



Clungunford Village Hall & Green

Health & Safety Policy

The Health, Safety and Welfare of all those managing, using and visiting Clungunford Village Hall is a priority at all times.

The Management Committee have no legal requirement to record Health and Safety assessments. However, as trustees of a charity and as managers of non-domestic premises, the committee recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

Our policy is to take reasonably practicable measures in relation to the management of Clungunford Village Hall in order to:

- provide healthy and safe working conditions, equipment and systems for our visitors, users, volunteers and workers;
- 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 trustees will achieve this by:

- regularly identifying and assessing risks;
- recording risk assessments and reviewing them;
- managing risks to reduce harm;
- monitoring working conditions;
- establishing clear, sensible and practical procedures.

Duties

All Committee Members, Hirers, Contractors and Users of the Hall are expected to:

- follow health and safety instructions (eg signage or advice from hall volunteers)
- report perceived dangers;
- take reasonable care for the health and safety of themselves and other persons who may be affected by their acts

General Responsibilities:

i) 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.

ii) 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 report incidents for the attention of the Management Committee.

iii) Any person noticing potentially 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 the defect to the Management Committee.

Hirers and event organisers are responsible for:

i) complying with all conditions of hire, as set out in the Booking 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;

ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;

iii) designation of responsible persons or stewards.

Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and should include near misses. It is kept in the kitchen.

The 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.

Accidents Reportable to the H&S Commission

Death and serious injuries will be reported to the Health & Safety Commission through the RIDDOR process.

Annex 1 to policy

The trustee with responsibility for health & safety is Max Maxwell

He will oversee the following actions:

Risk Assessments and risk management

Responsible for assessing risks, recording these assessments and managing the risks.

First Aid Box

Check and replenish – monthly

Reporting Accidents/RIDDOR

Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary.

Checking Accident Book - weekly or as advised of incidents.

Instigate any actions necessary to remove risks e.g. repairs.

Information to Hirers

When amendments made to policy/Risk Assessments ensure that these are reflected in Booking terms & conditions.

Information to Contractors

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

Fire Risk Assessments/Monitoring

Complete Fire Risk Assessment, monitor and update as necessary.

Annual Testing/Safety Certificates

Make arrangements for annual inspections of electrical appliances, fire extinguishers. Keep relevant certificates.

Safety Notices

Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.

Annex 2 to Policy

General Health & Safety Guidelines

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.
- Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
- The premises should be adequately heated. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the Hall committee 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.
- 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.
- 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 ladder or step 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 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 should be available in toilets.
- Plastic gloves are available.
- All surfaces on which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before and after food preparation.

First Aid

A well-stocked First Aid Box is available in the kitchen and the bar.

Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the 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.

Any serious injury should be dealt with by dialling 999 and alerting a trustee as soon as possible.