

Health and safety at Jubilee Hall

The Hall is obliged under legislation to ensure continual improvement in the management of health and safety and other safety-related issues. The Jubilee Hall will have a clear Health and Safety Policy and all relevant information will be held in the health and safety files easily accessible to users of the Hall – either in hard copy or on an intranet or other software back-office programme.

The areas where the Jubilee Hall will need to evidence their procedures and assessments are:

- Access etc. for people with a disability or impairment
- Asbestos
- COSHH
- Fire
- First aid
- Fixed wire testing
- Health and safety
- Lone working
- Manual handling
- PAT testing
- Premises
- Risk assessments and planning
- Waste management

To ensure that the Jubilee Hall is not prosecuted under the Health & Safety legislation, the management and users under their contractual obligations must:

- a. Make sure that health, safety and fire policies and procedures are up to date and applicable to the working environment. It is important to take the necessary steps to protect both the health and safety of all users.
- b. Check that risk assessments cover all the possible risks identified at the Jubilee Hall and ensure that they are reviewed regularly.
- c. Regularly inspect the Jubilee Hall to help to identify, and therefore prevent, common workplace hazards such as poor housekeeping and obstructed walkways and exits.
- d. As part of implementing health, safety and fire arrangements, it is important to remember that employee training plays a key part in this process and records kept.

1. INTRODUCTION

This general statement of policy describes the objectives of the Jubilee Hall in respect of health, safety and welfare as defined by the current Health & Safety Acts, the responsibilities of the Trustees, management, hirers of the Hall and users for carrying out its policy and the arrangements for so doing.

Legislation requires all employers to take such steps as are reasonably practicable to ensure the health, safety and welfare at work of all their employees and others (staff, visitors and onsite contractors) and to ensure, as far as reasonably possible, safety in the use, handling and storage of machinery, articles and substances.

Every employer must take such steps as are reasonably practicable, to protect people whom they do not employ, but who are likely to be affected by his work. Both the employer and the individual employee at fault can be prosecuted for hazarding life or health of staff or visitors or others.

All occupiers (under the Occupiers Liability Act 1957) owe "a common duty of care" to all visitors. Therefore they must ensure that visitors are reasonably safe while using the premises for the purpose for which they are permitted to be there.

The individual employee/user/hirer is also required by the Acts to take reasonable care for his/her own health and safety, and to co-operate in all measures designed to protect staff.

This policy document must be read in conjunction with the other policies relating to fire precautions, substances hazardous to health and waste.

2. OBJECTIVE

The objectives of this policy are:

- (a) To secure the health, safety and welfare of staff and other persons using or visiting the Hall premises.
- (b) To ensure correct use of all substances and equipment, in particular of any dangerous and inflammable items.
- (c) To ensure everyone hiring or using the Hall has an awareness of the importance of observing the correct procedures.
- (d) To monitor the Hall environment as regards health and safety.

3. RESPONSIBILITIES FOR CARRYING OUT THE POLICY

(a) The prime responsibility for ensuring the health, safety and welfare of staff and visitors rests with the Trustees, those hiring the Hall and other users or contractors on site who will:

- be aware of potential hazards,

- ensure the Hall Trustees are aware of any complaints or incidents
 - assist the Trustees or others with a management role to carry out inspections
- (b) Each and every user or hirer has the final responsibility to take reasonable care for his/her own health and safety and that of other persons who may be affected by their work.
- (c) The Safety Officer for the Hall is Rachel Williams (Email address: Rachelwilliams1997@yahoo.co.uk , Telephone number:07592510627) who will ensure that a Health & Safety Register is compiled for the Hall and maintained and updated at least annually or whenever an accident occurs or a hazard is noted and reported.
- (d) All major policy issues affecting health and safety will be the subject of agreement by the Hall Trustees

4. ACCIDENTS

All accidents involving injury should be reported to the Trustees and the accident book kept by the main entrance completed giving all relevant details and names of witnesses, if any. The book will be always available in the entrance hall in order to record incidents in a timely manner.

A first aid box is located in each Kitchen and will be checked regularly and at least every 3 months by the Hall Safety Officer

5. FIRE PREVENTION

This is a no smoking building.

Switch all machines off at night and disconnect plugs, where possible. Users and staff must ensure that on leaving the premises all lights are switched off and that no kitchen appliances are on.

6. FIRE PRECAUTIONS

Fire instructions are to be found throughout the building and they and the Policy should be read by all staff and users.

Make sure that you know where the fire escapes are located:-

- a) Main Entrance – ground and first floor
- b) Rear exit ground floor

Each user of the Hall must identify one of their number to be aware of the numbers in their group, the fire precautions and escape routes and should be designated as the Fire Marshal. All staff and users must follow the instructions of the individual designated as the Fire Marshal.

When evacuating the Hall ensure that all windows and doors are closed behind you and that NOBODY remains behind.

If your route is impassable due to dense smoke, close the door to your room and use the telephone to summon assistance. To prevent smoke penetration around the door seal with whatever material you have available.

7. BOMB WARNINGS

In the event of a bomb warning the premises should be vacated in the same way as if there were a fire. The fire alarm will be used for bomb and fire alerts.

8. STORAGE AND USE OF INFLAMMABLE/NOXIOUS FLUIDS

The Victoria Jubilee Hall and its users will comply at all times with the current legislation governing Control of Substances Hazardous to Health. Cleaning materials that pose any health hazards and remaining on the Hall premises must always be kept locked and secure from unauthorized access. Instructions for their use and details of the material and hazards that are posed will be kept with the substances for the information of all users.

In general caps or stoppers should be replaced at once after use. Do not use naked flames when dealing with anything inflammable. Cleaning cupboards should be kept closed and cleaning fluids kept on high shelves. Bleach should be kept in a locked cupboard where available.

All of the cleaning material kept by the Hall management for use by the cleaning staff is in the cleaner's cupboard which is opposite room 2 on the ground floor. That cupboard will be locked at all times.

9. WASTE

The Hall have a strict requirement that all waste generated by users should be removed by them at the close of their period of hire. Waste generated in maintaining the Hall by the Trustees and staff will be placed in the disposal bin provided for that purpose. Disposal of any hazardous waste generated must be in accordance with the instructions for that product..

10. GENERAL GUIDANCE ON SAFETY MEASURES AND THE AVOIDANCE OF HAZARDS

- **Electrical Equipment**

Electric cables should not be allowed to trail across the floor without being made safe against trip hazards and current must be switched off before any maintenance is attempted by a person authorized to do so. All electrical equipment used in the Hall must comply with the requirements for Portable Appliance Testing and this is a requirement on all organisations or individuals hiring the Hall.

Users and staff should be aware of loose connections, damaged equipment and cables; broken switches; badly worn and equipment which appears defective and any circuits which appear to be overloaded.

Make sure hands are dry before operating the machinery and never tinker with electrical equipment.

- Floor Space

Fire escape routes must never be blocked.

Many accidents are caused by falls and trips - look out for such hazards and remove them if at all possible, failing which all users must be made aware of the hazard and take the necessary actions to avoid injury

- Worn floor coverings
- Wet/slippery floor surfaces
- Broken glass
- Electric leads.

YOU have a responsibility to deal with these hazards if you see them and cannot find the appropriate person to report them to. Reporting is not a substitute for dealing with a problem that needs to be removed there and then.

Passageways should be kept clear of obstructions such as furniture, trolleys, etc.,

In the event of any spillage of liquids or rainwater/ melted snow walking into the building and lying on the flooring, it is the responsibility of all users to ensure it is mopped and dried and warning cones put out if necessary.

11. ACCIDENT REPORTING

- GENERAL

All accidents and any untoward occurrences involving visitors, staff or any other persons on the premises must be reported, without any delay, in the prescribed manner.

- PROCEDURE FOR REPORTING ACCIDENTS AND UNTOWARD OCCURRENCES

(i) In the case of an accident to staff, or a user of the Hall, the details of the accident should be entered in the Accident Report Book together with a statement from any witnesses if appropriate.

(ii) The Accident Book will be monitored by the Hall Lead for Safety to see if there is a particular pattern of accidents and to ensure that any remedial action is taken as required

12. HEALTH AND HYGIENE

ACCIDENTS INVOLVING KNIVES/OTHER SHARP INSTRUMENTS

This involves:-

- (i) all cut injuries
- (ii) contamination of abrasions/cuts with blood and body fluids
- (iii) human scratches/bites causing bleeding
- (iv) splashes of body fluids onto mucous membranes (eg mouth, eyes)

MANAGEMENT

1. Encourage bleeding from the wound
2. Wash the wound in soap and warm running water
3. Cover the wound
4. Skin, eyes or mouth: wash in plenty of water.
5. Report the incident to the representative of the user/person hiring the Hall and fill in accident book.
6. The person who sustained the wound should be advised if it is serious or carries an infection risk (ie: contact with bacterial hazards such as other organic material/blood etc) to go to the nearest A&E department or see their general practitioner within 24 hours and to keep the wound clean and dry
8. Record all information in the accident book.

This policy document must be read in conjunction with any other safety policies relating to fire precautions etc.