

Health and safety policy

| This is the statement of general policy and arrangements for: Twerton Village Hall | | |
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| Barry Caldwell – Chairperson | | has overall and final responsibility for health and safety |
| Jason Perry – Health and Safety Officer | | has day-to-day responsibility for ensuring this policy is put into practice |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace | Sarah Caldwell - Secretary | Induction process for volunteers and hirers for opening and closing Contract and Terms of use are issued to all users of the hall. |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Sarah Caldwell - Secretary | Induction process for volunteers |
| Engage and consult with employees on day-to-day health and safety conditions | Jason Perry – Health and Safety Officer | Initial hire go through health and safety procedures |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | Jason Perry – Health and Safety Officer | Initial hire go through health and safety. Posters highlight what to do in case of an emergency |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Jason Perry – Health and Safety Officer | Weekly checks are made to ensure safe and healthy working conditions. Volunteers are aware to report any issues with equipment or health and safety to Health and Safety Officer. |

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| Signed: * (Employer) | | Date: | 1/09/2020 |
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

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| Health and safety law poster is displayed at (location) | |
| First-aid box is located: | Kitchen, Main Hall, Meeting Room. Office |
| Accident book is located: | In First Aid boxes |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

Health and Safety Officer must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: Twerton Village Hall

Date of risk assessment: 01/03/2021

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|-----------------------|--|---|---|--|---|------|
| Slips and trips | Volunteers and visitors may be injured if they trip over objects or slip on spillages. Running and falling over at Birthday Parties | General good housekeeping is carried out. <ul style="list-style-type: none"> All areas well lit No trailing leads or cables. Volunteers/hirers keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Staff/volunteers/hirers mop up or report spillages Bathroom – the floors are clear and dry Volunteers report if they notice any trip hazards, light bulbs out or anything broken Regular checks made to highlight any health and safety issues and these are made safe, noted and dealt with as soon as possible Hirers responsible for the safety of their users including children so should risk assess the hall prior to the booking and younger users should be supervised Tables and Chairs stored safely | Ensure the regular cleaning rota supports the hall hire times. Look at storage for tables and chairs to ensure there is space to use the hall Carpark paving stones need to be made safe Carpark debris from work Exit routes need clearing | Sarah Caldwell Trustees Trustees Trustees Trustees | Ongoing Ongoing Ongoing Before opening Before opening | |
| Manual Handling | Volunteers risk injuries or back pain from handling heavy/bulky objects. | This has been considered. If staff are moving equipment or furniture they are advised of the best way to move objects. https://www.nhs.uk/live-well/healthy-body/safe-lifting-tips/ | | | | |
| Working at height | Falls from any height can cause bruising or fracture | This has been considered. When working from a height must be working in tandem incase of accident. | | | | |

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| Health of workers in the office environment | Promotion of a healthy work environment. | <ul style="list-style-type: none"> • Health and safety regulations. • Health and safety law at work posters displayed • Monthly trustees meetings review • Volunteer support reviewed | Monthly trustees meetings review | Sarah Caldwell | Ongoing | |
| Computers, laptops and similar equipment | N/A | | | | | |
| Fire | If trapped the staff could suffer injuries from smoke inhalation and burns. Volunteers and hirers might not be aware of fire regulations and escape routes. | <ul style="list-style-type: none"> • Fire risk assessment has been completed and adequate fire safety measures are in place. • Contract and terms of hire includes what to do in case of a fire • Volunteers show all new hirers of how to evacuate the property, show all fire exits and ensure that all exits are open during hire. • Regular checks are made to ensure that escape routes and fire exit doors are not obstructed. • Standfast alarm checks and ensures that all other business' in the building adhere to the fire safety rules. • DO NOT use Smoke machines or e-cigarettes in the building this will set the alarms off. • Fire Policy is assessed and updated annually • Evacuation plan has been implemented • Fire meeting point information needs to be clearly signposted. | Regular alarm and equipment checks to be carried out by the health and safety officer and recorded in the H&S book in the office. | Ongoing | | |

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| Work Equipment | Staff could get electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment. | <ul style="list-style-type: none"> • All new equipment is checked before first use to ensure there are no obvious accessible dangerous moving parts. or siting of equipment does not cause additional hazards • Volunteers trained in use of equipment where necessary. • Volunteers and Hirers encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/equipment • Defective equipment taken out of use and promptly replaced. • All electrical equipment is PAT tested this is due annually. • Equipment will be stored safely and inventory clearly kept • Hirers using their own equipment must provide a PAT testing certificate • Smoke machines or e- cigarettes in the building this will set the alarms off. | Storage to be reviewed 2021 | Barry Caldwell | 2021 | |
| Lone working and visiting | Staff could suffer injury of ill health while working alone. Lone closing late at night | <ul style="list-style-type: none"> • Volunteers responsible for locking up at night check all areas before leaving to ensure everyone has left • Alarms set • Emergency alarm in office • CCTV | | | | |

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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