

Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Sedgeford Village Hall & Recreation Ground Management Committee (Charitable Trust No 304058 34763)
Chairperson: Pamela Goddard
Health & Safety officer: Charles Piggins

Statement of general policy	Responsibility of:	Action / Arrangements
To provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers by ensuring that the village hall and its grounds are maintained in a safe condition for all users	Charles Piggins	Prepare annual risk assessments for the hall, pavilion (currently used for storage only), children's play equipment and recreation ground; and any events held on-site that are organised by the committee and it's volunteers. Copies of relevant documents are on display in the reception area and available on request
Hirers, users and visitors are expected to recognise that there is a duty on them to comply with the policies, procedures and practices set out by the management committee, with all safety requirements set out in the hiring agreement, with safety notices on the premises AND accept responsibility to do everything possible to prevent injury to themselves and others	Sally Ward	All hirers and regular users are made aware of the hall's health and safety policies, procedures and practices. Any faults, damage, accidents or incidents which may or have caused injury must be reported to the committee via one or more of the contacts detailed below and in the hire agreement. Such action will enable the committee to respond to any problems as soon as practicable
To have a separate fire safety risk assessment in place, in accordance with the Regulatory Reform (Fire Safety) Order 2005	Charles Piggins	Prepare an annual fire safety risk assessment
To ensure that appropriate levels of public liability, theft and damage insurance is in place	Pamela Goddard	Annually renewable. Certificate on display in reception area
To ensure that any independent contractors adhere to the hall's policies, procedures and practices in addition to the their own	Charles Piggins	All contractors are to be briefed and asked to provide relevant documentation, if required (e.g. public liability insurance and risk assessments)

First-aid box located in the kitchen below the window sill	The box is checked weekly and replenished where necessary		
Accident book is located in the reception area Accidents and ill health are to be reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	The book is checked weekly and action taken where necessary		
Signed: (Chairperson)		Date:	
Subject to review, monitoring and revision by:	Health & Safety officer	Every:	6 months or sooner if activities change

Risk Assessment

SEDFORD VILLAGE HALL & RECREATION GROUND – MAIN HALL, PAVILION & CAR PARK

DATE: 06/01/20

COMPLETED BY: CHARLES PIGGINS (H&S officer)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips, trips & falls	Users of the hall, pavilion and car park may suffer injuries such as fractures or bruising in they slip e.g. on spillages, objects or falls from the open stage	<ul style="list-style-type: none"> Car park surface (loose stones) maintained to be as even as possible Parking spaces for users with disabilities available near to hall entrance Good lighting in car park and all rooms including reception Users know (through hiring agreement) to clear up spillages immediately and know where cleaning equipment is kept Mats at entrances to stop rain water being carried in No storage in the reception area allowed Walkways within the pavilion storage area must be kept clear No trailing electrical lead/cables The stage area is open with no hand rails or guards. Hirers and users are warned of the clear dangers to all, especially unsupervised children and anyone with a disability 	<ul style="list-style-type: none"> Surface to be inspected regularly and repaired as necessary Check that contract cleaner is using correct cleaning products on various floor coverings Ensure that notices warning of danger of fall from the stage are in place Ensure that the sweeping brush, dustpan & brush, bucket & mop continue to be made available to hirers to clean up after a spill 	<p>H&S officer</p> <p>H&S officer</p> <p>H&S officer</p> <p>H&S officer</p>	<p>Weekly inspection</p> <p>Weekly inspection</p> <p>Weekly inspection</p> <p>Weekly inspection</p>	
Work at height	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall	<ul style="list-style-type: none"> Policy clearly displayed in the boiler room above where the stepladder is mounted Users know their responsibilities under the hire agreement Hall committee members and the cleaning contractor know how to use the stepladder safely 	<ul style="list-style-type: none"> Stepladder to be regularly inspected 	H&S officer	Weekly inspection	
Vehicle movement	Pedestrians could suffer serious injury if struck by vehicles manoeuvring on the car park	<ul style="list-style-type: none"> Gate is locked when premises are not in use Entrance/exit clearly marked For large events, parking is controlled by marshalls wearing hi-visibility vests Car park well lit Additional parking space is available on the.... 	<ul style="list-style-type: none"> Continue to advise all users of hall, through hiring agreement, to consider the need for car park controls, including marshalls in hi-vis vests and with adequate lighting 	Booking clerk	At time of booking	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		field by temporarily removing wooden posts				
Hazardous Substances	The cleaning contractor, and others cleaning, risk skin problems and eye damage from direct contact with cleaning products	<ul style="list-style-type: none"> Only products suitable for the home are used and stored (in a locked cupboard in the locked boiler room) on the premises The self-employed cleaning contractor is not legally required to produce written risk assessments. However, he has stated verbally that he takes appropriate precautions for personal health and safety 	<ul style="list-style-type: none"> Continue to advise all users of hall, through hiring agreement, not to use bleach or bring any other corrosive or dangerous substances on to the premises 	Booking clerk	At time of booking	
Electricity	Users risk electric shocks or burns from faulty equipment or installation	<ul style="list-style-type: none"> Fixed installations correctly installed by qualified electrician, and inspected regularly Annual PAT testing of portable equipment All repairs by qualified electrician Safety plugs in sockets Portable appliances checked for visible damage before use Only PAT tested appliances allowed on-site 	<ul style="list-style-type: none"> Continue to ensure all users know to contact the booking clerk in the event of a loss of power Continue to remind all users that portable equipment considered unsafe should be marked, taken out of use and reported to the committee for action 	Booking clerk Booking clerk	At time of booking At time of booking	
Stored equipment	Users may be injured by collapsing stacks	<ul style="list-style-type: none"> Users know that they must stack chairs and tables carefully so that they do not collapse Chairs stored in the meeting room must be in stacks of no more than 5 Chairs stored in the store room must be in stacks of no more than 10; and the trolley must be used to move them around the hall Tables must be stored in the trolley The pavilion is used for the storage of miscellaneous items varying from dining pottery to table tennis table barriers. Constant care is required to avoid injury 	<ul style="list-style-type: none"> Continue to advise all users of the hall through the hiring agreement 	Booking clerk	At time of booking	
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward	<ul style="list-style-type: none"> Trolleys are available to move stacks of chairs and tables. Users know where they are kept 	<ul style="list-style-type: none"> No further action needed 			
Contact with steam, hot water and hot surfaces	Users of kitchen and toilets may suffer scalding or burns injuries.	<ul style="list-style-type: none"> No children under the age of 14 are allowed in the kitchen 'Hot Water' signs are displayed at sinks and 'Hot Surface' signs on oven 	<ul style="list-style-type: none"> No further action needed 			
Knives and....	Users of the hall may suffer cuts...	<ul style="list-style-type: none"> Users of the hall, especially the kitchen, must.... 	<ul style="list-style-type: none"> Cutlery must only be kept in a kitchen.... 	H&S officer	Weekly....	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
other sharp implements	or lacerations from contact with sharp or pointed edges	<ul style="list-style-type: none"> not leave knives and any other sharp implements where others can accidentally hurt themselves No children under the age of 14 are allowed in the kitchen 	<ul style="list-style-type: none"> draw Continue to remind all users through hire agreement 	Booking clerk	inspection At time of booking	
Food poisoning	Users of the hall may suffer food poisoning due the open storage of foodstuffs or mishandling of dish washing equipment	<ul style="list-style-type: none"> Minimum amount of food to kept on-site, all of which must be in secure containers to minimise contamination and attraction of vermin Washing up brush and cloths to be left to air dry, and changed regularly to minimise contamination 	<ul style="list-style-type: none"> Continue to remind all users through the hiring agreement Continue to provide hirers with a copy of our advice on providing food at events held on the premises (taken from the FSA's website) 	Booking clerk Booking clerk	At time of booking At time of booking	
Fire	If trapped, users could suffer fatal injuries from smoke inhalation/burns	<ul style="list-style-type: none"> Fire safety risk assessment completed. Refer to stand-alone documentation 				

The below text is displayed on the two noticeboards within the Hall's grounds:-

SEDFORD VILLAGE HALL & RECREATION GROUND
JARVIE CLOSE, SEDGFORD, HUNSTANTON PE36 5NG

HEALTH & SAFETY

ACCIDENTS, INCIDENTS, DAMAGE OR HAZARDS

In an emergency call: 999

Nearest Accident & Emergency Dept. is:
The Queen Elizabeth Hospital, Gayton Rd.
King's Lynn, PE30 4ET

All accidents, incidents, damage or hazards encountered by anyone, (including contractors) using the Hall or Grounds, must be reported to the Management Committee as soon as practicable, so that any appropriate action can be taken.

Contacts:-

Health & Safety: Charlie Piggins 01485 570484, or Committee Chairperson: Pam Goddard 01485 579002

In addition, the Booking Clerk is available: Sally Ward 01485 570504