

Health and Safety Policy (Pontargothi Memorial Hall)

PART 1: STATEMENT OF GENERAL POLICY

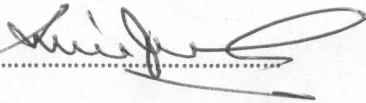
The Pontargothi Memorial Hall committee is committed to ensuring that all activities in the Hall are carried out with safety as a primary concern to not cause ill health or injury.

Specifically, the Committee will, so far as is reasonably practicable:

- Ensure that persons coordinating, participating in, or attending activities in the Hall are not exposed to risks to their Health and Safety from the Hall facilities.
- Bring to the notice of clubs, societies, group and individuals who make use of the Hall, their duty to co-operate with the Committee and to provide all necessary assistance to ensure the Health and Safety of all users of the Hall.
- Require those who use the Hall to abide by the terms, conditions and instructions of their agreement.
- Ensure that appropriate risk assessments are carried out and kept current by each club, society and group users of the Hall.

This statement has been approved and adopted on behalf of the Pontargothi Memorial Hall Committee by:

Signed
(Chair)



Date:

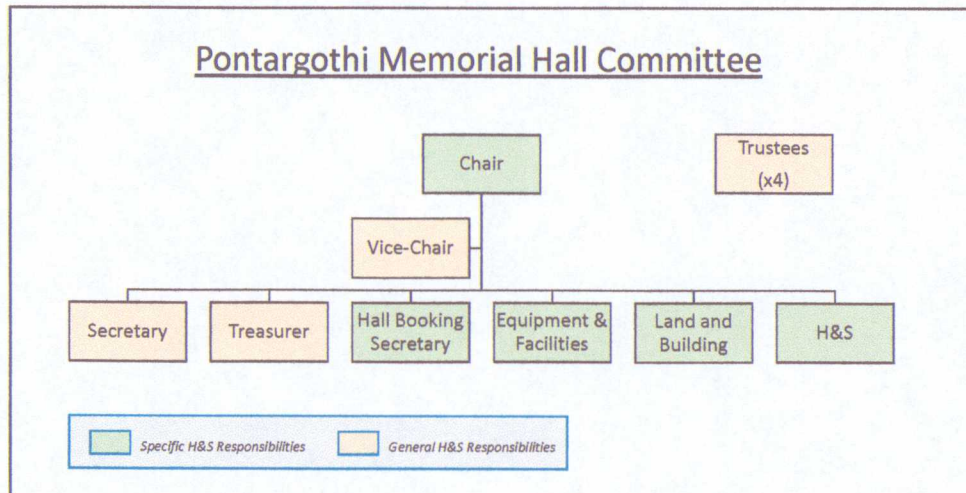
1-03-2023

Contents:

- Part 1 – Statement of General Policy
- Part 2 – Organisation - Roles and Responsibilities
- Part 3 – H&S Arrangements
- Part 4 – Fire Plan and Emergency Procedures

PART 2: ORGANISATION – Roles and Responsibilities

The Pontargothi Memorial Hall Committee has the ultimate responsibility for overseeing H&S matters relating to use of the Hall. Individual responsibilities are outlined below.



General H&S Responsibilities – all committee members shall be responsible for:

- Reporting deficiencies or concern regarding any aspect of H&S to the wider committee for appropriate action.
- The promotion of a proactive H&S culture by setting a good H&S example to others.

The **CHAIR** shall be responsible for ensuring:

- The Health and Safety Policy is developed, implemented, reviewed and kept current.
- That specific Health and Safety operational responsibilities are delegated to named officials and carried out.

The **VICE-CHAIR** shall be responsible for:

- Supporting/shadowing the Chair in the Chair's responsibilities (the expectation being the vice chair will become Chair next).
- Reporting deficiencies or concern regarding any aspect of H&S to the wider committee for appropriate action.

The **SECRETARY** shall be responsible for:

- The upkeep of the Hall accident book.
- Recording H&S issues raised and actions agreed at committee meetings.

The **TREASURER** shall be responsible for:

- Advising the committee on financial matters.
- Budgeting for the upkeep and changes to H&S facilities and resources as agreed by the committee.
- Ensuring that building insurance and other licence premiums and fees are renewed in good time annually or otherwise when due.

The **HALL BOOKING SECRETARY** shall be responsible for:

- (a) Informing group/activity/event coordinators and organisers of their H&S responsibilities (see below) – to include them completing and maintaining current a H&S Risk Assessment for their activity/event.
- (b) Informing those who intend to serve food at the Hall of their responsibility to adhere, as appropriate, to the arrangements detailed in Part 3 of this policy for Food Hygiene.
- (c) Highlighting H&S concerns received from coordinators and organisers to the committee as appropriate for consideration and action.
- (d) Controlling keys to the Hall.

The **LAND AND BUILDING** member shall be responsible for ensuring:

- (a) The land, surrounding area and the building are safe for users and are compliant with H&S obligations (such as having in place appropriate insurance and licences).
- (b) Arrangements are in place to maintain the hedge, guttering and the building in general in a safe condition.
- (c) The arrangements detailed in Part 3 of this policy for Fire Precautions and Electricity (mains supply in the building), Toilet and Washing facilities are implemented.
- (d) H&S deficiencies or concern regarding the Land and Building are highlighted to the committee as appropriate for consideration and action.
- (e) Information that may be relevant to an investigation following a H&S incident (adverse event) is collated and made available.

The **EQUIPMENT AND FACILITIES** member shall be responsible for ensuring:

- (a) The Hall equipment and facilities are safe to use and meet H&S legal compliance requirements (such as having in place appropriate insurance and licences).
- (b) Arrangements are in place for the routine maintenance, testing and repair of equipment and facilities as appropriate (such as electrical PAT testing).
- (c) That user-guides are available where possible for the safe use of key equipment and facilities .
- (d) The arrangements detailed in Part 3 of this policy for Electricity (appliances), LPG, Machinery & Equipment are implemented
- (e) H&S deficiencies or concerns regarding Equipment and Facilities are highlighted to the committee as appropriate for consideration and action
- (f) Information that may be relevant to an investigation following a H&S incident (adverse event) is collated and made available.

The **SAFETY** member shall be responsible for:

- (a) Providing guidance and advice on health and safety matters.
- (b) Investigating accidents, incidences and other H&S adverse events.
- (c) Coordinating the reporting of incidents in accordance to RIDDOR* if/as required.

- (d) Liaising with statutory and external authorities and organisations as appropriate.
- (e) The arrangements detailed in Part 3 and Part 4 of this policy for Emergency Procedures, RIDDOR, Safety Information, First Aid are implemented.
- (f) The coordination of a Fire Plan and Emergency Evacuation Procedures for the Hall.

GROUP/EVENT/ACTIVITY ORGANISERS and their Agents are responsible for ensuring that:

- (a) Everything reasonably practicable is done to ensure the Health, Safety and Welfare of those participating in or otherwise attending their activity at the Hall.
- (b) They have a current Risk Assessment completed for their activities in/at the Hall.
- (c) Long-term users of the Hall update their Activity Risk Assessment at least annually, or whenever a significant change to their activity is made, and provide an updated copy to the Hall Booking Secretary.
- (d) Fire exits are kept clear and unobstructed at all times whilst using the Hall.
- (e) They highlight any H&S issues or concerns to the Hall Booking Secretary (or any other member of the committee).
- (f) They enter into the Hall accident book any H&S incident (eg, a near miss) or minor accident when using the Hall.
- (g) For major H&S incidences or accidents, they follow the fire plans & emergency procedures (see Part 4, below) as appropriate.
- (h) They are familiar with the fire plan and emergency procedures.
- (i) If they intend to serve food, that they follow the arrangements detailed in Part 3 of this policy for Food Hygiene.

MEMBERS OF THE PUBLIC are equally responsible for ensuring that they do not put other persons at risk or compromise the health and safety of others by their acts or omissions, and that they co-operate with the organisers in complying with Health and Safety legislation.

PART 3: H&S ARRANGEMENTS

REPORTING OF INJURIES AND DANGEROUS OCCURRENCES (RIDDOR):

- (a) All users are informed to record any H&S incident (eg, near miss) or accident in the Hall accident book, which is controlled by the Sec.
- (b) Any significant accident or major incident should be reported as soon as is practicable to a member of the committee.
- (c) The Safety Officer will investigate incidents, with support from committee members and users as needed and as appropriate.

ELECTRICITY – Evidence of recent examination and test certificates for electrical installations and apparatus will be held.

LIQUID PETROLEUM GAS – No LPG cylinders shall be used inside the building.

MACHINERY & EQUIPMENT – All machinery and equipment should only be operated with adequate safety precautions in place, by competent or supervised people, provided with appropriate personal protective equipment.

FIRE PRECAUTIONS – Adequate emergency firefighting equipment and appliances is available and tested regularly.

SAFETY INFORMATION – Fire warning notices and signs are displayed prominently.

FIRST AID – A First Aid box is clearly and prominently marked, and content checked regularly and replenished as required.

TOILET AND WASHING FACILITIES – Adequate provision is available to Hall users.

FOOD HYGIENE – Those informing the committee that they intend to serve food will be reminded that food supplied, sold or provided is subject to relevant food law and as such must be safe to eat. This is regardless of whether the operation supplying or selling the food is doing so to make a profit. An external caterer supplying food will need to be registered by the local Environmental Health department.

GENERAL - If any person using the hall and its facilities fails to comply with the reasonable requirements relating to Health and Safety, then the committee shall have the right to refuse access to that person to the Hall.

PART 4 – FIRE PLAN & EMERGENCY PROCEDURES

These instructions apply to all who use the Hall; It contains useful H&S information that is particularly relevant in the event of a Major H&S Incident at the Hall:

In the event of a major H&S incident, the emergency services should be contacted immediately; in addition, a member of the Hall Committee should also be informed as soon as possible when feasible to do so safely.

Escape routes:

- **Note:** All Hall fire exits are identified clearly.
- **Action:** All users are to ensure the Fire Exits are kept clear of obstructions at all times when the hall is in use

Fire Detection:

- **Note:** There is no automated or remote fire detection system fitted in the Hall.
- **Note:** A fire will only be detected by someone in or near the Hall premises.

Raising the Fire Alarm:

- **Action:** On detecting a fire, a general fire alarm must be raised immediately by shouting 'Fire-Fire-Fire' repeatedly.

Fire-Fighting:

- **Note:** Water and powder fire extinguishers are available in the main hall area and in the kitchen.
- **Note:** A fire blanket is available in the kitchen area.
- **Action:** In the event of a fire, the priority must always be for people to remove to safety; only attempt to extinguish the fire if confident to do so and it does not put anyone at unnecessary risk.

Evacuate the Building:

- **Action:** On hearing the fire alarm, all are to urge occupants to cease whatever they are doing and to leave the building immediately by the nearest fire exit.
- **Action:** Particular attention should be placed on assisting people with mobility, hearing, visual or other impairments to exit quickly.
- **Action:** The event organiser(s) is/are to ensure no-one re-enters the building until told it is safe to do so by the emergency services (or event organiser).

Calling the Emergency Services:

- **Action:** Contact the emergency service by telephone, by calling 999.
- **Note:** The Location is 'Pontargothi Memorial Hall', in the village of Pontargothi, on the A40, 200m before the Cothi river bridge when travelling from Carmarthen (or 200m after the bridge when travelling from Llandeilo).
 - Post Code is: **SA32 7LZ**;
 - OS Grid Reference is: **SN 503217**
 - What3Words locator is: **'following.clock.highbrow'**

Arrival of the Emergency Services:

- **Action:** The event organisation team is to ensure someone is available to meet the Emergency Services to brief the emergency services on the following:
 - Circumstance and location of the fire/emergency.
 - What action has been taken, including if there has been an attempt to tackle the fire.
 - If anyone is not accounted for and may still be inside the building.