

# BUXHALL VILLAGE HALL MANAGEMENT COMMITTEE

(Registered Charity No: 304724)

**Mill Road, Buxhall, Stowmarket, Suffolk, IP14 3DS**

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## Health and Safety Policy

This document is the Health and Safety policy of the Buxhall Village Hall Management Committee, hereinafter referred to as the 'Committee'.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for its volunteers, members, visitors, hirers and any future employees.
- b) Keep the hall premises, facilities and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to volunteers, users and any staff.

It is the intention of the Committee to comply with all Health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations within the hall.

The Committee considers the promotion of health and safety of all who use the premises, including contractors who may work there, to be of great importance. It recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage all visitors, contractors and users and any staff to engage in the establishment and observance of safe working practices.

Any employees, contractors, visitors and users will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

### **1.0 RESPONSIBILITIES FOR HEALTH AND SAFETY**

- 1.1 The Committee has overall responsibility for health and safety in the hall and for the implementation of this policy. It is the intention of the Committee to comply with all Health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations in the hall.
- 1.2 All users of the facilities are expected to read this Health and safety Policy statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the site. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

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- 1.3 It is the duty of all contractors, hirers, visitors and any staff to:
- 1.3.1 take care of themselves and others who may be affected by their activities;
  - 1.3.2 do everything they reasonably can to prevent injury to themselves and others; and
  - 1.3.3 co-operate with the Committee in keeping the premises safe and healthy including the car park.
- 1.4 Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Secretary or Booking Secretary as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be reported immediately to the Secretary or Booking Secretary.
- 1.5 Routine reviews, checks and safety inspections of safety procedures and equipment are conducted by appointed Members of the Committee or their nominees. Further information can be obtained from the Secretary upon request. Contact details are provided on the web site at <http://buxhall.onesuffolk.net/admin> or on the noticeboard outside the hall.

## 2.0 SAFETY INFORMATION

### 2.1 Fire Precautions and Checks:

- 2.1.1 a plan of the hall showing the location of fire exits, fire extinguishers and smoke detectors is given in appendix 1;
- 2.1.2 a copy of the hall emergency evacuation procedure is attached at Appendix 2 and is also displayed on the hall notice-board. In addition, each group that meets regularly in the hall may have its own evacuation procedure and fire drill procedure. A guide to the emergency arrangements is provided to all hirers, displayed in the hall and is attached at Appendix 3; and
- 2.1.3 the service record for the fire safety equipment is available from the Secretary upon request.

### 2.2 Risk Assessments

The Committee carries out risk assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm. These risk assessments also help the Committee to comply with the various laws and regulations contained in a wide range of legislation. Copies of the risk assessments are available on request.

The risk assessments, together with the actions and outcomes they may identify, are kept under review in order to aim for the lowest level of risk possible. However, the Committee is aware that risk can never be eliminated completely. New risk assessments are carried out if new or changed circumstances are identified and are part of the Committee's on-going commitment to safety.

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### 3.0 SAFETY PRACTICES

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exits doors are clear as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration, etc.
- Do not work on steps, ladders or at a height until that are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested (PAT).
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) without the proper equipment.
- Do not stack chairs more than eight high.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children or unauthorised persons in the kitchen except under close supervision. Avoid over- crowding and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- All faults or repairs should be reported to the Secretary or Bookings Secretary.
- Report every accident in the accident book and to the Secretary or Bookings Secretary.

Be aware and seek to avoid the following risks:

- Creating slipping hazards on steps or wet floors – mop spills immediately.
- Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the foyer, kitchen, main hall and storage areas.
- Avoiding tripping by using adequate lighting.
- Risks to individuals while in sole occupancy of the building.
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives.
- Creating toppling hazards by piling equipment e.g. in store cupboards.

### 4.0 IN CASE OF ACCIDENTS

4.1 The nearest Accident and Emergency/Casualty dept. is: Ipswich Hospital, Heath Road, Ipswich, IP4 5PD.

4.2 The nearest doctor's surgery is:

Heath Road, Woolpit, Bury ST Edmunds, IP30 9QU.

4.3 The First Aid Box is located in the kitchen.

4.4 The accident book is kept in the main hall. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to the Secretary or Bookings Secretary.

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4.5 The following major injuries or incidents must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Any penetrating injury to the eye (including chemical).
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or requiring admission to hospital for more than 24 hours.
- unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption, of any substance by inhalation, ingestion or through skin.
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Should there be an incident/accident in the Hall that requires the completion of a RIDDOR form then please contact the Secretary for assistance.

## **5.0 INSURANCE**

A copy of the Employer's Liability and Public Liability Insurance certificate for the Village Hall is displayed on the hall notice boards and can also be obtained from the Secretary upon request.

## **6.0 CONTRACTORS**

Before any contractor or person on site begins any work they should:

- a) Carry out their own risk assessment.
- b) Ensure they have adequate liability cover.
- c) Familiarise themselves with this Health and Safety Policy.

## **7.0 REVIEW OF HEALTH AND SAFETY POLICY**

The Committee will review this policy annually after each AGM and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the Committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of Committee meetings.

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