

# EARL STONHAM VILLAGE HALL

## HEALTH AND SAFETY POLICY

<b>Issue No.</b>	<b>Author/Owner</b>	<b>Date Written</b>	<b>Reviewed by Management Committee on</b>	<b>Comments</b>
OO1	Chairperson	August 2019	02/09/2019	Approved

## Statement of Intent

This Health and Safety Policy sets out how health and safety issues are managed within Earl Stonham Village Hall and is a commitment to planning and managing health and safety at work. It is the key to achieving acceptable standards and preventing accidents and instances of work-related ill health. This document sets out the organisation & arrangements that have been made to support the policy.

We will achieve this by:

- providing adequate control of the health and safety risks arising from work or activities at the village hall and grounds
- consulting with our employees on matters affecting their health and safety
- providing and maintaining safe and healthy working conditions, equipment and systems of work for all employees and village hall users
- ensuring safe handling and use of substances
- providing information, instruction and supervision for employees
- ensuring all employees are competent to do their tasks, and to give them adequate training
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions; and
- reviewing and revising this policy as necessary at regular intervals.

The policy applies to all employees and village hall users, and also applies to other people who work at the hall e.g. Self-employed staff, temporary staff and contractors. It applies to all other people who visit the organisation's premises

Name of Chairperson of ESVH Management Committee: Mr Tony Turner  
Date: 31 August 2019  
Review Date: Autumn 2021

## Responsibilities and Organisation

To comply with the Management Committee's Statement of Intent the following responsibilities have been assigned:

- **The Earl Stonham Village Hall Management Committee** holds overall responsibility for Health and Safety in accordance with the Health and Safety at Work etc. Act 1974 and all applicable regulations made under the Act, and all other relevant statutory legislation, 'so far as reasonably practicable'.
- **The Chairperson** holds day to day responsibility for ensuring the Policy is put into practice
- **Members of the Village Hall Management Committee** have responsibility for specific areas e.g., accident reporting, first aid, training, risk assessment and training which may be designated to a 'competent person/s'
- Health and Safety legislation imposes duties on everyone as individuals. **All hirers, users of the premises, employees, volunteers and contractors must:**
  - Take care and responsibility for their own safety and that of other people
  - Comply with Health and Safety and Fire Safety Requirements
  - Comply with Earl Stonham Village Hall notices on the premises.
- In addition, **Hirers of the premises** are responsible for ensuring
  - That the relevant personnel have the necessary qualifications, licences and insurances for the activities taking place and may be required to show documentary evidence.
  - The electrical safety of any appliances brought into the premises
  - That all food served or sold on the premises complies with Food Safety legislation.

## Arrangements and Procedures

The following procedures and arrangements have been adopted to ensure compliance with the Management Committee's Statement of Intent:

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**General Risk Assessment** - Risk assessments will be undertaken, and the findings of these assessments will be reported to the Village Hall Management Committee (**unless immediate/urgent action is required**) for approval of actions required to remove/control risks and ensuring the actions are implemented. The following definitions of hazard and risk will be used:

- A **hazard** is anything in the business that could cause harm to people.
- A **risk** is the chance, however large or small, that a hazard could cause harm.

**Fire Safety Risk Assessment** – A Fire Safety Risk Assessment will be carried out in keeping with the 5-Step Guide to completing a suitable assessment for small premises provided by Suffolk Fire and Rescue Service. The findings of this assessment will be used to prepare an emergency plan.

**Training** - All employees must be made aware of/given training on health & safety matters which affect them. In many cases reference to an appropriate policy or procedure may be all that is required, in some cases specific training may be appropriate. Health and safety training will part of the induction when an employee starts work, which should cover basics such as first aid and fire safety. There will also be job specific health and safety training as appropriate. Periodic refresher training for employees on health & safety matters will be provided.

**Site Management, Safe Plant and Equipment** – The premises, plant and equipment will be inspected, maintained and, where necessary tested by appropriate contractors appointed by the Management Committee.

- All rubbish and waste materials must be disposed of safely.
- Spillages must be cleaned up as soon as is reasonably practicable.
- Any equipment must be kept tidy and clutter free observing electrical safety such as not overloading sockets and the avoidance of trip hazards such as trailing wires.

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- Staff must not operate equipment unless they have been trained and authorised to do so. Specific instructions for using machines will be provided for maintaining a safe system of work.
- Staff must not clean or adjust any equipment unless a safe system of work is in operation or the equipment has been made safe.
- Electrical equipment will be tested, displaying a label with the date, and a record maintained.
- All other equipment will be inspected annually for signs of damage or faults.
- At all times staff must report any fault or defect in equipment to the Chairperson or in their absence to a member of the Management Committee, immediately.

**The provision of first aid** - In the event of an accident, first aid should be given with simple treatment if it is within the knowledge and capabilities of the person administering first aid. All other accidents or emergencies should attend the Accident or Emergency department or Walk in Centre for definitive treatment or care.

**The first aid box is on the wall in the kitchen.**

**Accident reporting and investigation** - All accidents however minor, must be recorded in the accident book which is situated adjacent to the first aid box in the kitchen. More serious injuries may require reporting to the HSE under RIDDOR 1985. All accidents involving personal injury, injury to a member of the general public, contractors, employees and village hall users should be reported to the chairperson.

**Emergency Procedures (Fire and Evacuation)** - Employees will ensure that there is safe and clear access and egress to the premises. These should remain free from obstructions, slipping and tripping hazards, etc, at all times. Individuals who are responsible for use or hire of the hall must ensure they are aware of the emergency procedures

Fire appliances must be kept clear of obstruction, serviced regularly, records maintained and used only for the purpose for which they are intended.

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Only those who are trained in the use of firefighting appliances or feel competent to do so, should attempt to tackle a fire. Further details will be given in a separate Fire Policy.

**The priority is always to ensure the safe evacuation of all personnel from the building.**

**Electrical Equipment Safety** - All electrical equipment will be checked prior to being introduced into the Village Hall and regularly serviced and maintained. No unauthorised items may be used in the village hall without prior agreement from the Village Hall Management committee

**Personal Protective Equipment (PPE)** - Employees must always use the personal protective equipment provided, for their personal protection if the work they are doing requires it.

**Control of Substances Hazardous to Health (COSHH)** - All employees using hazardous substances in the course of their work are required to use, handle and store them in the way prescribed by the safety data available for the product/substances. The Earl Stonham Village Hall Management committee will be responsible for identifying all substances which need a COSHH assessment, undertake and implement all actions identified and check new substances can be used safely before being introduced.

Where possible the Earl Stonham Village Hall Management committee will endeavour to replace hazardous chemicals with less harmful alternatives.

**Violence and aggression** - The Village Hall Management Committee has a zero tolerance towards violence or aggression and will take action against any perpetrator/s.

**Manual handling** - All employees will be given appropriate training in manual handling training and safe movement of loads.

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**Display Screen Equipment (DSE)** – The Village Hall Management Committee will ensure compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 for all Visual Display Users

**Lone working** - The Village Hall Management Committee recognises the extra safety requirements needed for employees working alone and will undertake risk assessments to determine safe systems of work.

**Contractors and Visitors** - The Village Hall will conduct its business in such a way as to ensure that members of the public visiting the premises and personnel/contractors working on the premises are not exposed to risks to their health and safety. A written procedure in respect of contractors and visitors will be provided to all personnel.

Advice and guidance on Health and Safety at Work can be found on the Health and Safety Executive website at [www.hse.gov.uk](http://www.hse.gov.uk)