**DIGBY WAR MEMORIAL HALL**

**HEALTH AND SAFETY POLICY**

Policy Statement

The Digby War Memorial Hall Management Committee (hereinafter referred to as the Management Committee) will take all reasonable and practical steps to provide and maintain a safe and healthy environment on its premises for all its committee members, volunteers, hirers and visitors.

The Management Committee’s statement of general policy is:

1. To provide adequate control of the health and safety risks arising out of its activities

2. To consult with committee members and volunteers on matters affecting their health and safety

3. To provide and maintain safe equipment

4. To ensure safe handling and use of substances

5. To provide information, supervision and appropriate training for members and volunteers

6. To prevent accidents

7. To maintain a safe and healthy environment

8. To review and revise this policy as necessary at agreed intervals

Responsibilities

The Management Committee has overall responsibility for all aspects of health and safety at Digby War Memorial Hall and for ensuring appropriate arrangements are made to comply with all statutory requirements.

The Chairman is responsible for ensuring that the policy is implemented.

Day-to-day responsibility for ensuring the policy is put into practice rests with all members of the Management Committee and all volunteers are required to be familiar with this policy and its requirements

for ensuring a healthy and safe environment for users and hirers.

All hirers and users must:

1. Co-operate with the Management Committee on health and safety matters

2. Not interfere with anything provided to safeguard their health and safety

3. Take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at the Hall.

4. Familiarise themselves and comply with the Policy requirements on health and safety

5. Act to the highest possible standards of safety with regard to their members and visitors

6. Report all health and safety concerns to the Bookings Clerk or a member of the Management Committee

7. Report all accidents or injury that are caused by or occur on the premises to the Bookings Clerk as detailed in the Policy

8. Report to the Bookings Clerk if they are unsure how to perform a task safely, believe it would be dangerous to perform a specific job or use specific equipment

A breach of the Health and Safety policy or procedures could result in disciplinary action being taken.

The Management Committee will ensure:

1. The provision and maintenance of an environment for its volunteers, hirers and visitors that is safe, without risks to health and with adequate facilities

2. A safe means of access to and exit from the Hall

3. The provision and maintenance of equipment and procedures that are safe and without undue risks to health

4. Safety in use, handling, storage and transport of articles and substances

5. The provision of information, instruction, training and supervision necessary to ensure the health and safety of its volunteers, hirers and users.

Reporting

All hazards / potential hazards in the Hall should be reported to the Bookings Clerk in the first instance. Once notified, action should be taken to clear the hazard. All accidents must be recorded in the Accident Book (stored in the foyer).

The Chairman has responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 and reporting such incidents to the Health and Safety Executive.

Monitoring Health and Safety

Responsibility for carrying out periodic Health and Safety inspections will be delegated to the Vice Chair. The checklist for conducting inspections is in Appendix 3 and any risks reported to the Chairman. The Bookings Clerk or Chairman will also carry out health and safety spot checks after hirings.

Accidents will be investigated by the Chairman and the safety systems will be reviewed to try and prevent a recurrence.

Review

The Health and Safety policy and procedures will be reviewed every two years or when risk assessments indicate policy and procedures should be amended, whichever is the soonest.

The Health and Safety Officer is Nigel Fleetwood (Vice Chair)

Accidents and First Aid

A first aid box is located in the kitchen. All committee members, hirers and employees will be shown the location of the first aid box.

All injuries however small, must be reported to the Bookings Clerk and recorded in the Accident Report Book. All accidents will be investigated as necessary, with any required action being taken to prevent a recurrence of the problem.

Alcohol, Drugs or Substance Misuse

Any person displaying any actions which are considered attributable to alcohol, drugs or substance misuse will not be allowed in the Hall.

Electricity

Members and volunteers must ensure that they use electricity in the safest possible way:

Never tamper with electrical equipment or electrically powered equipment.

Do not attempt to repair it or to remedy an electrical problem.

Do not overload sockets.

Do not use taped joints to connect cables.

Do not ignore obvious tell-tale signs such as faulty switching.

Do not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their duties.

Do not handle electrical appliances, plugs and flexes with wet hands.

Do switch off equipment before unplugging and cleaning.

Do report electrical equipment to the Management Committee which is not working properly.

Do ensure they are aware of safety precautions.

Equipment

All contractors will be instructed in the safe use of hall equipment and should report any equipment failure to the Bookings Clerk.

Machinery, tools and equipment are only to be used by qualified and authorised personnel. It is the responsibility of contractors to ensure that any tools or equipment they use are in good and safe condition. Any equipment which is defective must be reported to the Bookings Clerk. In addition, new or second-hand equipment must be checked to ensure that it meets health and safety standards before it is purchased.

No equipment should be used outside of the manufacturer’s guidance. Contractors, trustees and volunteers are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose. Approved personal protective equipment must be properly used when appropriate. All equipment must be properly ad safely stored when not in use.

The Chairman shall be the point of reference for queries regarding equipment testing. Mr Nigel Fleetwood will carry out routine maintenance inspections of the building infrastructure and equipment to ensure that equipment is appropriately maintained and report his findings to the Committee.

Fire

The Management Committee has a formal arrangement for ongoing fire safety measures including maintenance of the fire equipment, emergency lighting and fire alarm. Findings will be reported to the Management Committee. Fire instructions are displayed at various points around the building. All members, volunteers, hirers, visitors and employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as a faulty electric cable or loose connections. Personnel should never attempt to repair or interfere with electrical equipment or wiring themselves.

Fire doors are designed to slow the spread of fire and smoke throughout the workplace. Fire exit doors must never be locked, blocked or used as storage space. All personnel must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure familiarity with emergency evacuation procedures and details of these will be recorded. Fire alarm checks must be carried out, where appropriate, as part of the annual audit and recorded monthly when possible.

Food Hygiene

In order to comply with the Food Safety Regulations 1995 and when requested by local authorities, the Chairman will ensure that the kitchen area and associated equipment are inspected by the district council to ensure an acceptable level of food hygiene is achievable. The Management Committee will display any formal report issued following an inspection noting that due to the level of food preparation undertaken at the hall (minimal) inspections are likely to be replaced by surveys thereafter submitted to the district council for analysis. In respect of the hiring of the kitchen and associated equipment will ensure:

1. The work area and equipment are clean

2. Suitable premises are provided

3. Sanitary and wash basins are provided

4. There are suitable arrangements for food waste

The Management Committee will ensure that in respect of events / services directly provided

1. Food handlers are supervised / trained in food hygiene matters

2. People handling food maintain the correct standards of personal hygiene

3. Suitable protective clothing is available and worn by all those involved in food preparation

In addition please refer to the

Housekeeping

It is the responsibility of all trustees and volunteers to ensure the following:

1. Materials and equipment must be stored safely and tidily at all times

2. Passageways and exits must be kept clear and free from obstructions. If a passageway becomes wet the floor should be wiped up immediately.

3. Trailing cables should not be left in any passageway.

4. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut into the passageway.

5. All visitors to functions will be the responsibility of the hirer for their safety and conduct. Visitors to the hall / contractors will be accompanied initially by a member of the committee / Bookings Clerk and escorted around the building. If someone is on the Hall premises or not conducting Hall business and cannot be identified, then they should be challenged and appropriate action taken.

Infectious Diseases

For these guidelines an infectious disease is defined as one which could be transmitted either deliberately or unknowingly to any person / persons.

1. All trustees or volunteers who may have contact with bodily fluids should seek guidance from their GP regarding vaccinations and should wear the appropriate protective clothing i.e. gloves / apron.

2. The Bookings Clerk must be advised if any volunteer or user is suspected of or diagnosed as having a contagious disease which may be passed to others in everyday occurrences. They must then inform the Chairman. The volunteer or user should not attend the Hall until medical advice has been sought. If a hirer is suspected or diagnosed as carrying a contagious disease medical advice should be obtained before the hiring can continue. This does not contravene our equal opportunities policies and procedures.

3. Once the trustee or volunteer has sought medical advice they should inform the Bookings Clerk of the circumstances, who will discuss the implications with them.

4. Confidentiality and dignity of the individual will be respected at all times and details of their condition will not be revealed to any third party without their agreement unless there is a significant risk to a third party.

5. The Management Committee shall take appropriate care to prevent cross infection or contamination.

Information, Instruction and Supervision

Health and safety advice is available from the Health and Safety Executive helpline.

Supervision of young people will be arranged as appropriate.

Insurance

The Management Committee are responsible for insuring the activities of the organisation. Insurance certificates shall be displayed on the premises.

Lone Working

It is recognised that from time to time contractors, trustees and volunteers will work alone at the Hall. It is acknowledged that guidelines cannot cover eventualities / circumstances which are not possible to anticipate. However, all contractors, trustees and volunteers have a duty to ensure that priority is given to their own safety and to that of other contractors, trustees and volunteers and the public wherever possible.

Manual Handling

In all cases where contractors, trustees, volunteers and hirers may be required to carry, lift, push or pull items as part of their duties, a self risk assessment should be undertaken and recorded. The assessment should identify any unnecessary operations. Lifting and moving should always be done safely, having regard to the situation presenting the need for moving and handling and always by at least two people after suitably assessing the risk. The route over which the load is to be lifted should be inspected to ensure it is free of obstructions.

Manually handling operations which involve the risk of injury should be avoided. Contractors, trustees, volunteers and hirers should not attempt to lift or move which is too heavy to manage comfortably and should ask for assistance if there is any danger of strain. Contractors, trustees, volunteers and hirers should not use chairs or any makeshift device for climbing and a ladder or stepping stool should be used.

Risk Assessments

It is a requirement of the Management of Health and Safety at Work Regulations 1999 that the management committee undertakes and records risk assessments (see Appendix 1 for a risk assessment template). Risk assessments will be undertaken as required and reviewed periodically based on the activity and the level of risk. Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk assessment will be reported to the Chairman.

The action required to remove or control risks will be approved by the Chairman. Although risk assessments are undertaken prior to the activity being carried out, all contractors, trustees, volunteers and hirers have a responsibility for not undertaking activity if they consider that the risks to themselves or others is significant.

Safe handling of Substances

The management committee is required to carry out an assessment under the Control of Substances Hazardous to Health Regulations 2002 in order to assess the Hall for risk to health from substances used on their premises. A hazardous substance can be liquid, solid, dust powder or gas which can damage health when it comes into contact with skin or eyes; or enters the body through the skin; or is breathed in, swallowed or even transferred to the mouth via contaminated hands.

In order to comply with CoSHH regulations the management committee is required to take the following steps:

1. Identify the hazardous substance present. Consider the risk they present to people’s health if the risk is significant.

2. Decide who might be harmed or if others may be affected indirectly.

3. Evaluate the risk arising from the hazard and decide whether existing control measures are adequate or if more should be done.

4. Record the findings and arrange for details to be inserted into a health and safety file and inform all trustees and volunteers.

Assessments should be reviewed annually or until new guidance is given whichever is sooner. Of note the only materials routinely held are off the shelf cleaning materials which do not need a full risk assessment but should be handled as described below.

Trustees and volunteers required to use certain substances / chemicals will be required to comply with the manufacturer’s instructions. If in doubt they should check before use with any member of the management committee. Use protective clothing, footwear, gloves, masks or eye protection as appropriate. Clean any spillage or soiling of such substances in an appropriate manner. Report any accidents, incidents or injuries to the management committee.

Smoking

Smoking is not allowed in Digby War Memorial Hall.

Training

Members of the Management Committee will be offered appropriate training to ensure they fully appreciate their role as trustees of the committee. All trustees and volunteers will receive appropriate health and safety training as part of their induction on joining. Training will include instruction on the safe use of any equipment provided and other information which is relevant to their specific role and responsibilities. Specific training sessions will be arranged if there is a change to health and safety procedures. Any training or development needs should be reported to the Chairman.

Violence Against Trustees and Volunteers

The Management Committee will not tolerate any incidents of abuse, verbal or physical.

Appendix 1

**Risk Assessment Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed? | What are we already doing? | Risk Rating | What further action is necessary? |
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Appendix 2

**Audit Report Form**

Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Item | Y / N | Explanatory Note |
| General |
| Awareness of H&S Policy |  | Is H&S poster displayed and filled in?Are policies accessible?When required is H&S training provided? |
| Insurance Certificate |  | Is certificate displayed and up to date? |
| Monitoring |  | Are checks made on risk assessments, accidents, maintenance records and management inspections? |
| First Aiders |  | Are first aiders properly trained? |
| First Aid Boxes |  | Is the first aid box properly stocked and under the control of an appointed person? |
| Are all records kept on site? |  | All records should be available locally for inspection. |
| Visitors |  | Is there a signing in book for hirers / user groups? |
| Fire & Emergency Procedures |
| Fire Assessment |  | Are assessments undertaken by a suitable person?Are all records kept (alarm logbook, service record etc)? |
| Evacuation Plan |  | Is there a plan to deal with foreseeable emergencies? |
| Escape routes, signage, smoke detectors, fire blankets etc. |  | Are escape routes clear? Are fire doors clearly signed? Are exits unobstructed and easily opened? Is all safety equipment operational? |
| Assembly Point |  | Is this clearly indicated and safely accessible? |
| Flammable Liquids |  | Preferably stored in a metal cabinet. |
| Fire Alarm System |  | Should be tested weekly and maintained quarterly with all records kept. |
| Record of weekly alarm tests and events |  | Regularly updated. |
| Extinguishers |  | Is there evidence of annual inspection? Should be appropriately sited and secured to a wall or purpose built stands. Is all firefighting equipment maintained and tested? |
| Emergency Lighting |  | Is it in good repair and does it adequately illuminate the escape routes? Are monthly tests and 6 monthly services undertaken? |
| Smoking Policy |  | Ensure designated smoking areas do not compromise fire safety. |
| Portable Electrical Appliances |  | Have they been recently tested? Check dates should be at least annual. |
| Electrical Installations |  | Ensure that an electrical safety certificate for fixed electrical installations is obtained from a NICEIC or ECA electrical contractor to comply with the requirements of BS 7671: IEE Wiring Regulations. Inspections should be carried out annually and the test certificate issued at least once every 5 years. |
| Risk Assessments |
| Risk Assessments |  | Are suitable records kept? |
| Manual Handling |  | Do heavy loads need to be moved? If so seek advice on undertaking a proper assessment. |
| Food Hygiene |  | Are kitchens clean and food suitably stored? Are all refrigerators properly managed? |
| COSHH Assessments |  | Is there a list available of any hazardous chemicals used? Are they safely stored? Are they all essential? |
| Assessment of Contractors |  | Are contractors H&S ‘competent’? Have they provided risk assessments for their activity on site if required.  |
| Legionella |  | Is water checked, records kept on site, defects acted upon? |
| Personal Protective Equipment |  | Is any used? Has that use been assessed? |
| Regulation |
| Accident Reporting |  | Is the accident book available and used? Are incidents reported to the management committee? What action has been taken to prevent re-occurrence?  |
| Ladders |  | Are they necessary? Suitably maintained, secure against unauthorised use? |
| Disability Discrimination Act |  | Is the Hall accessible to people with disabilities? Can they be evacuated safely? |
| Environment |
| WCs |  | Adequate number, clean, well ventilated, hand washing facilities etc. |
| Lighting |  | Is the artificial lighting adequate? Externally is it adequate for security purposes and the avoidance of trip hazards. |
| Heating |  | Guide minimum 16C |
| Cleanliness & Repair |  | Are all surfaces capable of being cleaned? Are waste materials being removed? Does disrepair cause hazard? |
| Cupboards / Storage |  | Are contents safely stored? Can objects be reached without risk of injury? Combustible materials? Locked if necessary. |
| Car Parking |  | Surface conditions, safe exit onto roads, lighting, space |