



Trudoxhill Village Hall
Foghampshire Lane
Somerset
BA11 5DG

Throughout this document, traditional terms are used but they are not intended to be gender specific. Thus, for example, the use of the title Chairman applies to incumbents and aspirants of either gender. Equally, he and his should be considered to imply she and hers, etc.

Policy: TVH004 – Health & Safety.

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Introduction

The Health, Safety and Welfare of all those managing, using and visiting Trudoxhill Village Hall is paramount at all times.

The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and the Regulatory Reform (fire safety) Order 2005. They therefore aim to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of the Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- Provide healthy and safe working conditions, equipment and systems for Committee Members, Hirers and all other Users.
- Keep the Village Hall and equipment in a safe condition for all Users;
- Provide all necessary support and information to Hall users, hirers and outside contractors.

The Committee will work in the furtherance of these aims by:

- a) Identifying and assessing risks;
- b) Recording assessments and regularly reviewing them;
- c) Eliminating or controlling risks;
- d) Monitoring compliance and work conditions;
- e) Establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) To follow health and safety instructions and to report dangers as outlined below.
- b) To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions.
- c) As regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

- a) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- b) Anyone 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 further to report such incidents to a member of the Committee.
- c) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label), and to report such incidents to a member of the Committee

Hirers are responsible for:

- a) Complying with all conditions of hire, as set out in the Conditions of Hire Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity.
- b) Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures.
- c) Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency.
- d) Ensuring that highly flammable substances are not brought into or used in any part of the premises.
- e) Seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials, and ensuring that any permitted decorations are not placed near light fittings or heaters;
- f) Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use and has been P.A.T. tested.

Contractors are responsible for:

- a) Safe working-practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance.
- b) Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises.
- c) Advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Committee are responsible for:

- a) Ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy.
- b) Ensuring that the Health and Safety Policy is fully implemented
- c) Monitoring compliance with Health and Safety guidelines.
- d) Regularly assessing and reviewing risks and recording such risks.
- e) Keeping an 'Accident and Risk Assessment folder' in which any accidents, incidents or actions are recorded that have, or might have, affected the health and safety of any person, and in which any defective or broken equipment may be noted.
- f) Taking such action as may be necessary to rectify any adverse situation, to correct faults or to arrange repair of equipment to ensure health and safety is maintained and noting such action.
- g) Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy.
- h) Making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises.
- i) Cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

The following persons have been delegated by the Management Committee to manage the following:

CHAIRMAN Risk Assessment Manager

Trustee responsible for updating policies and risk assessments and presenting them to the Committee for approval.

H&S OFFICER First Aid Box

- Check and replenish monthly

H&S OFFICER Reporting Accidents/ RIDDOR

- Accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary. File info properly.

H&S OFFICER Checking Accident Reports weekly or as advised of incidents.

- Instigate any actions necessary to remove risks e.g. repairs. Advise Chairman and report to committee/sub-committee as soon as necessary.

BOOKING SECRETARY Information to Hirers

- For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.

CHAIRMAN/VICE CHAIRMAN Information to Contractors

- Liaise with contractors before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.

H&S OFFICER Risk Assessments/ Monitoring

- Complete Risk Assessment forms, monitor and update as necessary. Report to committee as appropriate and advise relevant people to inform hirers/users as necessary if amendments are made.

H&S OFFICER Fire Risk Assessments/ Monitoring

- Complete Fire Risk Assessment, monitor and update as necessary. Report to committee as appropriate and advise relevant people to inform hirers/users as necessary if amendments are made.

CHAIRMAN Annual Testing/Safety Certificates

- Make arrangements for annual inspections of electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required.

H&S OFFICER Safety Notices

- Produce and display relevant safety notices in appropriate areas.

H&S OFFICER/FULL COMMITTEE Implementation of Policy

- Co-ordinate overall management of policy, including amendments and annual review

PROCEDURES

The H&S policy document will be available to download from the Village Hall Website.

All hirers will be expected to read through the whole of the Standard Conditions of Hire and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire-evacuation; use of equipment; reporting of incidents/accidents etc).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Committee members with specific responsibilities for aspects of Health & Safety will report to the full committee at each meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

- The entrance must be clear of obstacles and hazards at all times.
- Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor is thoroughly dried.
- The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- Water should not be heated above 60 degrees Centigrade.
- Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, leads etc must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- All hirers should acquaint themselves with the position of the fuse box/main switch.
- All equipment, esp. in the kitchen, must be used in accordance with their usual function.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- If the oven/cooker is in use it should not be left unattended, even for a short time.
- Kettles should not be over-filled nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.

- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- When handling tables and chairs users must be mindful of the potential for injury to hands/fingers/back if due care is not exercised.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

WORKING PRACTICES

It is the individual's responsibility to protect themselves from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:-

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight - ask for assistance if necessary.

Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:-

- Ensure that you are sufficiently elevated to see what you are doing - do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to reach - do not stand on chairs.
- Ask for help if necessary.
- Do not work at height, on steps or ladders until they are properly secured and another person is present.
- Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:-

- Disposable paper hand towels must be provided.
- Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.

First Aid

- A well-stocked and appropriately labelled First Aid Box is available in the main kitchen.

Accident Form

This form is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. Copies of the form are kept in the main kitchen.

The important details to be recorded are:-

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

On completion of the form, the H@S Officer or nominated deputy, must ensure a copy is given to the person undergoing the accident, a copy is filed offsite and kept confidential, whilst a copy may also be given to the organiser or the event depending on the circumstances.

Each form is sequentially numbered and a cross reference is made on the RIDDOR form.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should inform a member of the full committee.

Regular Checks to be Made by H&S Officer (or Responsible Deputy)

- Monthly Fire Safety Checks (see form in Fire Risk Assessment SOP).
- Monthly Check of First Aid Box (see form in the H&S Policy SOP).
- Annual Safety Checks (see form in H&S Policy SOP).
- Ensure Fire Extinguishers are Compliant by arranging Annual Check.
- Ensure any H&S Irregularities are Reported to the Full Committee.
- Ensure all Changes or Additions to the Fire and H&S Policies are added to the Relevant SOP.
- Ensure all Records are Kept up to Date and are Filed in an Easy to Retrieve Manner.

Details of Contents of First Aid Box

- Strips of small plasters
- Strips of medium plasters
- At least two large plasters
- Triangular bandages x 3

- Bottle of antiseptic disinfectant
- Sting relief cream
- Antiseptic wipes
- Pair vinyl gloves
- Eye pads x 2
- Bandages of various sizes x 3-6
- Instruction leaflet