

Health & Safety (H&S) Policy

Erpingham With Calthorpe Village Hall

Date of next review: 9 Sep 25

The Health, Safety and Welfare of all those managing, using and visiting Erpingham With Calthorpe Village Hall is paramount at all times

Section No	Title	Relevant to/ to be read by
A	General H&S Guidelines	All Users
B	Working Practices	All Users
C	User Responsibilities	All Users
D	Hirer Responsibilities	Those Hiring the Hall
E	Contractor Responsibilities	Contractors
F	Management Committee Responsibilities	Management Committee

This H&S Policy is available to be downloaded from the website:

<http://www.erpingham.org.uk>

This policy is to be reviewed annually.

Points of Contact: As detailed on website.

SECTION A – General H&S Guidelines

Premises:

- The entrance must be always clear of obstacles and hazards whilst the building is in use.
- Wet floors must be made safe by the application of an absorbent, non-slip surface. Spillages must be cleared up promptly.
- Heating is to be used in accordance with the instructions provided.
- Any concerns regarding electrical installations (eg plugs/leads), including signs of damage, exposure of components, water penetration etc should result in the affected item being removed from use immediately and the issue reported in the Incident Book. Damaged installations/equipment should not be touched.
- Electrical leads must not be allowed to trail across floors where they may cause a trip hazard.
- No more than 4 adults are to be present in the kitchen at one time whilst it is in use.
- The cooker is not to be unattended whilst in use.
- Children are only to be in the kitchen under the direct supervision of an adult and not at any other time.

- Kettles are not to be over-filled, nor should leads be left to trail over the edge of the worktop.
- All cleaning solutions etc are to be kept out of the reach of children.
- Any freestanding equipment is to be sturdy or adequately secured to prevent it from toppling over.
- All persons are to exercise care when moving any equipment (eg chairs/tables/trolley/) to prevent trapping fingers etc.

SECTION B – Working Practices

It is each individual's responsibility to protect themselves from injury when lifting, carrying, pulling, pushing or removing/replacing an item.

Do not attempt to carry out any action on your own if you are worried that it may be above your capability. Ask for help.

The following guidelines should be observed:

- Where possible, lighten the load by separating items so that they are more manageable.
- When lifting heavy objects, bend knees and keep back straight.
- Ensure that you are sufficiently elevated to see what you are doing. Do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step if necessary. Do not stand on chairs.
- Do not work at height on steps or a ladder unless they are properly secured, and another person is present.
- Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Hygiene

In the interests of health, good hygiene practices are essential. General guidelines are:

- Thoroughly wash hands before handling food.
- Use paper towels for drying hands/cleaning up spillages etc.
- Use plastic gloves where appropriate, particularly where there may be an opportunity for contact with body fluids (eg cleaning toilets or blood spills).
- Thoroughly clean any surfaces that may be used for food preparation before and after use.

First Aid/Accident Book

A First Aid box is stored in the kitchen. The Accident Book is to be used to record all bumps/cuts/falls etc as well as more serious accidents and near misses.

Incident/Feedback Book

Any hall user who becomes aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident/Feedback Book for the attention of the Committee.

SECTION C – Responsibilities of All Users

All Hirers and Users of the Hall, Contractors and Committee Members are expected to:

- Adhere to these H&S instructions.
- Act immediately to remove any practice or potential hazard that could compromise the H&S of any person and report such incidents in the Incident/Feedback Book.
- Take reasonable care for the H&S of themselves and other persons whilst using the Hall, ensuring that their actions do not compromise the H&S of themselves or any other person on the premises.
- Immediately remove any potentially hazardous or broken equipment from use and report it in the Incident/Feedback Book.
- Co-operate with the Management Committee to enable them to carry out their H&S responsibilities.
- Familiarise themselves with the location of fire extinguishers.

SECTION D – Responsibilities of Hirers

All Hirers of the Hall are expected to **sign the Standard Hiring Conditions form to confirm that they agree and accept the conditions stated therein. Hirers are responsible for the safety of people on the premises during the period of their hire and provide adequate supervision etc.**

Hirers are to:

- Comply with all conditions of hire, as set out in the Hiring Agreement, and ensure that their organisation/party conducts its activities in line with such conditions.
- For any booking that involves a person leading an organised activity where children, who are not legally theirs, are present confirmation of an up to date DBS and relevant safeguarding children training will be required prior to any booking being confirmed. This does not include bookings by any statutory Educational provision as part of their normal education activity as there is already safeguarding assurance in place for these staff members.
- Ensure they are familiar with Fire Safety requirements (eg keeping fire exits clear), evacuation procedures and the location of the main fuse box.
- Designate a responsible person at each hiring/event who will take charge of evacuation in the event of an emergency.
- Ensure that highly flammable substances are not brought into, nor used in any part of, the hall.
- Seek the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensure that any permitted decorations are not placed near light fittings or heaters.
- Check that any portable electrical equipment that has been brought onto the premises complies with current regulations ie has been PAT tested.
- As good practice hirers should have a method of accounting for the number of persons present during their hire.

SECTION E – Responsibilities of Contractors

Contractors carrying out work on the Hall are expected to **familiarise themselves with the H&S Policy and any identified risks**. They are to:

- Implement and maintain safe working practices in respect of themselves and their employees and to meet their statutory obligations with regard to H&S legislation and Public Liability Insurance.
- Have regard to the safety of hall users when working on the premises and/or in respect of anything temporarily left/stored on the premises.
- Advise the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

SECTION F – Responsibilities of Management Committee Members

The Management Committee, although having no legal requirement to record H&S assessments, as Trustees of the Charity and as manager of non-domestic premises, recognises and accepts its general duties under the H&S At Work Act 1974 and The Management of H&S at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The Committee will achieve this by:

- Identifying, assessing, recording and regularly reviewing risks.
- Seeking to eliminate or control risks.
- Monitoring compliance and work conditions.
- Establishing a clear and practical safety organisation.

Village Hall Management Committee Members are to:

- Provide healthy and safe working conditions, equipment and systems for all users.
- Provide all necessary support and information to Hall users, hirers and outside contractors.
- Ensure that all Hirers, Users and Contractors are aware of the H&S Policy.
- Ensure that the H&S Policy is fully implemented.
- Monitor compliance with H&S guidelines.
- Regularly assess and review risks and record such risks.
- Provide and maintain an Incident Book in which any incidents which have, or might have, affected the H&S of any person may be reported and in which any defective or broken equipment may be noted.
- Take all necessary action to rectify faults relating to H&S, including arranging for repairs/replacement of broken equipment.
- Ensure sufficient funds are available and accessible to meet H&S requirements.

Policy Management

Role/Responsibility	Responsibility	Committee Member
Risk Assessment Manager (RAM)	Maintain current policies and risk assessments. Present them to the Committee for approval.	Amanda Eastlake
First Aid	Monthly check and replenishment of First Aid box	Lucy Parsons
Reporting Accidents/RIDDOR	Check recording of minor accidents in the Accident Book. Complete RIDDOR forms as required.	Lucy Parsons
Monitoring/management of current risks	Instigate any actions necessary to remove risks e.g. repairs. Advise RAM and report to Committee at each meeting or as appropriate.	Amanda Eastlake
Information for Hirers	For each booking, check that new hirers have read and agreed to the 'Terms & Conditions'. Ensure hirers are updated on any changes to the Risk Assessment.	Tony Amies
Information for Contractors	Liaise with contractors before work commences. Ensure that they have read the H&S Policy/Risk Assessment and that they are aware of their responsibilities.	Dennis Wells
Annual Testing/Certification	Ensure all mandated inspections of gas and electrical appliances, fire equipment (alarm and extinguishers) are carried out on time and retain relevant documents.	Nigel Wilson
Safety Notices	Maintain relevant safety notices, including copies of Fire Evacuation Procedures and H&S guidance.	Rosalind Horne