



TASBURGH VILLAGE HALL HEALTH AND SAFETY POLICY

Statement of Intent

This health and safety policy sets out how health and safety issues are managed within Tasburgh 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.

Applicability

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.

The Policy

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from work or activities at the village hall and grounds
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and village hall users
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees

- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities and actions:

- Overall responsibility for Health and Safety is held by the Village Hall Management Committee 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 has day to day responsibility for ensuring the Policy is put into practice
- The Village Hall Management Committee has responsibility for specific areas e.g., accident reporting, first aid, training, risk assessment and training which may be designated to a 'competent person/s'
- The actions to be taken in the case of an accident or emergency
- The requirement for periodic refresher training for employees on health & safety matters
- The requirement to ensure that visitors are made aware of hazards and emergency information (a pictorial representation of the building may be used for this purpose)
- The requirement for all new employees to 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.

- It is the duty of all employees to act responsibly, taking care of their own health and safety and that of others and to do everything they can to prevent injury to themselves and fellow workers.

The arrangements (systems and procedures) for health & safety

The arrangements section of the policy outlines how Tasburgh Village Hall will meet the commitments made in the statement of intent and effectively implement them. It details the measures that will be put into place to eliminate or reduce as far as is reasonably practicable the risks posed by the hazards in the workplace. Risk assessments will be undertaken and the findings of these assessments will be reported to the Village Hall Management Committee for approval of actions required to remove/control risks and ensuring the actions are implemented.

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.

Training

All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job specific health and safety training.

Housekeeping

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.

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.

Accident reporting and investigation

All accidents however minor, must be recorded in the accident book which is situated in the cupboard 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.

The first aid box is in the identified cupboard in the kitchen.

The Provision of 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.

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

Priority is always 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 Tasburgh 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 Tasburgh 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 to violence or aggression which will not be tolerated 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.

Display Screen Equipment (DSE)

Unity 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/contactors 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