



COBHAM VILLAGE HALL – HEALTH & SAFETY POLICY

Statement of Intent

Cobham Village Hall Management Committee have a 'duty of care' under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. Management committees also have a statutory duty under the Health and Safety at Work Act 1974 to take 'reasonably practicable' steps to ensure the health and safety of employees and others who use the hall ie volunteers, members of the public and contractors. This policy sets out how health and safety issues are managed within Cobham 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 and arrangements that have been made to support the policy.

Applicability

The policy applies to all hall users and employees, and also applies to other people who work at the hall e.g. contractors, volunteers. It applies to all other people who visit the 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 within its grounds
- to prevent accidents and cases of work-related ill health
- to consult with our employees (and hirers where appropriate) on matters affecting their health and safety
- to provide and maintain safe and healthy conditions, equipment and systems of work for all employees and village hall users
- ensure all maintenance checks and inspections are routinely and adequately undertaken
- to provide information, instruction and supervision for employees and users of the hall
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to ensure safe handling and use of substances
- record arrangements (best practice, not statutory with fewer than 5 employees); 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 Act 1974 and all applicable regulations made under the Act, and all other relevant statutory legislation, 'so far as reasonably practicable'.
- The administrator 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 specific 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, users and visitors 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, fellow workers and other users of the hall.

The Procedures and Systems for Health & Safety

The procedures and systems section of the policy outlines how Cobham Village Hall Management Committee 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 hall. Risk assessments will be undertaken, and the findings of these assessments reported to the full Management Committee for approval of actions required to remove/control risks and ensuring the actions are implemented.

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. It would be good practice for all members of the Management Committee to ensure that they remain familiar with the following and should be made familiar with these actions upon enrolment: -

1. Action to be taken on discovering a fire
2. Action to be taken on hearing a fire alarm
3. Assembly points
4. Calling the Fire Service and operating the Fire Alarm
5. Making power supplies safe
6. Use of extinguishers
7. Means of escape routes
8. Evacuation of occupants, particularly anyone with any form of disability and young people.

Housekeeping and the mitigation of risk

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Smoking is forbidden anywhere inside the hall.
- Children are not permitted in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Spillages must be cleaned up immediately.
- 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.
- Specific instructions for using machines, eg the dishwasher, will be provided, maintaining a safe system of use.
- 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.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Hirers and staff must immediately report any fault or defect in equipment to the caretaker or secretary, or in their absence a member of the Management Committee.



- Naked flames, including candles and fireworks are not permitted.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- The grounds must be kept clear of litter.
- Wear suitable protective clothing when handling cleaning or other toxic material.
- All rubbish and waste materials must be disposed of safely, either taken home or in the outside bins.

End of Session Checks

Hirers are instructed to undertake the End of Session Check before vacating the building. These check lists will be displayed on all exit doors.

1. Check all bins have been emptied and rubbish removed.
2. Check all decorations have been removed.
3. Replace any equipment that has been temporarily moved.
4. Check that heaters and cookers are turned off.
5. Check that all electrical appliances are turned off and unplugged where appropriate.
6. Turn out all lights not required for security purposes.
7. Close all internal doors.
8. Secure all outside doors and windows.

RISK ASSESSMENTS (Section 9)

Members of the Management Committee will undertake a careful examination of what could cause harm to people and weigh up whether adequate precautions have been taken or if more is required to prevent harm. New members of the Committee will be encouraged to assist with risk assessments as they have 'new eyes'.

Risk assessments will be carried out two monthly prior to a committee meeting with no less than two people and preferably mixed genders (a mixed group is more likely to spot different hazards). Employees should also be included in the assessments as they have a closer knowledge of working practices. The entire premise including all outside areas must be assessed.

The Health & Safety Executive advises 'The important things you need to decide are whether a hazard is significant and whether you have it covered by satisfactory precautions so that the risk is small'.

Using the 'examples of hazards' list consider 'What could go wrong', 'What would be the consequence and for who', 'What could be done to make sure it doesn't go wrong'.

A **hazard** is anything in the hall and surrounding area that could cause harm to people.

A **risk** is the chance, however large or small, that a hazard could cause harm.

A Risk Assessment Record must be completed using the Frequency & Severity Risk Rating system and following the Five Steps to Risk Assessment

- Step 1 – Look for hazards. Walk around; look afresh; concentrate on those which could result in serious harm or affect several people. Assess the probable frequency of the hazard occurring and score from 1 (low) to 6 (high).
- Step 2 – Decide who might get harmed and how. Children can be harmed in different ways to adults, eg a toddler cannot read a notice restricting them from certain areas. Assess the severity of possible injury and score from 1 (low) to 6 (high).



- Step 3 – Evaluate the risks; are existing precautions adequate or is more needed. Calculate the risk rating by adding the two scores from steps 1 & 2. A risk rating of 5 or more requires action. Draw up a list of things to be done, give priority to the highest risk and/or those that could affect most people.
- Step 4 – Record findings. This step is compulsory for any organisation with five or more employees. Record everything as the checks are being carried out. Include satisfactory checks as well as those needing action. Must be able to show that
 - A proper check was made
 - Asked who might be affected (eg caretaker, cleaner, elderly)
 - Dealt with all obvious significant hazards, taking into account the number of people who could be involved
 - Precautions are reasonable, and the remaining risk is low.These records must be kept. They may be required to defend any claim for public liability. CoSHH risk assessments must be kept for 40 years.
- Step 5 – Review the assessment regularly and revise if necessary
 - If there has been an accident or ‘near miss’
 - If circumstances change (eg building work)
 - Every two years if not done for the reasons above.

FIRE RISK

The Committee should consider the following as part of the risk assessment above.

Electrical Equipment and Installation

- Ensure the correct fuse is always used
- Switch off appliances not in use, unplug them where appropriate
- A competent electrician should repair faults immediately
- Portable electrical equipment should be tested annually, and the electrical system should be checked periodically by a competent person.

Heating

- Keep boiler house clear – DO NOT use for extra storage
- Keep portable heating appliances away from furniture and combustible materials
- Where possible all heating appliances should be securely fixed in a suitable position.

Rubbish

- Provide sufficient and suitable bins throughout the premises
- Bins should be emptied into suitable refuse containers regularly
- Keep rubbish or refuse containers away from buildings or store them in an appropriate storage area.

Flammable Materials

- Flammable materials must be used in accordance with manufacturer’s instructions
- Keep them well away from any heat source
- All flammable materials should be stored appropriately and securely when not in use.

Fire Fighting Equipment

- Visual inspection to ensure appliances are in their proper position, not discharged or damaged.



The Provision of Emergency Procedures - Fire and Evacuation

Employees and a Responsible Person (defined as the individual who hires the hall or in the case of a group that uses the hall regularly their designated responsible person) will ensure that there is safe and clear access and egress to the premises. These should remain free from obstructions, tripping and slipping 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 and emergency exits.

Fire appliances must be kept clear of obstruction, used only for the purpose for which they are intended, serviced regularly and appropriate records maintained.

The Responsible Person will act as fire marshal to ensure that:

- The property is evacuated quickly and efficiently.
- All evacuees go directly to the assembly point.
- All occupants are accounted for.
- The Fire Brigade has been called.

Only those who are trained in the use of fire fighting appliances or feel competent to do so, should attempt to tackle a fire.

Priority is always safe evacuation of everyone from the building.

Fire Drills (Section 5)

These should be carried out at least annually and conducted to simulate fire conditions eg one escape route obstructed. It is accepted that it might be unreasonable to carry out this procedure during a function whereby the hall has been hired for a limited time, particularly if the hirer does not use the facilities on a regular basis. It will be the decision of the Management Committee as to what type of event or gathering might best lend itself to the carrying out of a fire drill.

Objectives of the drills should be to evacuate the building in an urgent but orderly manner in the minimum time possible and to:

- Identify any weaknesses in the evacuation strategy.
- Test the procedure following any recent alterations or changes to practices or building layout.
- Familiarise new members of the Management Committee with procedures.
- Test the arrangements for disabled people and children.

Fire Alarms and Fire Fighting Equipment (Section 5)

Fire alarm and fire door testing will be carried out by the caretaker, or other nominated person, on a weekly basis. The secretary will review the weekly checks every month to ensure all necessary action has been taken and report back to the Management Committee.

6 monthly and annual services and maintenance will be undertaken by an external body and logged accordingly.

Fire fighting equipment will be tested on a monthly basis by the caretaker, or other nominated person, to ensure that the appliances are in their proper position and have not been discharged or lost pressure or suffered obvious damage. Any extinguisher found unusable must be replaced immediately

These checks will be monitored by the secretary to ensure any action required has been undertaken and report back to the Management Committee.

An annual inspection will be undertaken by an official body and logged accordingly.

All fire check records to be filed in the relevant section of this manual



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.

A 'low risk' first aid box will be maintained with the necessary equipment (see Appendix 1) and kept in the identified cupboard in the kitchen.

The location of the first aid box and the nearest telephone must be signposted in the entrance lobby. Abuse of the provision of a first aid box by hall users 'helping themselves' is not reason for failing to provide one which is properly stocked and available. A notice will be put on the box reminding users that it is for emergency use only, that theft could cause serious harm and instructing them to report to the secretary or caretaker any items used so that it can be re-stocked.

Accident reporting and investigation (Section 10)

All accidents however minor must be recorded on a blank 'Accident Report' sheet found at the back of this manual. Under Data Protection completed sheets will not be kept in this file. Record sheets will be numbered in sequence and this manual will include an index showing which numbered sheets have been completed and removed for safekeeping. The Management Committee will be able to show how many accidents have occurred and in what order.

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 **must also be reported** to the secretary, caretaker or other member of the management committee immediately. All accidents must be investigated by the Management Committee so that measures can be taken to reduce the risk of recurrence.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (Section 10)

Employers, the self-employed and those in control of work premises (which includes halls used by playgroups, etc) are required under RIDDOR to report some work-related accidents, diseases and dangerous occurrences.

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 admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance 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.



Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

Reports can be made via the website - <http://www.hse.gov.uk/riddor/report.htm>

or reports can be made by telephone – call the Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Electrical Equipment Safety/PAT (Section 7)

All electrical equipment will be checked prior to being used in the Village Hall and regularly serviced and maintained.

Annual Portable Appliance Testing (PAT), although not compulsory, is recommended as a means of ensuring that both the Electricity at Work Regulations and the Health and Safety at Work Act are complied with and will be undertaken, annually, by the caretaker who has been appropriately trained. All appliances that have been tested will display either a pass or fail label. Appliances that fail must not be used until repaired and re-tested. The PAT equipment must be calibrated annually prior to the routine testing.

Users must report any faults or damage to electrical equipment to the caretaker or secretary and reported items must be taken out of use (e.g. marked as faulty or the plug removed) until repaired.

The Management Committee will carry out visual checks as part of their routine health and safety checks.

No unauthorised items may be used in the village hall without prior agreement from the secretary.

Emergency lighting (Section 6)

Due to possible failure all tests should be undertaken at times of least risk. Regularly inspect the system for cleanliness, particularly luminaires. Battery banks and generators should be checked.

Pre-occupancy check – a visual check to ensure luminaires are in good condition and undamaged. Any fault found must be recorded in the relevant area of this manual, reported to the secretary or other Management Committee member and acted upon.

Monthly testing will be undertaken by the caretaker, by simulation of a failure of the normal lighting supply, ie sub-circuit failure for sufficient time to allow all luminaires to be checked for proper function. Six monthly/annual testing will be undertaken by an external body as part of the hall's ongoing maintenance program and any repairs/improvements required notified to and agreed by the Management Committee. Copies of maintenance/service paperwork to be filed in the relevant section of this manual.

Personal Protective Equipment at Work Regulations (PPE)

Adequate protective equipment and clothing must be provided where risks to safety and health cannot be controlled by other means (which should be eliminated if possible). Any protective equipment supplied must be replaced if it deteriorates and the user should be given instruction about its use. Employees must use it and report any faults.

Control of Substances Hazardous to Health (COSHH) (Section 8)

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 Cobham 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 Cobham Village Hall Management committee will endeavour to replace hazardous chemicals with less harmful alternatives.

Control of Asbestos Regulations 2006

It is the understanding of the Management Committee that there is no asbestos present in the Village Hall building.

Legionnaires' Disease

Instant water heaters heat water at the point of use ie as and when required and are classified as very low risk.

Regular throughput of water in the cold-water system will also reduce risk.

Key elements to minimise risk

- Store hot water at 60°C and circulate at 50°C
- Keep water temperature safely outside range 20-45°C
- Ensure water cannot stagnate eg remove redundant pipework.

Food Hygiene (England) Regulations 2006

The Management Committee will comply with Regulation (EC) No 852/2004 on the Hygiene of Foodstuffs and Regulation (EC) No 178/2002 on General Food Law.

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 (Training note 1)

All employees will be given appropriate training in manual handling training and safe movement of loads.

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.

The caretaker and cleaner will always have a mobile phone with them when alone at the hall.

Contractors and Visitors

The Cobham Village Hall Management Committee will conduct its business in such a way as to ensure that members of the public visiting the premises and personnel/contractors working on the premises are not exposed to risks to their health and safety.

Contractors will be made aware of the H&S policy and risk assessments and expected to carry out their own risk assessment prior to commencement.

A written procedure in respect of contractors and visitors will be provided.

Approved Committee: June 2018

Review: June 2019



APPENDICES

Appendix 1 – FIRST AID BOX

*** Small, standard workplace (low risk) first aid box will contain**

- 1 guidance card/contents list
- 2 sterile eye pads (No 16)
- 2 triangular bandages individually wrapped and preferably sterile
- 6 safety pins
- 40 assorted low allergy washproof plasters
- 4 medium wound dressing (No 8)
- 2 finger dressings
- Conforming bandage 7.5cm x 4.5cm
- 1 large wound dressing (No 9)
- 20 sterile cleansing wipes
- Microporous tape 2.5cm x 10m
- 6 pairs powder free gloves
- 1 disposable heat retaining blanket (adult size)
- 1 sterile Burnshield dressing (10 x 10cm)
- 1 pair scissors

Additional items may be added depending on the type of activities and gage groups which meet in the hall

- Instant ice pack
- Tweezers
- Eye wash kit
- Blue plasters (essential if food preparation is done on the premises)
- Crepe bandages.

Never include creams, pills or tablets as they may be accessible to children or vulnerable adults using the hall. They may also incur serious illness or allergic reactions if given without prior knowledge of the recipient's health history.



Appendix 2 - TRAINING

1. Hands Only CPR

To carry out a chest compression:

1. Place the heel of your hand on the breastbone at the centre of the person's chest. Place your other hand on top of your first hand and interlock your fingers.
2. Position yourself with your shoulders above your hands.
3. Using your body weight (not just your arms), press straight down by 5-6cm (2-2.5 inches) on their chest.
4. Keeping your hands on their chest, release the compression and allow the chest to return to its original position.
5. Repeat these compressions at a rate of 100 to 120 times per minute until an ambulance arrives or you become exhausted.

2. Manual handling training –

Employees will not lift loads which are too heavy, too bulky/unwieldy, too difficult to get hold of, too hot or hazardous.

Use trollies whenever possible and if appropriate.

Not stack chairs over the agreed limit.

Employees and volunteers will seek advice and consider the needs of people with health problems or women who are pregnant.

Employees will assess whether the job involves movements that increase the chance of injury when carrying or lifting (eg twisting, too much pushing or pulling, bending, reaching upwards)

Employees must assess whether the area where the job is to be done is free from risk with sufficient space to work in (eg store rooms should not be stacked so that chairs might topple when others are removed).