Swanton Novers Village Hall

Health and Safety Policy

Statement of intent

The Village Hall Committee are committed to providing healthy and safe conditions, equipment, and systems of work for Committee members, hirers, and all users of the village hall.

Village Hall equipment will be kept in a safe condition for all users.

Advice and information will be given as necessary for all users of the Village Hall.

It is the intention of Swanton Novers Village Hall Committee to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Committee will encourage hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the Standard Conditions of Hire, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

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

- Identifying and assessing risks
- recording assessments and regularly reviewing them
- eliminating or controlling risks
- monitoring compliance
- 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:

- to follow health and safety instructions and to report dangers
- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions

ORGANISATION

General Responsibilities:

- 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.
- 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 The Committee.
- 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 action to 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 regards to insurance and statutory requirements relating to their particular organisation or activity.
2. Ensuring familiarity with fire safety guidelines 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. Checking that if any portable electrical equipment is brought onto the premises, it is safe for use/has P.A.T. certificate.

Contractors are responsible for:

1. Safe working practices in respect of themselves and their employees and for their statutory obligations with regards to Health & Safety legislation and Public Liability Insurance.

2. Having regard to the safety of hall users whilst 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 Committee are responsible for:

1. Ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy.

2. Ensuring that the Health and Safety Policy is fully implemented.

3. Monitoring compliance with Health and Safety guidelines.

4. Regularly assessing, reviewing and recording risks.

5. Keeping an 'Incident Book' in which any incidents or actions that have affected the health and safety of any person may be reported. Also, any defective or broken equipment may be noted.

6. 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.

7. Arranging for the release of funds as necessary to assist in the implementation of this Policy.

8. 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.

9. Co-operating with Hirers, Contractors and Users of the Hall in pursuance of Health and safety requirements.

Policies	Ensure required Policies are in place. Update as necessary	Sue Eaton 01263 862981
First Aid	Check and replenish first aid box as necessary when necessary.	All Committee Members to check
Reporting Accidents/RIDDOR	Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary. Book to be checked regularly	All Committee Members to check
Defibrillator	Fortnightly checks to be submitted to Webnos website. Stocks to be replaced as necessary	Sue Eaton
Information To Hirers	For each booking ensure that new hirers have read and agreed to the Terms and Conditions	Rosemary Leeder 01263 860756 Chris Armstrong 01263 860573
Information to Contractors	Liaise with contractors before work is started. Ensure that they have seen Health & Safety Policy / Risk Assessments and are aware of their responsibilities	Gerard Eaton 01263 862981
Risk Assessment/Monitoring	Complete Risk Assessment, monitor and update as necessary	Val Hart 01263 860957
Fire Risk Assessment/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary	Delwyn Tilke 01263 862645
Annual Testing/ Safety Certificates	Arrange annual inspection of Electrical equipment, PAT and Fire Extinguishers. Display certificates as necessary	Gerard Eaton 01263 862981
Safety Notices	Produce and display relevant safety notices	Gerard Eaton
Playground Equipment	Regular maintenance checks to be carried out. Repairs to be made as necessary. Annual safety inspection to be carried out (ROSPA)	All Committee Members to Check
Building Repairs and Maintenance	Make regular checks of building, listing and undertaking necessary repairs	All Committee Members to Check
Food Hygiene	Anyone producing food regularly requires a food hygiene certificate – Level 2 Certificate to be displayed	Sue Eaton

PROCEDURES

The H&S policy document is available to download from the Village Hall website –

swantonnoversvillagehall.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.

Committee members with specific responsibilities for aspects of Health & Safety will report to The Committee at each 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 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 kept clear of obstacles and hazards at all times.

The premises should be adequately heated, and the heating should be used in accordance with the manufacturer's instructions.

Water should not be heated above 60 degrees Centigrade.

Spills must be cleared up quickly to prevent slipping.

Any concerns regarding any electrical installation, plugs, leads etc must be brought to the attention of a committee member as soon as possible.

Any electrical equipment that shows signs of damage, exposure of components or water penetration etc. must not be touched or operated.

All hirers should be made aware of the location 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 caught up.

Fire extinguishers will be serviced regularly, and all users should know where they are located and understand how and when to use the different 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 people present during their hire.

If the 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.

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.

Everyone 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

Everyone is responsible 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, when reaching to remove/replace something on a high shelf or 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. The following guidelines should be followed:

1. 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.

2. Use an appropriate ladder or step to enable you to reach, do not stand on chairs.

3. Ask for help if necessary.

4. Do not work at height, on steps or ladders until they are properly secured, and another person is present.

5. 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 when there might be contact with body fluids e.g. when cleaning toilet areas or dealing with spilt blood from whatever cause.

All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with the 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 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
- 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.

Playground

The playground equipment and the playground should be checked regularly for any safety or maintenance issues.

Minor repairs may be carried out by committee members, however, more serious issues should be handled by a specialist company.

An annual safety inspection is required (ROSPA) and the certificate should be available on request.