

# **Breachwood Green Village Hall**

**Charity Number 302415**

## **Health and Safety Policy Document**

This policy has been adopted by Breachwood Green Village Hall Management Committee who remain responsible for its review on a regular basis.

(Chair of management committee)

Name: Paul Harman

Date:

Review Date :

# Breachwood Green Village Hall

## Health and Safety Policy

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### **1. Health and Safety Statement**

Breachwood Green Village Hall accepts its responsibilities under the 'Health and Safety at Work' Act 1974 and will ensure the risks to the health and safety of staff members / volunteers, contractors, visitors and others affected by its operations are as low as is reasonably practicable.

Statement of our general policy is to:

- Provide adequate control of the health and safety risks arising from our work activities
- Keep the village hall and its equipment in a safe condition for all users.
- Consult with staff members/volunteers on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for staff members/volunteers and hirers.
- Ensure all staff members/volunteers are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

All staff members/volunteers have a responsibility under the Health and Safety at Work Act 1974 to work safely and not to endanger others or themselves by committing or condoning unsafe actions - please remember your personal responsibilities and encourage others to do likewise.

## 2. Relevant Legislation and Related Documents

### ■ Relevant Legislation

- Health and Safety at Work Act 1974

### ■ Related Legislation

- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Manual Handling Regulations 1992 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)
- The Regulatory Reform (Fire Safety) Order 2006
- Smoke Free Premises Regulations 2007

### ■ Related Documents

- Absence Management Policy
- Lone Working Policy
- Managing Performance Policy

## 3. Responsibilities

Breachwood Green Village Hall accepts responsibility for the health and safety of its employees and volunteers as far as reasonably practicable.

- Overall and final responsibility for health and safety is that of the Charity Trustees.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Officer, who is the Chairperson
- The Chairperson will keep a record of all safety issues brought to their attention and the action taken.
- The Management Committee will ensure it has adequate insurance for the activities in which it is engaged.
- Hirers, users and other visitors have a duty to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the Hall a safe and healthy environment.
- Hirers should ensure that they observe safe working and other practices, and where appropriate, are expected to hold and implement their own health and safety policy. Hirers must accept their responsibility to do everything they can to prevent injury to themselves or others.
- Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee and to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves or others.

All staff members/volunteers should:

- Cooperate with the Chairperson on health and safety issues
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the Chairperson
- The Chairperson will ensure that any organisation it sub-contracts work to has an agreed Health and Safety Policy and relevant procedures in place.

## **4. Consultation with Staff Members and Volunteers**

The Chair will ensure as far as reasonably practicable that monitoring and consultation is carried out and that arrangements are made for promoting and coordinating Health and Safety procedures.

Health and safety will always be included on the Agenda for the monthly Committee Meeting.

Committee members are expected to report any health and safety incidents, concerns or near misses at the meeting. They can be reported directly to the Chair of the Committee sooner than this if possible.

## **5. Risk Assessments**

- Risk Assessments will be carried out by the Chairperson
- The findings of the risk assessments will be reported to the Committee
- Action required to remove/control risks will be approved by the Chairperson of the Committee as necessary
- The Chairperson will be responsible for ensuring the action required is implemented
- Assessments will be reviewed annually or when the work activity changes, whichever is sooner
- All accidents and cases of work-related ill health are to be reported on an accident at work form.
- Accidents should be recorded in the Accident Book kept in the kitchen.
- The Chairperson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

## **6. Contractors**

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

- They understand the work that is to be undertaken and that this has been agreed between the Contractor and the Committee.
- The Contractor is competent to do the work and has adequate public liability cover.
- Contractors are aware of hazards associated with their work (including hazards specific to the Hall) and are mindful of issues such as lone working and fire safety procedures.
- Contractors must not work alone on ladders at height.
- Contractors must have their own Health and Safety Policy.

## **7. Safe Equipment**

- The Chairperson will be responsible for identifying all equipment needing maintenance and ensure that effective maintenance is carried out.
- Any problems found with plant/equipment should be reported to the Chairperson
- The Chairperson will check that new plant and equipment meets health and safety standards before it is purchased
- Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest

## **8. Safe Handling and Use of Substances**

- The Chairperson will be responsible for identifying all substances which need a COSHH assessment and new substances can be used safely before they are purchased
- The Chairperson will be responsible for ensuring that COSHH assessments are undertaken, and that actions are implemented, including informing relevant employees.
- Assessments will be reviewed every twelve months or when the work activity changes, whichever is soonest

## **9. Guidelines on Manual Handling**

Some tasks at the Hall will include some lifting and handling. e.g., carrying display boards, boxes of leaflets, or during maintenance days. To reduce the risk of injury the following guidelines should be followed:

- All volunteers and staff are NOT required to lift or handle any object which they perceive would put themselves at risk of injury. Assistance or guidance should be sought.
- Where possible use mechanical aids, e.g., sack cart
- Use common sense to minimise risk, e.g., carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a "human chain"
- Follow the good handling techniques as advised
- If in doubt, don't lift the object and speak to the Chairperson for guidance.

## **10. Accidents, First Aid and Work-Related Ill Health**

- The first aid box is kept in the kitchen area
- All accidents, near misses and cases of work-related ill health are to be recorded in the Accident Book kept in the kitchen.
- The Chairperson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

## **11. Work Related-Stress**

Risk assessments should include consideration and identification of possible workplace stressors. Measures to eliminate reduce or control risks from stress in line with the HSE Management Standards for Work Related Stress ([www.hse.gov.uk/stress/standards/index.htm](http://www.hse.gov.uk/stress/standards/index.htm)) should be adopted where possible.

## **12. Guidelines on Working Alone**

Volunteers, committee members and employees are not required to enter or continue working in any situation where they feel at risk. If a person feels at risk or to have been at risk in a particular situation, they must report it the Chairperson.

- If you are intending to work or visit the Hall alone, inform someone where you are going and what you will be doing.
- Keep the external door locked, and only open it to a caller if you judge that this does not present undue risk to yourself.
- Be aware of your personal safety if you are at the Hall on your own.

- Ensure that you have a means of summoning help.
- Be aware of your personal safety if you are attending external meetings on behalf of Breachwood Green Village Hall in the evening.

Users and hirers of the Hall should have regard to these guidelines and where appropriate, develop their own guidance for Working Alone.

### **13. Fire Procedures**

- The Chairperson is responsible for ensuring the fire risk assessment is undertaken and updated when required.
- Escape routes are regularly checked.
- Fire extinguishers are maintained and checked by Sendall Fire Services. Members/volunteers should not attempt to fight a fire utilising the relevant fire extinguisher unless adequately trained to do so.
- Fire alarms are the responsibility of the Committee.
- Emergency lighting checks are carried out by the Chairperson monthly.
- Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internally & externally) at all times such as not to impede emergency evacuation.
- All fire doors are marked as such and must not be wedged open under any circumstances.
- In the event of an outbreak of fire however slight, the building must be evacuated immediately - fire extinguishers are provided at the main hall rear exit. The muster point is in car park.
- The Fire Service should be called on 999.

Users and hirers of the Hall should have regard to the guidelines and where appropriate develop their own Fire Procedures and Evacuation Plans.

### **14. Information and Advice**

- North Herts District Council: 01462 474000
- Health and Safety Executive, 2 Rivergate, Bristol, BS1 6EW. [www.hse.gov.uk](http://www.hse.gov.uk). Incident Contact Centre: 0345 300 9923,
- Health and safety advice is available from the Chairperson

### **15. Staff and Volunteers' Induction and Training**

During the staff member/volunteer induction period staff members/volunteers will be made aware of organisational policies and the responsibilities of staff members/volunteers to maintain these practices and relevant specialist training agreed.

All staff members/volunteers shall be trained in the operation of equipment before they are required to use it.

## 16. Key Dates Checklist for Maintenance and Fire Safety Procedures

Action needed	Person responsible	Frequency	Last carried out	Date due
Review risk assessments		Annually or when environment/systems change		
COSHH assessments		Annually or when new substance is brought into workplace		
Check electricity installation works safely		Every 5 years		
Check electrical appliances work safely		Every 1-5 years (see below)		
Check new equipment is safe before purchasing		As and when		

### Health and Safety Risk Assessment and Action Plan

No	Area	Hazard	To reduce risk	Action	Action by	Cost	Complete