fire exits/routes with furniture or equipment, or leave any inflammable items in the BAHC.

## **Noise**

As an Arts and Heritage Centre we do on occasion host events where loud music is played. We have installed noise monitoring equipment and have set limits to the noise levels allowed. Sound volumes must be kept to an acceptable level and may be monitored by BAHC to ensure compliance.

Prolonged exposure to loud noise can cause damage to hearing so all volunteers are strongly encouraged to use the available ear plugs and to take regular breaks away from loud noise.

## **Accessibility**

BAHC have recently installed a platform lift which allows greater accessibility to the ground floor Gallery Space. However, the Thomas Pryor Theatre can only be reached by way of a long staircase. We realise that this means that a lot of our programme of events is inaccessible to people with mobility difficulties or disabilities. We are, as a priority, currently reviewing options to make the Thomas Pryor Theatre more accessible and user friendly.

## **Security**

BAHC will take reasonable measures to ensure that the building is kept secure.

All users should ensure that the building is secure when they leave. Under no circumstances should the building remain unlocked when there is no one in the premises.

Key holders should familiarise themselves with the BAHC Key holder Policy.

## **Insurance**

BAHC has buildings and basic contents insurance.

We also have public liability insurance for our own activities and for communal areas. Hirers are advised that they need to ensure that they have adequate insurance cover for their own activities and property.

BAHC accepts no responsibility for the property of groups using the building and accidents due to inappropriate behaviour and/or inadequate supervision of children in the building.

## **Personal Safety**

We do not recommend people work alone in the building but we recognise on occasions this cannot be avoided. If you have to work alone we recommend that the front door is shut and secured and that you have a working mobile phone with you at all times.

## **Electrical Equipment**

BAHC arranges for a portable appliance safety test to be done annually on all electrical items that we know are used in the building.

It is the responsibility of hirers to ensure that any electrical appliance (old or new) brought into the BAHC, meets the safety test requirements. The Board reserves the right to remove any item without a valid PASS sticker.

All electrical equipment (for example, sound and lighting) and associated wiring must be set up without creating a trip hazard.

## **Emergency Contacts**

If there is an emergency at the BAHC, please contact the appropriate emergency service in the first instance, if the emergency warrants it.

There is also an emergency contact for BAHC as follows:

07763 664318

Please contact this number appropriately depending on the circumstance of the incident or emergency.