SUTTON POYNTZ MISSION HALL - HEALTH & SAFETY POLICY

1. Health & Safety Policy - Introduction

1.1 Objective:

To prevent injury, ill health, and danger for all those who use or visit our Village Hall, by providing healthy and safe conditions, equipment, and procedures, and by encouraging all users themselves to adopt safe practices.

1.2 Overarching policies:

1. To regularly assess the risks inherent in using the Hall and take all reasonable steps to minimise these risks.
2. To maintain the building, premises, and equipment, so as to provide a safe environment;
3. To establish a clear, sensible and practical safety organisation, and sensible and workable health and safety procedures.
4. To provide all Hall users with Safety information, and with information on what is expected and required of them with regard to health and safety.
5. To establish mechanisms for the reporting of, and dealing with, safety-related issues.
6. To review the operation of the Policy on a regular basis and to take any actions necessary to improve its scope and effectiveness.

2. Committee responsibilities

2.1 General responsibilities:

The Committee has overall responsibility for health and safety at the Hall. Health and Safety will be an agenda item for every Committee meeting. In particular, the Committee will:

- provide and keep stocked a First Aid Box;
- provide an Accident Report Book and a Hazard Report Book for the use of Hall users;
- promptly review any accidents, incidents, or safety-related feedback from Hall users or Committee members;
- ensure that reports are provided as legally required in the case of any serious accident;
- ensure that equipment is checked or tested annually, and unsafe equipment is put out of action until it is fixed or replaced;
- ensure that safety issues are managed in order to ensure an acceptably low level of risk;
- commission annual Risk Assessments, covering risks associated with the building, equipment, car park and garden, and also including Electrical and Fire Safety; the Committee will take action to manage any new or enhanced risks;
- regularly review its safety processes, and compliance with those processes;
- conduct an annual review of this Safety Policy and the Health & Safety Document Pack.

2.2 Health & Safety Document Pack:

The Committee will maintain an up-to-date Health & Safety Document Pack, to be kept near the main door of the Hall for quick reference by Hall users. It is recommended that this Safety Pack be taken out in the event of an evacuation of the Hall, for easy reference. A non-exclusive list of the contents of this pack is as follows:

- Building plan, showing locations of fire equipment, First Aid Box, Accident and Incident reporting book, water stopcock, and electricity distribution board.
- Safety delegations and Committee contact details;
- Latest Risk Assessment;
- Fire exit procedure;
- Information on local doctors, chemists, and hospitals;
- Name of insurers and policy numbers;
- Maintenance records for fire safety equipment;
- Test records for electrical equipment.

3. Delegated responsibilities

The Committee may, by means of minuted Committee decision, delegate Health & Safety responsibilities to individual members of the Committee - for example the job of keeping the First Aid Box stocked is one that would normally be delegated. The Health & Safety Document Pack will contain a list of these delegations, with contact details for those who Hall users might need to contact.

These Committee members with delegated responsibilities will report back to the full Committee regularly so that the Committee as a whole can adequately exercise its corporate responsibility.

4. Hall users' responsibilities

N.B. Throughout this document, the word "user" should be interpreted as applying to everyone who visits the Hall, in whatever capacity, including Committee members, Contractors, Hirers, members of hiring groups, and casual visitors.

4.1 Users' responsibilities:

Hall users have a general duty of care to themselves and to other users of the Hall, and should ensure that they act in ways that do not put themselves or others at risk. They are are expected to cooperate with the Committee in keeping the premises safe, by keeping reasonable care of the Hall and its equipment, and by complying with the terms of the Hire Agreement. All users of the Hall should be proactive in watching out for potential hazards, and in bringing them to the attention of the Committee so they can be dealt with. See the section below on Reporting Accidents and Hazards.

4.2 Hirers' responsibilities:

New Hirers should read the Conditions of Hire document, and sign a copy to confirm that they have done so. If they find anything unclear, they should ask the Booking Secretary for clarification. When the Conditions of Hire document changes significantly, copies will be sent out to existing Hirers, who should sign and return a copy as confirmation.

Hirers (other than those small village groups for whom the Mission Hall has arranged insurance) should arrange public liability insurance. See the section on Insurance below.

Hirers should appoint a responsible person to take charge of Hall evacuation in the case of a fire, and to ensure that the Fire Service is called. See the section below on Fire Safety.

Hirers should ensure that electrical equipment is safe for use; if they bring their own electrical equipment, it should be taken away at the end of the hire period. See the section below on Electrical Safety.

5. Reporting of accidents and safety hazards

5.1 First Aid:

A First Aid Box will be kept in the kitchen, clearly labelled, along with an Accident Report Book and a Hazard Report Sheet. A Plan of the building showing the location of the First Aid Box will be included in the Health & Safety Document Pack.

5.2 Reporting of accidents:

A member of the Committee will be delegated to ensure that the First Aid Box is kept stocked. The Accident Report Book and Hazard Report Book will be checked before every Committee meeting, so that any reports can be discussed and appropriate action taken.

Hall users are required to report all accidents (however minor) and near misses, using the Accident Report Book. Serious accidents should be reported verbally to a Committee member, so that the Committee can decide whether a formal RIDDOR report needs to be submitted to the HSE.

5.3 Dealing with safety hazards:

If any hall user observes any fault in the building or its equipment that represents a safety hazard, or any part of the Safety documentation that they think should be improved, they should report the matter using the Hazard Report Sheet. Faulty equipment should if possible be put in the Storage Cupboard, or otherwise disabled. If the hazard is serious, they should report the matter immediately to a Committee member, and if necessary take action to keep people away from the hazard.

6. Fire Safety
A Fire Evacuation procedure will be included in the Hire Conditions document and will be on display near the Hall entrance. Hirers should make themselves familiar with this procedure and should nominate someone to lead the evacuation in case of fire, and to ensure the Fire Service is called.

A Plan of the building showing the location of Fire Exits and all Fire Equipment will be included in the Health & Safety Document Pack. This Document Pack should if possible be taken out of the building in the case of an evacuation.

Fire exits and Fire Equipment must not be obstructed.

The Committee will be responsible for regular maintenance by a competent contractor of all fire equipment, for regular Fire Risk Assessments, and for regular reviews of the Fire Evacuation process. Copies of test records will be available in the Health & Safety Document Pack.

7. Electrical Safety
A separate Electrical Safety Policy has been written, intended to ensure that all electrical equipment provided at the Hall is safe to use. Electrical equipment will be tested at regular intervals, and copies of the most recent Electrical Installation and Portable Appliance Test records will be available in the Health & Safety Document Pack.

All Hall users should adhere to the following notes:
- Do not overload electricity sockets;
- Ensure that electricity cables do not present a trip hazard;
- If users bring their own (safe and unmodified) electrical equipment, they carry responsibility for its safety, and must remove the equipment at the end of their hire period;
- Electrical equipment and cables should be visually checked before use. If a piece of equipment does not appear safe, it should be moved to the storage cupboard, and a safety report should be submitted to alert the Committee;
- Switch equipment off, if possible unplugging it, when you leave the Hall;

8. Arrangements for contractors
Before bringing contractors in to the Hall, the Committee should verify the following:
- the scope of work is clear and understood by both the contractors and the committee;
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience;
- contractors have adequate public liability insurance cover;
- contractors have seen the health and safety file, are aware of the Mission Hall's accident and hazard reporting procedure, and are aware of any hazards which might arise;
- contractors have their own health and safety policy;
- the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard;
- any alterations or additions to the electrical installations or equipment must conform to the current regulations.

9. Insurance
9.1 Building insurance:
The Committee will ensure that the Mission Hall has adequate insurance covering the building, Public Liability and Employers Liability. A copy of the Insurance Schedule and of the Employers Liability certificate will be on display near the Hall entrance.

9.2 Hirers' insurance:
Regular hirers will be required to arrange third party insurance cover, EXCEPT that the Mission Hall Management Committee will arrange insurance for four small local organisations. Copies of the hirers' Policy Schedules should be on display near the Hall entrance. If other small local organisations wish to be added to the Policy arranged by the Committee, they should apply to the Committee.

10. Policy Review
The Committee will review this Policy and the Health & Safety Document Pack annually.