

Health and safety policy for Berrow Village Hall

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

The Directors and Management Committee, although having no legal requirement to record Health and Safety assessments, as directors of the charity and as managers of non-domestic premises, recognise and accept their general duties under The Health and Safety at Work Act and The Management of Health and Safety at Work Regulations to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Directors and Management Committee is to take reasonably practicable measures in relation to the management of Berrow Village Hall to comply with relevant legislative requirements and codes of practice relating to the duties which they have, in order to:

1. Provide healthy and safe working conditions, equipment and systems for employees, committee members and hirers;
2. Keep the Village Hall and equipment in a safe condition for all users;
3. 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

The Directors, all Management 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;
- 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 Directors and the Committee, to cooperate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

- 1 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.
- 2 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 in the Incident Book for the attention of the Committee.
- 3 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 note such action in the Incident Book for the attention of the Committee.

Hirers are responsible for:

- 1 Complying with all conditions of hire, as set out in the Hiring 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.
- 2 Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures.
- 3 Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency.
- 4 Ensuring that highly flammable substances are not brought into or used in any part of the premises.
- 5 Seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are safely located.
- 6 Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A. tested.

Contractors are responsible for:

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;

- 1 Creating and documenting a health and safety plan for all works carried out at the village hall and supplying a copy of the plan to the Village hall treasurer and management committee prior to the start of the works.
- 2 Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises.
- 3 Advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Directors and the Management Committee are responsible for:

Ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy and of their responsibilities under the policy; ii) ensuring that the Health and Safety Policy is fully implemented; iii) monitoring compliance with Health and Safety guidelines; iv) regularly assessing and reviewing risks and recording such risks;

- 1 Keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted.
- 2 Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action.
- 3 Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy.
- 4 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.
- 5 Co-operating with Hirers, Contractors and Users of the Hall in pursuance of health and safety requirements.

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

Issue	Responsibility	Delegated to
First Aid Box	Check and replenish monthly	Hall Manager
Checking Incident Book/ Reports at least weekly or as advised of incidents.	Instigate any actions necessary to remove risks e.g. repairs. Report to committee at each meeting or as soon as necessary. Advise Risk Assessment Manager.	Hall Manager
Reporting Accidents/ RIDDOR	Minor accidents to be logged. Report to committee at each meeting or as necessary. Advise Risk Assessment Manager. In the case of major incidents / injuries Report to committee immediately. Advise RIDDOR reportable incidents to authorities as necessary.	Hall Manager/ Chairman

Information to Hirers	<p>For each booking, check that new hirers have read and agreed to 'Terms and Conditions'.</p> <p>When amendments are made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement. (this will be achieved by publishing updates on the website and emailing all regular hirers to inform them to check the updated policy.)</p>	Bookings Clerk
Information to and from Contractors	<p>Liaise with contractors (including self-employed persons) before work is started. Get their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities</p> <p>Assign principal contractor / principal designer responsibility (where appropriate for major works).</p> <p>Check they have an appropriate safety plan before work starts.</p>	Hall Manager / Treasurer.

Issue	Responsibility	Delegated to
Health and Safety Building File	<p>Maintain file containing plans of the building, utility / buried services location information, electrical circuit diagram, gas pipe location, location of any asbestos etc.</p> <p>Provide access to file information to contractors where needed.</p> <p>Update with changes as needed.</p>	Directors/Hall Manager
Risk Assessments/ Monitoring	<p>Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made</p>	Directors

Fire Risk Assessments/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Directors (assessment) Hall Manager (monitoring)
Annual Testing /Safety Certificates	Make arrangements for annual inspections of:- <ul style="list-style-type: none"> • gas appliances, • electrical appliances, • fire extinguishers and emergency lighting / warning systems. Keep relevant certificates / records.	Hall Manager
Safety Notices	Produce and ensure relevant safety notices are legibly displayed in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	Directors Hall Manager
Implementation and review of Policy	Co-ordinate overall management of policy, including amendments and annual review.	Directors

PROCEDURES

The H&S policy document will be available to download from the Village Hall website – <http://berrowvillagehall-somerset.co.uk>

All hirers will be expected to read through the whole of the Standard Hiring Conditions 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).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities. In the case of major works contractors will be required to sign CDM forms assigning Principal Contractor / Principal Designer responsibilities and will be required to provide an adequate safety plan before undertaking any construction / maintenance works.

Committee members with specific responsibilities for aspects of Health & Safety will report to The Committee at each full committee 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 that people are entering or leaving the building.
- 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 up.
- Spills / wet floors must be cleared up / dried quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead 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
- 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.
- Due care should be exercised in the car park area.
- 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.
- Care should be exercised when pulling the loaded trolley from under the stage, where possible two adults should assist with this. When replacing tables and chairs onto the trolley be mindful of the potential for injury to hands/fingers 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 your responsibility to protect yourself 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 steps to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- Ask for help if necessary.
- Do not work at height, on stepladders until they are properly secured and another person is present. The Zarges stepladders must not be used by unauthorised / un-trained persons – ask the hall manager for further assistance / information.

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 in the kitchen and disabled toilet.
- 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 kitchen

ACCIDENT REPORT FORMS

These forms are used to record all cuts, bumps, falls etc. as well as more serious accidents and are available in the accident folder kept in the kitchen with the first aid kit.

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.

It is very important that after completing the accident book, the hall manager or a committee member is contacted and informed straight away so that additional assistance can be given and preventive action taken as soon as possible.

INCIDENT BOOK

Any person being aware of any practice, action, problem or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident Book for the attention of The Committee.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Incident Book, located in the kitchen, for the attention of The Committee.