

Health and safety policy

This is the statement of general policy and arrangements for: TASBURGH VILLAGE HALL		
<u>Tasburgh Village Hall has overall and final responsibility for health and safety</u>		
<u>Chairman/Trustees/Employees and User Groups have day-to-day responsibility for ensuring this policy is put into practice</u>		
Statement of general policy	Responsibility of: [Name &Title]	Action/Arrangements (What are you going to do?)
To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Chairman and Trustees	Maintain and update training as necessary. Ensure all personnel are subject to full Risk Assessments where necessary.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Chairman and Trustees	Ensure all personnel including employees and volunteers are aware of what is expected of them
Engage and consult with employees on day-to-day health and safety conditions	Chairman and Trustees	Ensure all employees have a clear line of command to sort issues.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Chairman and Trustees, Volunteers & Hirers	Update and review procedures on a regular basis and at least annually.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Chairman, Trustees and Caretaker`	Ensure proper maintenance records are kept. All Employees and User Groups are kept updated of any H&S changes issued by relevant authorities – e.g. HMG, ACRE etc.

Signed: * (Chairman of Tasburgh Village Hall Management Committee [TVHMC])		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy, but it is good practice to do so.

Health and safety law poster is displayed	Village Hall and Bar cellar
First-aid box is located:	Kitchen
Accident book is located:	Kitchen 1 page records are kept by secretary securely off-site

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down - but it is good practise to do so.

NOTE - Once approved by TVHMC, action on signs should be completed within 14 days. All other actions should be completed within 30 days

Organisation name: **TASBURGH VILLAGE HALL**

Date of risk assessment: **July 20th 2019**

Next Review Date by: **July 31st 2020**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Date completed
Slips, trips and falls due to: a) All uneven surfaces such as the car park, paved areas, the field and play areas b) cleaning of floors and all wet surfaces	Users of the hall, car park and other surrounding outside areas may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects. *NOTE – this list is not exhaustive.	a) Car park surface maintained to be as even as possible. b) Parking spaces for visitors with disabilities available next to hall entrance. c) Good lighting in car park and all rooms and corridors in hall. d) Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. e) Mats at entrances to stop rain water being carried in. Particularly to field f) No storage in corridors. g) No trailing electrical leads/cables. h) Grounds are maintained to alleviate as many risks as possible	Mat by exit to field Signage re football boots Ensure hire agreement includes cleaning section Adequate signage and advice when cleaning. Adequate signage around the building and play equipment areas advising of potential hazards	All by: Chairman and/or nominated trustee and/or Caretaker	All signs by August 30 th , all others by September 13 th 2019.	
Vehicle Movements	Pedestrians could suffer serious injury if struck by cars entering and leaving car park or moving in it	Entrance to car park marked For large events parking controlled Car Park well lit Skip/recycling taking place when hall not in use	a) Consider if hire agreement requires additional wording to include marshalling at large events. b) “Beware of Pedestrians and Children” signage	a) Trustees, any users or Hirers b) Chairman or Caretaker	Signage by August 30 th 2019	

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Electricity	Users risk electric shocks or burns from faulty equipment or incorrect installation	<ul style="list-style-type: none"> a) Fixed installations correctly installed by qualified electrician, and inspected regularly. b) All repairs are only carried out by a qualified electrician. c) Safety plugs in sockets in Large Hall. d) Portable equipment checked for visual signs of damage before use. e) Annual PAT testing of all electrical equipment used in the building. f) Broken sockets fixed within 7 days g) Hall users know they are responsible for any equipment used on site 	<ul style="list-style-type: none"> d). Remind all users that portable equipment considered unsafe should be marked and taken out of use. e). Annual PAT Test reminder g). Make sure that the Hire Agreement states any equipment brought on site must have a current PAT certificate. <p>1). 64 amp sockets in Large Hall need switching off at fuse box and fuse removed</p> <p>2). Electric pole on perimeter of property (Grove Lane) needs signage</p>	<ul style="list-style-type: none"> User Groups & Chairman Secretary Caretaker [as usage dictates] Caretaker 	<ul style="list-style-type: none"> August 30th 2019 Jan 31st 2020 Ongoing August 30th 2019 	
Hazardous substances Eg cleaning products	<p>The cleaner, and others cleaning, risk skin problems [e.g. dermatitis, eye damage etc.] from direct contact with cleaning chemicals.</p> <p>Vapour may cause breathing problems.</p>	<p>Proper PPE [Personal Protection Equipment], Nitrile gloves, mops, brushes and other equipment provided.</p> <p>Cleaning products marked 'irritant' replaced with milder alternatives when available</p> <p>Cleaner trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container.</p> <p>Cleaning products stored securely and marked appropriately</p>	<p>All users of cleaning items to be reminded to always use correct PPE and to report if anything needs updating or replacing.</p> <p>Ensure up to date Safety Data Sheets for all Hazardous are used.</p>	Chairman and/or Trustees and/or Cleaners and/or User groups	August 30 th 2019	
Fire	If trapped, any trustee, employee, member of a User Group or a Hirer could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> a) Full Fire Risk Assessment done June 12th 2019, + Trustee, Employee and User Group declaration sheets done b) Annual interim Fire RA review by Chairman & nominated trustees c) Full Fire RA every 4 years d) Fire Safety Induction Training for all Trustees, employees and User Group heads 	<ul style="list-style-type: none"> a). Ensure the actions identified as necessary by the fire risk assessment are done. <p>b + c) part of annual plan + updates as necessary</p> <p>d). Ensure all User Group heads return signed copies of Induction Training and Declaration sheets.</p>	<ul style="list-style-type: none"> Chairman & Caretaker Secretary Iain MacLennan for TVH, User Group heads 	<ul style="list-style-type: none"> August 30th 2019 Ongoing August 14th 2019 	

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Burns	Users could risk burns from hot water or hot pipes, ice burns or friction burns	<ul style="list-style-type: none"> a) Water from hand wash in toilets set to acceptable temperature to reduce burns b) Heaters at floor level have signs alerting to possible risk of burning. Pipes are at low level c) Large Hall heaters are sited above head height d) Users of Burco boiler in kitchen are of a competent level e) Boiler Room pipes correctly covered to avoid possible burns 	<p>Ensure sign on Burco boiler in kitchen is correct.</p> <p>Install "Caution – Hot Water" signage in toilets and kitchen</p>	Chairman & Caretaker	August 14 th 2019	
Entrapments, falls, in or outside the building	Users could slip outside on surfaces, or trap small fingers on equipment, seating, doors or windows	<p>Finger guards in place on doors regularly used by Playgroup</p> <p>RoSPA regularly inspects outdoor equipment & notifies of issues</p> <p>Recycle area is enclosed</p>	<p>Finger guards need to be replaced to meet current Fire standards</p> <p>Regular checks for broken glass</p> <p>Tennis court surface will need replacing</p> <p>Bench by changing room door possible head entrapment (back) needs additional slat</p>	<p>Caretaker</p> <p>Caretaker & Groundsman</p> <p>Trustees</p> <p>Caretaker</p>	<p>August 30th 2019</p> <p>Weekly</p> <p>Quarterly</p> <p>August 30th 2019</p>	
Injury from falling trees	Users and public could be injured from low branches and falling trees	<p>Old and diseased trees are checked on regular basis and appropriate action taken.</p> <p>Canopy maintained to 7 foot high</p> <p>Planned & regular inspection. Problems dealt with by responsible person with the necessary tree surgery skills</p>	<p>Regular outside maintenance programme.</p> <p>Quarterly walk around by 2 or 3 trustees</p>	<p>Caretaker</p> <p>Trustees</p>	<p>Weekly</p> <p>Quarterly from September 1st 2019</p>	
Stored and fixed equipment	<p>Users could be injured by collapsing stacks of chairs etc</p> <p>Possible fire risk in Boiler Room</p>	<p>Users instructed that they must stack tables and chairs carefully so that they do not collapse</p> <p>User cupboards should have stored equipment at correct height</p> <p>Boiler Room kept clear of unnecessary equipment and all flammable substances</p>	<p>Trolleys available to move tables and chairs</p> <p>Regular checks maintained</p> <p>Regular checks maintained</p>	<p>All by Chaiman, Trustees and Caretaker</p>	<p>Quarterly from September 1st 2019</p>	