



Health and Safety Policy and Procedures

The health, safety and welfare of all those managing, using and visiting The Brizen Young People's Centre (BYPC) is paramount at all times.

Principles

The BYPC Trustees, as manager of non-domestic premises, seeks to comply with all relevant Health and Safety legislation and codes of practice to ensure the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

All those who use The Brizen Young People's Centre will be expected to recognise that there is a duty on them to comply with the practices set out in this policy, with the safety requirements set out in the Hire Agreement and appropriate Hall User's Guide documents and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Policy Statement

1. The Trustees will ensure the correct insurance is in place.
2. The Trustees will take reasonably practicable measures in relation to the management of The Brizen Young People's Centre to provide healthy and safe conditions, equipment and systems for all users of the premises.
3. The Centre and equipment will be kept in a safe condition for all users and provide all necessary support and information to hirers, users and outside contractors.
4. The Trustees will identify and assess risks, record assessments and regularly review them, eliminate or control risks, monitor compliance and establish clear, sensible and practical safety arrangements.
5. The Trustees will keep Incident Report Books in which any incidents or actions that have, or might have, affected the health and safety of any person and in which any defective or broken equipment should be recorded.
6. The Trustees will keep a well-stocked and appropriately labelled First Aid Box by the front door. There is also an Accident Book in the kitchen, in which all accidents on the premises must be recorded.
7. The Trustees will make such arrangements and release such funds as may be necessary to assist in the implementation of this policy.
8. The Trustees, volunteers, hall hirers and those using the Centre have a responsibility to familiarise themselves with this Health & Safety Policy and the Procedures that go with it.

9. All persons involved in BYPC event or hiring/using the Centre are required to comply with this Health & Safety Policy and Procedures. Failure to do so will be addressed without delay by the Trustees, which will take appropriate action.
10. All persons involved in BYPC events or hiring/using the Centre have a responsibility to ensure their actions do not compromise the health and safety of themselves or any other person on the premises.
11. Smoking or vaping is **not** permitted anywhere on the premises. In accordance with [The Health Act 2006](#), the premises is a smoke-free place and under Section 7(2) of the Act, a person smoking on the premises is committing an offence.
12. Any person who observes a practice or potential hazard that could compromise the health and safety of any person, has the responsibility to act to remove such danger and/or to report such incidents.
13. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately and to report action taken.
14. Hirers and other Centre users will be required to comply with all points, as set out in the appropriate Hire Agreement and ensure that they conduct their activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices.
15. Hirers and other Centre users must seek the consent of the Trustees before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters.
16. Hirers and other Centre users must not use any portable electrical equipment in the premises without first checking with the Trustees and that has not been PAT tested.
17. Hirers and other Centre users shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
18. Contractors are responsible for ensuring safe working practices in respect of themselves and their employees for meeting their statutory obligations with regard to Health and Safety legislation and public liability insurance.
19. Contractors should ensure they do not compromise the health or safety of anyone in the Centre when working on the premises and/or in respect of anything left/stored on the premises.
20. Contractors should not use any flammable or toxic substances that may be used in the course of work on the premises without first advising the BYPC Trustees.

Appendix A

First Aid and Accident Procedure for Hall Hires.

You, the Hirer or organiser, are the 'Responsible Person' in the event of a first aid incident or emergency within the Centre during your use of it.

At all times the BYPC is in use, the 'Responsible Person' must be in charge and be ready to take control of any incident.

Please read and become familiar with these instructions.

First Aid Kit

Located by the front door.

Accident Book

Located in the Kitchen. Please complete the sheet and return to the Trustees or email it to: brizencentre@gmail.com

Emergency Contact Information

If the Responsible Person determines that an ambulance is needed, call **999** and ask for the **Ambulance Service**. Our address is: **The Brizen Young People's Centre, Up Hatherley Way, Cheltenham, Gloucestershire, GL51 4BB. Remind them that there is a locked barrier at the entrance to the car park.**

If the emergency services have been called, at their earliest convenience, the Responsible Person should also notify the Trustees:

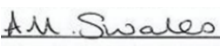
1. Via email: brizencentre@gmail.com
OR
2. Via mobile: 07723 364002 (Jodie Underhill, Co-Chair of Trustees)

Signed by 2 Trustees on behalf of all Trustees.

Name Jodie Underhill

Signature  Date 2/9/26

Name Angela Swales

Signature  Date 2/9/26

Last updated September 2026