

Health & Safety Policy

NB: Parts of the policy marked (UI) are reproduced in the User Instructions so both require updating simultaneously. A separate Fire Instruction notice printed in larger font, reproduced at Appendix A.

Responsibilities

1. Management Committee

The Management Committee of trustees and representatives is responsible for the Health & Safety of the Hall.

A delegated member of the Management Committee (a trustee) is responsible for implementing the H&S Policy for all the Hall property, buildings and grounds.

The Management Committee recognises its duty to users of the Hall, volunteers, contractors and others who may be affected by its activities and aims to protect them from risks to health and safety as far as is reasonably practical.

2. Users, Volunteers & Contractors

Every person using the Hall and its grounds has a responsibility to take reasonable care for the health and safety of themselves and for other people who may be affected by their acts or omissions. They **MUST** cooperate with the Management Committee in efforts to comply with statutory requirements in the field of H&S. In particular, all users, volunteers and contractors must:

- ✓ Work safely and efficiently.
- ✓ Undertake own Risk Assessments.
- ✓ Adhere to instructions provided with equipment being used.
- ✓ Report all incidents on the premises that have, or may lead to, injury or damage, directly to the delegated H & S representative. (Details on List of Trustees' Responsibilities at back of folder). A record must also be made in the Defects Folder or the Accident Log, both to be found on the Kitchen windowsill.
- ✓ Offer suggestions to improve H & S at the Hall.
- ✓ Ensure agreed measures are introduced to reduce or manage identified H & S risks.
- ✓ Be aware of the risk of slipping in the car park and driving in icy conditions.

Requirements of all Users, Volunteers & Contractors.

- ✓ Identify and assess risks to which people involved in their activity are likely to be exposed and brief the group accordingly. **Particular attention to be paid to the low height of the doors at the rear of the Hall.**
- ✓ Introduce specific measures as appropriate to minimise these risks.
- ✓ Adopt safe working practices.
- ✓ Maintain systems to effectively implement, monitor, review and improve H & S on an ongoing basis.
- ✓ Read and comply with the requirements of the Hall Booking Form, User Instructions and Fire Instructions to enable them to perform their activities/work safely and effectively.
- ✓ Ensure that appropriate Employers' and Public Liability insurance cover is in place.

Accidents

Three First Aid kits are to be located in the kitchen in a cupboard marked with a **Green Cross**. The responsibility for maintaining the kits lies with the H & S representative from the Management Committee.

Responsibility for reporting accidents/incidents lies with the individual booking the Hall. The Accident Log, Forms & Instructions for Completion to be located on the kitchen windowsill.

Responsibility for monitoring the Accident Log and reporting back to the Management Committee where necessary, lies with the H & S representative from the Management Committee.

Fire Safety

The Management Committee is responsible for ensuring the installation and maintenance of fire extinguishers in the main hall and in the entrance lobby, plus the fire blanket in the kitchen.

Fire extinguishers and the emergency lighting must be maintained once a year (in this case in January) and the emergency lighting checked monthly. These instructions are included in User Instructions and a laminated copy displayed in the main hall – in this case, beneath the bell between the room entrance and the kitchen door. Records of Fire Extinguisher and emergency lighting checks are in folders on the kitchen windowsill.

The Management Committee must ensure that escape routes are clearly marked.

Hall Electrical Appliances (UI)

If users consider a portable electrical appliance is defective, they **MUST** take it out of use, label it with labels kept in the drawer under the Green Cross Cupboard. The defect should also be recorded in the Defect Folder.

The H & S representative from the Management Committee will regularly inspect this record and remove defective equipment, informing the Management Committee of its removal and possible need for replacement.

Portable Apparatus Testing (PAT) should also be arranged annually, in this case each January, by the H & S trustee.

Risk Assessments

Risk Assessments will be completed to identify all potential hazards and will be reviewed annually. Current Risk Assessment paperwork is held in the Policies and Procedures File on the kitchen windowsill.

Appendix A

What to do if there is a Fire

1. Ring the bell and then:
 - ✓ Shout FIRE, FIRE, FIRE
 - ✓ Take the fire instructions attached to the bell.
 - ✓ Instruct everyone to leave immediately via:
 - The main entrance door
 - The emergency doors to the left of the stage
 - The rear doors out of the kitchen or the rear lobby, taking care to mind their heads due to low door height.
2. Check that the Hall is empty then get out yourself, closing doors behind you if possible.
3. Ring 999 to call the Fire & Rescue Service. The Hall address is:
22 Catisfield Lane PO15 5NN.
4. Safety of people is more important than the building and its contents. Only try to use the fire extinguishers in the entrance lobby or on the left of the stage if it is safe to do so.
5. Get everyone together at the Meeting Point (in front of the sheds to the right of the Hall)
6. Check to see if there is anyone missing.
7. Stop anyone going back into the Hall.
8. Tell the Fire Officer if anyone is missing and when they were last seen.

Change Record

Date of Change:	Changed By:	Comments:
1 August 2017	PMB	
	THL	