



Health and Safety Policy 2026

"A hall for us all"

Buckland Village Hall

Committee Members

May 2026



Buckland Village Hall Safety, Health, Environment, and Quality Policy

This policy sets out our core commitments to be a responsible, creative, innovative and encouraging environment for a community hall.

Buckland Village Hall aspires to comply and where possible exceed the requirements of British Standards BS EN ISO 14001 and ISO 9001, ISO 45001. This commitment includes all aspects of Safety, Health, Environment, Quality & Sustainability (SHEQS) and applies to all activities, focussing on delivery of continuous improvement in performance in all areas as part of our systems and procedures.

We put people first. Providing a safe and healthy environment leads to safe and healthy people. The safety and welfare of committee members, contractors, visitors and hall users is our number one priority. We work together to create an accident and incident free environment and culture.

Wellbeing. We focus on the wellbeing of all our committee members and recognise the importance of volunteer engagement through ongoing dialogue and involvement. We actively encourage feedback and welcome ideas for improvements.

Highest standards of business and ethical conduct. We conduct ourselves with honesty, respect, and integrity. We comply with applicable legal and other requirements, compliance obligations, embrace human rights, diversity, and equal opportunities. We value and **R.E.S.P.E.C.T.** our People promoting Resilience, Empathy, Self-Awareness, Positivity, Excellence, Communication and Teamwork.

Community Focus. The relentless pursuit of quality ensures that we aim to exceed the expectations of our immediate and wider community and all hall users

Innovation. We make things happen by working as a pro-active committee alongside our Local Residents and neighbouring communities to explore solutions to help us to offer innovative sustainable services.

Environmental Protection. We strive to control and mitigate risks arising from our and hall user activities and seek ways to minimise our environmental impact. We take action to educate and mitigate climate change to prevent pollution. We remain committed to the protection of biodiversity and environmental protection.

Sustainability. At Buckland Village Hall we contribute and ensure progress towards greater sustainability collaboratively with all our local Stakeholders. Our services reflect our committee members aspirations and demands for 'zero-waste', recycling-led services reflected in the waste hierarchy.

Transparency. We openly share our goals and values. We continue to set clear and challenging objectives and targets covering all areas of SHEQ and this is reviewed annually to ensure that Buckland Village Hall remains sustainable and with successful benefit for the whole community

As Chair of the Buckland Village Hall Committee, I have full responsibility for the implementation of this policy.

Richard Peel

Buckland Village Hall
Committee Chair
June 2026



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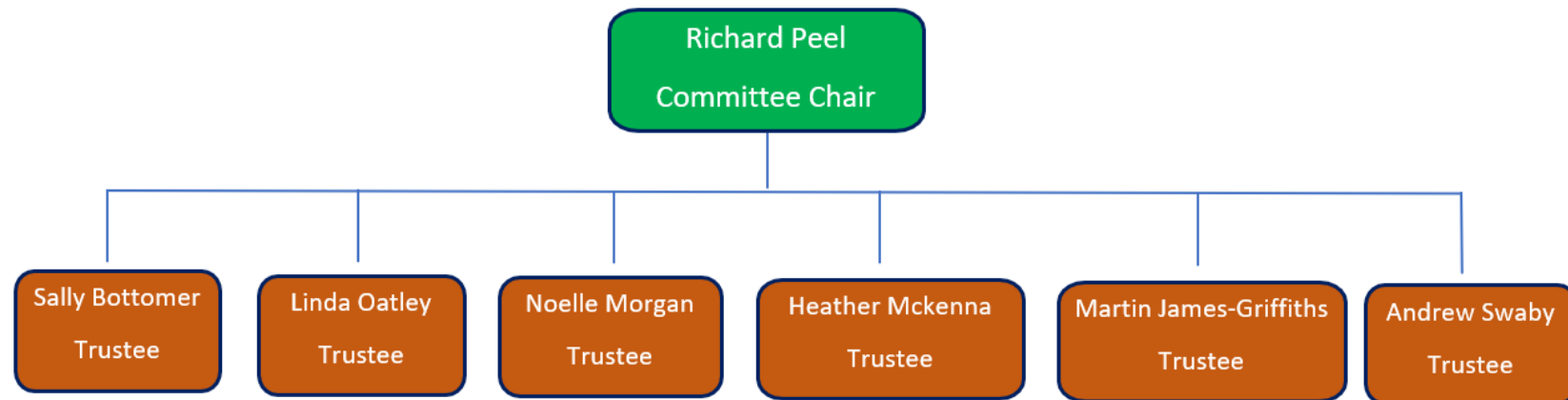


2. Buckland Village Hall Committee Objectives & Commitments

To develop and implement an effective health and safety management system in line with management model ISO45001 (Plan, Do, Check, Act) OF Continuous Improvement.

- To ensure all committee members are competent to do their tasks, and to give them adequate training and information.
- Develop written suitable and sufficient risk assessments and safe systems of work for any tasks with significant risks.
- To consult with our committee members on matters affecting their health and safety.
- To identify risks and set in place programmes to remove or reduce those risks.
- Setting high targets and objectives to develop on culture of continuous improvement.
- To establish and maintain a healthy environment throughout the hall premises.
- To establish and maintain safe working procedures among the committee members, hall users and contractors.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction, training, and supervision to enable all people on site, including Visitors and Contractors to avoid hazards and to contribute positively to their own health and safety.
- To maintain a safe, healthy place of work and safe access and egress from it.
- To formulate effective procedures in case of fire and other emergencies and for evacuating/locking down the hall premises, as necessary.
- To lay down procedures to be followed in the case of accident.
- To provide and maintain adequate welfare facilities.
- A Health and Safety Policy produced for committee members.
- New committee members inducted in Health and Safety procedures.
- An annual briefing on health and safety for all committee members
- Ongoing monitoring by the Health and Safety Coordinators and Fire Marshals
- Periodic review of risk assessments
- External audit by third party Health and Safety Consultants
- Review of this policy statement annually by the chair and committee, who will update, modify, and amend it as it considers necessary
- To prevent lost time accidents/incidents and cases of hall use and management-related ill-health.
- Ensure continuous compliance with all applicable local, national, and international health and safety legislation, approved codes of practice and health and safety guidance.
- Proactively monitor compliance with our health and safety procedures.

3. Committee Trustees





4. Roles & Responsibilities

4.1 Committee Chair

The Committee Chair has ultimate responsibility and accountability for ensuring our compliance with Health and Safety legislation.

The Chair, with support from the committee, will ensure that:

- The Health and Safety Policy is implemented, monitored, communicated effectively, reviewed, and amended as required;
- a Health and Safety Plan of continuous improvement is created and that management monitor progress against agreed targets;
- suitable and sufficient resources (funds, people, materials, and equipment) are provided to meet all health and safety requirements;
- as far as is reasonably practicable that the health and safety of committee members and hall users is considered whenever a committee decision is made;
- appointment of a competent person (the Health and Safety Consultant) with defined authority and responsibility to assist in the management health and safety;
- Committee members designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met;
- a positive health and safety culture is promoted, and that the committee develop a pro-active safety culture which will permeate into all activities undertaken;
- a system of communication and consultation with committee members is established;
- effective training programmes have been put into place;
- an annual audit, progress report and action plan to ensure continual improvement is undertaken;
- that any reportable accidents/incidents are notified to the relevant enforcing authority in the prescribed manner; that appropriate records are made, and external health and safety assistance is sought regarding any further action that may be required.
- All levels of committee members within the hall fully understand the arrangements for the implementation of the health and safety policy.
- The committee structure is appropriate in order to manage health and safety.
- The same committee governance standards are applied to health and safety as to other committee functions.
- Any faulty hall equipment and/or machinery is immediately taken out of service until repaired or replaced;
- All hall equipment is maintained, inspected, and tested in accordance with statutory requirements, manufacturer's recommendations, and best practice.
- Records are compiled for the testing and maintenance undertaken on all work equipment and services within the premises and statutory inspections.
- A formal system is implemented and monitored to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the committee.
- Contractors where applicable are adhering to safety rules and procedures and any other statutory legislation relevant to their work when undertaking work on our behalf.
- Safe access and egress are provided and maintained in all areas within the hall.



4.2 Health & Safety

The Health and Safety Committee lead is responsible for

- Co-ordinating the preparation and periodic revision of this Health and Safety Policy and subsequent Procedures.
- Bringing to the attention of the Committee any material changes in circumstances or activity that would necessitate revision of this Health & safety Policy, risk assessments or procedures.
- Providing support and guidance to the Committee in the fulfilment of their responsibilities and in particular helping:
 - Guidance on development & implementation of suitable and sufficient risk assessments and method statements / safe systems of work.
 - Promoting and instigating meetings in ensuring the progress of the health and safety management system
 - Responding to reports of any serious accidents or unsafe conditions, where deemed necessary
- Carrying out a full health and safety system audit and preparation of a report to management including action plan (where necessary)
- Providing advice on the health a safety training for all committee members

4.3 Committee Members

All committee members are responsible for the day-to-day running of the hall, or where agreed with the committee chair. To ensure a positive approach to the implementation of this policy, everyone will ensure that:

- A copy of the Health and Safety Policy has been brought to the attention of all committee members. Cooperating with the committee chair to achieve a safe and healthy workplace;
- Adequate health and safety training is provided for all committee members. This shall commence on induction and include any specific training regarding committee rules, safe systems of work and training required to perform their duties and tasks.
- All their members are aware of their health and safety responsibilities.
- All committee members fully understand safe systems of work, rules and procedures and that suitable records are kept.
- Ensure that where significant hazards are identified that risk assessments are undertaken, and action is taken to minimise eliminate or minimise the risk and the results of risk assessments are communicated to their committee members
- Any new hazardous substance is purchased with the material safety sheet, added to the main inventory and a COSHH assessment is undertaken prior to first use. Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- All accidents and near miss incidents are recorded on the appropriate record form and investigated in accordance with the Committee procedure.



- Suitable and sufficient personal protective equipment is provided and made available for all committee members at no cost. All mandatory PPE identified for their area is worn by all committee members and that procedures for replacement of PPE are communicated.
- Consultation between committee members, contractors and hall users takes place as described in this policy and that all have a forum to discuss their concerns and ideas in relation to the hall health and safety arrangements, they must communicate and consult with committee members on health and safety issues.
- All health and safety issues raised are recorded appropriately and investigated.
- All welfare facilities, environmental and conditions (temperature, lighting, and ventilation) are suitable.
- Regular hall inspections are undertaken in accordance with the health and safety monitoring procedures.
- Committee members and other relevant persons are informed of the location of first aid personnel and facilities and understand the importance of recording all accidents/incidents in the accident book.
- All electrical equipment is adequately maintained and that only suitably trained, competent, and authorised persons carry out electrical work.
- Ensuring all equipment is used in accordance with manufacturer's instructions and for its intended purpose only. Any faulty work equipment is taken out of service immediately and reported to the Manager for repair or replacement.
- Arrangements for fire safety are implemented and that fire drills, alarm tests and drills are undertaken at the frequency detailed in this policy.
- Immediately inform the committee and chair of any visits by an Enforcement Officer or Fire Officer with copies of any reports or Enforcement Notices for the premises under their control.
- Encourage all committee members, contractors and hall users to report hazards and raise health and safety concerns.
- Issues concerning health and safety raised by anyone are investigated and any changes made to process, or areas are reported to the committee.
- Core skills training is explored and undertaken / monitored continuously to ensure all committee members are able to support hall operations and requirements
- Any and all other updates changes, or amendments as reasonably required to support the hall. An example being, but not limited to, Covid-19 and the procedures necessary to be implemented.
- Taking reasonable care of themselves and anyone else who may be affected by their acts and/or omissions (including third parties such as visitors, contractors etc.);
- Report any dangerous situations, acts by others or shortcomings in protective arrangements to the committee



4.4 Committee members, Hall users and Contractors Responsibilities

This relates to anyone with access and use of the hall; their responsibilities are to:-

- Taking reasonable care of themselves and anyone else who may be affected by their acts and/or omissions (including third parties such as visitors, contractors etc.);
- Working in accordance with all training provided, safety rules, safe systems of work and any other procedure(s) implemented by the Committee;
- Ensuring all equipment is used in accordance with manufacturer's instructions and for its intended purpose only.
- Report any dangerous situations, acts by others or shortcomings in protective arrangements to the committee;
- Cooperating with the committee to achieve a safe and healthy hall;
- Wearing the required personal protective equipment identified and reporting any loss or damage to the committee to ensure replacement;
- Reporting all accidents and incidents (including ill health) to the committee so that appropriate investigation can be undertaken, and remedial action taken.

4.5 Contractors/self-employed personnel responsibilities

Buckland Village Hall does employ Contractors. The committee will impose specific procedures and Code of Conduct for Contractors to uphold detailed separately. Additionally, all contractors employed to undertake any work on our behalf will be made aware of the hall health and safety policy, safety rules and:-

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by the committee
- Will co-operate with the committee to ensure a high standard of health and safety on all contracts with which they are involved.
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.
- Must provide suitable and appropriate arrangements to plan, control and monitor their operations
- Must inform the committee of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place.
- Shall be competent and provide evidence of competency and insurances prior to undertaking any works and in particular electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations.
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant.



- Must report all accidents to the committee and employer (if relevant) immediately.

4.6 Responsible Person(s) for Fire Safety

The Buckland Village Hall Committee Chair, Trustees, Hall Manager and those that undertake works on-site on behalf of the committee. This also extends to hall users / hirers



5. Arrangements

5.1 Consultation with Committee members

The Health and Safety (Consultation) Regulations require all employers to consult with their committee members who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

The Buckland Committee recognises the importance and benefits to be gained by volunteer consultation and will maintain clear avenues of communication to ensure effective consultation between the committee and its committee members. It is the responsibility of the committee to ensure that consultation takes place in good time on matters relating to health and safety.

If at any time the method of consultation / communication becomes ineffective due, then the committee will elect one or more persons to act as their representative for the purpose of such consultation.

The committee will consult with their committee members on all matters affecting their health, safety, and welfare via regular safety meetings. This Health and Safety Policy forms part of the consultation process. All committee members are expected to co-operate fully with the committee decision making process and / or any external safety advisors. Committee members are to accept their individual duties under this policy and current legal obligations.

If and when any new alterations, information or instructions are required for safe practices this will be circulated via the committee meetings and internal memos / statements which will be displayed and / or made available upon request to any parties. The committee's risk assessment system will be conveyed to all.

It is the hall policy to co-operate with representatives of employee safety, so that health and safety can be promoted and effectively controlled.

We actively support the participation of all committee members and will greatly assist the implementation of the Health and Safety Policy to enable all committee members to be consulted on matters of health and safety.

The hall will endeavor to consult with the committee members and provide information using a variety of communication methods and will endeavor to ensure we involve those committee members with a poor understanding of English.

5.2 Information, Instruction and Supervision & Training

All committee members will be provided with appropriate information, instruction, training, and supervision, so far as is reasonably practicable to ensure that they can perform in their activities / tasks safely. Training will include induction, core skills, task specific and advice and guidance on the use and maintenance of personal protective equipment (where appropriate for the task). Records of all training will be held on each individual.



Training needs will be reviewed annually to ensure all committee members remain competent for their work activities and that refresher training is undertaken appropriately.

The hall recognises that there is an increasing prevalence of non-English speaking committee members in the UK. Where possible we will ensure that suitable measures are in place to ensure that all relevant information and instruction is interpreted both verbally and, where appropriate, in writing.

It is the responsibility of the committee to ensure that all non-English speaking committee members are suitably trained.

Committee members must not undertake any work for which specific training is required until such training has been undertaken. Committee members must inform the committee if they feel there are any shortcomings in the training provided, or if they do not feel competent to carry out a particular task.

(The committee external health & safety consultants will offer advice on safety training needs upon request.)

5.3 Induction for New Committee members

All new committee members will be given an induction, both generic and task specific which will relate appropriate health, safety, and welfare requirements applicable to their activities.

Generic inductions will be undertaken by the appointed committee health and safety lead. Specific task inductions will be undertaken for that area/department.

A record of inductions will be kept in individual volunteer files.

5.4 Contractors (and Visitors)

The Committee recognises its duties under the HSW Act 1974 towards members of the public and all visitors to the hall premises including areas and other facilities under its control. To that end Buckland Village Hall has put in place a Code of Practice for Contractors.

In the circumstances where it is considered necessary contractors and/or visitors shall receive basic safety instructions on procedures, dangerous environments, and the wearing of protective clothing.

Contractors will be expected to adhere to any of the Committee's procedures, which may be applicable and recognise their own duties to people who may be affected by their activities.

In addition, all contractors working on behalf of the Committee will be expected to provide sufficient evidence to demonstrate their competence in the work activity they have been employed to undertake. The Committee has developed a policy and procedure for the employment of contractors, and this shall be adhered to at all times.

They will have the responsibility of liaising with the contractor on a daily basis to agree areas of work and permitted working arrangements. This will be communicated to all relevant parties prior to the work being undertaken.

The contractor must inform the committee of any accidents, incidents, near-miss occurrences, or any changes in work patterns not previously agreed.



The means of selecting a contractor must follow the designated procedures provided by the Committee and its procedures.

5.5 Risk Assessments

The Committee shall carry out suitable and sufficient assessments of the risks to the health and safety of its committee members and hall users to which they are exposed whilst performing duties, and the risks to those not in its employment which arise out of activities within the committee's control.

Risk assessments shall be carried out by the health and safety consultant with subsequent and continued monitoring from the committee in place. Where deemed necessary, advice and guidance will be sought from the external consultant.

The significant findings of the assessments shall be recorded and shall form the basis of information for the Committee to take appropriate preventative and/or protective measures.

The Committee is responsible for ensuring the necessary control measures are implemented and that all committee members understand the importance of the risk assessment process and subsequent remedial action.

For situations without risk assessment the Committee will ensure a Dynamic Risk Assessment is undertaken and Control Measures implemented.

The risk assessments shall be reviewed at least annually, or if there are developments, which suggest that they are no longer valid (e.g., process change or change in statutory requirements).

Any hazards posing a high risk to safety will be reported to the committee to ensure adequate control measures are implemented.

The Committee operates a 'Hazard Reporting' system which will continue to be encouraged by all committee members.

5.6 Safe Systems of Work

Safe systems of work/standard operating procedures will be developed for all activities/equipment deemed a significant risk to committee members health and safety. These procedures will be developed by the Committee, with assistance from committee members. Where deemed necessary, advice and guidance will be sought from the external consultant.

The Committee are responsible for ensuring these procedures are successfully implemented and adhered to by all.

All safe systems of work and procedures will be available for review at all times and, for high-risk activities (e.g., working at height, manual handling etc.), must be communicated to relevant committee members prior to undertaking such work.



5.7 Accident and Incident Reporting and Recording

The Committee accepts its duties under Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 and the Committee are responsible for notifying the appropriate authorities of incidents, which require reporting by law. Please see Buckland Village Hall Accident and Incident Reporting Procedures outline below.

The Committee operates an Accident Reporting and Recording Procedure which will be communicated to all committee members, contractors and hall users and must be followed at all times.

It is the duty of all to ensure that any accidents and incidents are reported immediately so that they can be recorded and investigated (where necessary). All accidents and incidents shall be formally recorded in the Accident Book and communicated to the Committee so that accident statistics and trend analysis can be monitored. These will be continuously reviewed during the committee meetings and monitored by the responsible person/s.

A **Near Miss, Incident, Accident Report, and Investigation Form** must be completed and permanent corrective actions put in place.

+All accidents and incidents will be investigated accordingly; the level of investigation will be determined by the severity of the accident and likelihood of recurrence.

5.8 First Aid

Suitable First Aid facilities and equipment shall be provided at the hall. Nominated committee first aiders are responsible for checking the first aid supplies on site.

In the absence of the trained first aider, hall users are to immediately notify the emergency services. Signage placed around the hall will detail the expectation and management of first aid. If onsite, committee members will be capable of taking charge in an emergency, calling an ambulance, and keeping the injured party calm and comfortable.

The names and numbers of these persons will be displayed in a central location visible to all hall users. The names of first aiders will be communicated to contractors before works are started. Committee members who have not received first aid training should not attempt to administer first aid treatment and seek professional medical assistance immediately.

5.9 Fire Safety and Emergency Procedures

Buckland Village Hall has developed procedures of action to take in the event of a fire or emergency at its site and all committee members, contractors and hall users shall receive training in these procedures.

The Committee is responsible for ensuring that all committee members, halls users and contracts are informed of the procedures and ensuring that the procedures are implemented and followed in the event of a fire.



A fire risk assessment has been conducted, and the results of these will be communicated to all committee members. Fire-fighting equipment shall be provided at each site for use in the event of a fire, to aid escape if necessary. It is the responsibility of the Committee to ensure that all equipment is regularly checked and maintained to ensure they are in good working order.

All escape routes will be clearly and correctly marked and signposted, being kept clear of obstructions at all times. Internal fire doors will be kept closed when not in use with sufficient emergency lighting where its provision is justified. It is the responsibility of the nominated fire marshals to ensure all escape routes are kept clear and fit for purpose.

Fire drills, evacuation procedures and alarm systems will be regularly tried and tested to ensure that all committee members are aware of their responsibilities and of the procedures to be followed in an emergency.

5.10 Security

Buckland Village Hall takes its responsibility seriously, under the Health and Safety at Work Act 1974, to protect its committee members, Contractors and the general Public from acts of violence, aggression, theft. As detailed within this policy committee members are not allowed to conduct Lone working (where reasonably practicable and following SWOW and RAMS), this is essential to ensure their security and all times in the scenarios outline below:-

5.10.1 Valuable Control (including Cash)

The committee do not hold or carry cash, however, in the event that the committee and its committee members are responsible for the sale of items, goods or services where cash sales are required at an event, they will ensure that suitable management of processes and volunteer training are in place

- Cash - At regular periods throughout the day the event manager will be responsible for ensuring larger amounts are stored in a safe. Should any volunteer be threatened to open cash registers/boxes or the Safe, they are to immediately comply. Their safety is paramount, should an incident occur, give in to demands, wait until they have left, inform the event manager and dial 999 immediately, but once able and safe to do so.

- Robbery – committee members will remain calm and try to not provoke an attack, they will comply with requests. When safe to do so contact the event manager immediately, and write down all details of the assailant such as height, approximate age, eye colour, clothing, vehicle etc which may assist in the future apprehension by Security or the Police. Robbers or threatening persons are not to be approached as it cannot be ascertained if it is safe to do so.



5.10.2 Theft or Damage

Buckland Hall committee members operate from home office locations as well as on the premises, and as such all liability falls to the individual/s and their respective home insurance cover where home working occurs.

5.10.3 Customer Violence

Buckland Village Hall committee members are expected and trained to be respectful, helpful and informative at all times, always trying to ensure the Customers needs are met. Violence and aggression to committee members by customers is not acceptable under any circumstances and any such instances the volunteer must report immediately to the committee. Customer Violence may not necessarily mean physical violence, verbal abuse can be equally distressing.

This type of abuse is unlikely to occur, however aggression can flare up very quickly, with little or no warning.

Rowdy customers should be asked politely to keep the noise down. If they refuse, they should be asked to leave. Committee members should seek back up from other committee members.

If the situation seems to be deteriorating, walk away. If the trouble persists contact the **Police**. Do not attempt to physically eject the customer yourself; you may leave yourself open to physical attack and potential legal action

5.11 Work at height

A large number of “work-related” deaths involve falls from height. These may include ladders, scaffolds, working platforms, mobile towers, roof edges and falls through fragile roofs or roof lights. Remember - you can be on ground level and still be at danger i.e. falling over the edge of an unguarded hole, car inspection pit, drainage system, trench, or void.

The Work at Height Regulations apply to all work / activities at height where there is a risk of a fall liable to cause personal injury. They place duties on the committee, the self-employed, and any person that controls the work of others (for example facilities managers or building owners who may contract others to work at height).

As part of the Regulations, the Committee will ensure:

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate work equipment is used.



- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

Work at height may involve specialist contractors where necessary e.g. scaffolders. The use of such items as mobile elevated work platforms and cherry pickers will be subject to an assessment before use. Where required, a trained operator will be hired in with specialist equipment.

The Committee will provide training for all committee members involved in the use of Ladders and ensure all are aware of and follow the guidance as laid out in the Buckland Village Hall SWOW documentation provided (on request). The Committee will ensure all Ladders have been regularly checked – where 3rd party or site assets (ladders/hop-ups etc) are used, proof of register and inspection will be reviewed prior to works start or equipment being used.

5.12 Control of Substances Hazardous to Health

It is the policy of the Committee to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

All hazardous substances will be purchased from reputable suppliers and the safety data sheet requested. A suitable assessment of the potential risks the chemical or substance may introduce into the volunteer activities will be made prior to any work involving the substance being undertaken. The results of these assessments will be communicated to all relevant committee members. It is the responsibility of the Committee to undertake such assessments.

The assessments will be based on manufactures/ supplier's health and safety guidance and our own knowledge of the work process. The Committee will ensure that exposure of committee members and visitors to any hazardous substances are minimised and adequately controlled in all cases (e.g., extraction)

All committee members who will come into contact with any hazardous substances will receive adequate training and information on the health and safety issues relating to that type of work and committee members will be supplied with the appropriate Personal Protective Equipment.

Assessments will be reviewed periodically, whenever there is a substantial modification to the process and if there is any reason to suspect that the assessment may no longer be valid.

Advice will be sought from the external H&S Consultant were deemed necessary.

5.13 Display Screen Equipment

Buckland Village Hall does not have any DSE users as outlined in the DSE guidance documents where DSE users spend one hour or more uninterrupted operating at a computer screen. A user specific checklist/risk assessment will be undertaken for each DSE workstation if required. The Committee is responsible for communicating the results.

5.14 Health Surveillance

The Committee is responsible for ensuring the health, safety, and welfare of the hall committee



members. The Committee will ensure that risk assessments of work/work activities are carried out to identify, inter alia, where health surveillance/monitoring is needed to protect them. This will require liaison with the Health and Safety Consultant. Surveillance/monitoring may be required:

- prior to acceptance of volunteer
- following an accident/incident
- at regular intervals in-service
- when leaving the Committee

However, the risk assessment process will determine where, if at all necessary, health surveillance is required.

5.15 Repetitive strain injury (RSI) & Musculoskeletal Disorders (MSD)

The Committee will comply with the provisions under the Health and Safety at Work Act 1974, which require that all committee members are protected from risks associated with RSI & MSD's. To ensure committee members are consulted and risks are minimized and monitored to protect them from RSI & MSD's the Committee will conduct confidential Body mapping surveys and conducting risk assessment of the activities. Please see following guidance documents on manual handling.

[Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23 \(hse.gov.uk\)](https://www.hse.gov.uk/manualhandling/)

The following risk factors that can cause RSI and/or MSDs should be assessed as part of the work activity are: -

- bending, crouching, or stooping
- lifting heavy or bulky loads
- pushing, pulling, or dragging heavy loads
- stretching, twisting, and reaching
- repetitive work, particularly using the same hand or arm action
- sustained or excessive force
- carrying out a task for a long time
- work with display screen equipment

Or the risk factors can be to do with the work environment or organisation:

- poor working environment (including temperature and lighting)
- poor work organisation (including work pressure, job demands and lack of work breaks). Stress and other psychosocial factors can contribute to the risk of developing MSDs

Or they can be to do with the committee members themselves:

- a recent or existing injury or health condition may make them more vulnerable
- individual differences (some workers are more affected by certain risks)
- vulnerable, for example, young people, disabled workers those new to the job
- working beyond their capability
- working when physically tired



5.16 Electricity

5.16.1 Portable Electrical Appliances

The Committee shall ensure that all portable electrical appliances are subject to a PAT testing regime undertaken by an internal competent person. Records are held for future reference.

Committee members (and ideally hall users) must not bring electrical items into work from home as this will only serve to negate the PAT system.

All portable electric tools (where reasonably practicable) will be 110v double insulated or all insulated. Electric equipment will have good Earth connections and leads.

5.16.2 Mains Electrics

Electricity at Work Regulations (1989)

Buckland Village Hall complies with current legislation in regard to the Electricity at Work Regulations (1989) which apply to all aspects of the use of electricity within the workplace. Whilst the hall is run by committee members and is not a place of “work”, the over-arching regulation applies to all whom have access to the hall. They place duties on committee members and the self-employed to prevent danger.

Duty holders must

- have the electrical systems constructed in a way that prevents danger
- maintain the electrical systems as necessary to prevent danger (including a 5 year fixed installation inspection)
- carry out work on electrical systems carried out in a way that prevents danger.

Electrical equipment used in hazardous environments must be constructed or protected to prevent it becoming dangerous. This includes

- extremes of weather
- extremes of temperature
- corrosive conditions.

Committee members should only work on or with electrical equipment if they have suitable

- training
- knowledge
- experience
- supervision.

For further guidance please follow the link for HSR25 The Electricity at Work Regulations and Electricity at work guidance HSG85: -

[The Electricity at Work Regulations 1989. Guidance on Regulations \(hse.gov.uk\)](https://www.hse.gov.uk/electricity/)

5.17 Personal Protective Equipment (including Respiratory Protective Equipment)

Personal Protective Equipment (PPE) will be identified following the risk assessment process and



issued upon employment and then replenished as necessary upon request at no cost to the volunteer.

PPE once issued is the responsibility of each individual and must be used, stored, and maintained in accordance with manufacturer's instructions. Any loss or damage must be reported to the Committee immediately so that replacement equipment can be provided.

5.18 "Work Equipment"

It is the policy of Buckland Village Hall to comply with the requirements to ensure all equipment in the hall place complies with all statutory regulations including and not limited to gas and electrical appliances, and other work equipment as define in law as set out in the Provision and Use of Work Equipment Regulations 1998.

The Committee will endeavour to ensure that all equipment used in the hall is safe and suitable for the purpose for which it is used including racking. Racking must be regularly checked and maintained to ensure it is capable of supporting the materials store within them.

All committee members will be provided with adequate information and training to enable them to use equipment safely and correctly. The use of any equipment, which could pose a risk to the well-being of persons, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair. ANY defective or damaged equipment MUST be reported immediately to the committee. Defective or damaged equipment MUST NOT be used and should be removed from use until repaired or replaced.

All 'users' will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment, as detailed on the risk assessment and as detailed in the Safe Operating Procedures for the task.

5.19 Pressured Gas eg. Helium

Only experienced and properly instructed persons should handle gases under pressure. Buckland Village Hall currently does not use any compressed gasses and would conduct a risk assessment if required to do so. The following factors will be taken into consideration:-

Use only properly specified equipment which is suitable for this product, its supply pressure and temperature. Refer to supplier's handling instructions. The substance must be handled in accordance with good industrial hygiene and safety procedures. Protect containers from physical damage; do not drag, roll, slide or drop. Do not remove or deface labels provided by the supplier for the identification of the container contents. When moving containers, even for short distances, use appropriate equipment eg. trolley, hand truck, fork truck etc. Secure cylinders in an upright position at all times, close all valves when not in use. Provide adequate ventilation. Suck back of water into the container must be prevented. Do not allow backfeed into the container. Avoid suckback of water, acid and alkalis. Keep container below that specified on MSDS eg. Helium 50°C in a well ventilated place. Observe all regulations and local requirements regarding storage of containers. When using do not eat, drink or smoke. Store in accordance with local/regional/national/international regulations. Never use direct flame or electrical heating devices to raise the pressure of a container. Leave valve protection caps in place until the container



has been secured against either a wall or bench or placed in a container stand and is ready for use. Damaged valves should be reported immediately to the supplier. Close container valve after each use and when empty, even if still connected to equipment. Never attempt to repair or modify container valves or safety relief devices. Replace valve outlet caps or plugs and container caps where supplied as soon as container is disconnected from equipment.

5.20 Manual Handling

The Committee accepts it is not always possible to avoid all manual handling activities, that Manual Handling can be a cause of lost time injuries and have implemented suitable assessment and training as control measures to reduce the likelihood of such occurrences.

Committee members must not lift anything beyond their individual capacity or of a shape or size that requires more than one person. Having assessed a load which is deemed excessive then two person lifting techniques must be employed where it is safe to do so.

5.21 Drugs and Alcohol

5.21.1 Alcohol

Committee members must not drink alcohol on the premises unless attending as a visitor.

Any volunteer who is found consuming alcohol on the premises or is found to be intoxicated on the premises will normally face disciplinary action on the ground of gross misconduct under the committee's disciplinary procedure.

5.21.2 Drugs and medication

The possession use or distribution of drugs for non-medical purposes on the premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your duties, you should discuss the problem with the Committee / chair.

If the committee suspects there has been a breach of this policy or your conduct has been impaired through substance abuse, the committee reserves the right to cease your duties and association with the committee itself.

5.22 Smoking

In accordance with the Health Act 2006, it is the policy of Buckland Village Hall that all our committee members and hall users have the right to work / be active in a smoke-free environment. Smoking and vaping is prohibited on the premises



5.23 Vulnerable Persons

The Committee accepts their responsibilities under the Management of Health & Safety at Work Regulations 1999 to assess the risks to 'vulnerable persons' such as Health Conditions, New and Expectant Mothers and Young Persons. Where applicable the Committee will provide Personal Emergency Evacuation Plans (PEEPs) for all vulnerable committee members, Contractors and Visitors as required.

5.23.1 New & Expectant Mothers

The Committee will ensure, so far as is reasonably practicable, that all hazards posing a risk to a new and/or expectant mother will be assessed, and suitable control measures implemented.

Where control measures will not eliminate or suitably control the level of risk, then the new/expectant mother will be removed from that activity and given alternative functions to carry out that do not pose a risk to her or the unborn child.

All new/expectant mothers must inform the committee of any medical reasons they may not be able to continue in their duties.

All expectant mothers must notify the committee.

5.23.2 Young Persons

The Committee may receive support / volunteering from young persons from time to time. (as defined in the Regulations as any person under the age of 18 years)

Upon the appointment of any young person, the Committee will ensure that any young person, under school leaving age, will have a suitable and sufficient risk assessment undertaken prior to them starting their placement and that the findings of this risk assessment will be shared with the Parent/Guardian of the young person.

The committee is responsible for ensuring the health, safety and welfare of the young person and must give consideration to any proposed activity which poses a higher risk due to their lack of maturity; experience or physical/psychological capabilities.

Where necessary, young persons will be prohibited from carrying out certain activities. These will be determined during the risk assessment process.

5.24 Stress

The Committee recognises that stress can affect the health and safety of all committee members and also recognise the need to identify and reduce the potential for stressors occurring as a result of any task or other influences.

All committee members are encouraged to raise any issues with the committee who will take all such matters seriously and arrange for the appropriate support.

Where necessary the health & safety consultant will be involved in this process.



5.25 Lifting Operations and Lifting Equipment

Buckland Village Hall currently does not employ any lifting equipment. If there is an events requirement and lifting equipment is instructed / required via contractors, the committee will ensure that safe use of lifting operations is carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 ensuring that: -

- Equipment and accessories for lifting loads are clearly marked to indicate their safe working loads.
- Committee members are adequately trained in the use of such lifting equipment.
- Safe systems of work are set up and maintained.
- Inspection and maintenance of equipment is properly carried out.

Thorough examinations will take place on equipment for lifting persons, or an accessory for lifting, at least every 6 months and other lifting equipment at least every 12 months.

5.26 Storage of Materials

All committee members will practice good standards of housekeeping in all building and grounds areas.

Items will not be stored in a manner which impacts fire escape routes, obstructing fire break-glasses or such as to obstruct access to means of gas, water, or electrical isolation.

Accumulations of combustible items will not be allowed to occur.

Walkways and passageways will be kept free from obstruction and storage of materials and equipment in non-designated areas is not acceptable.

When storing materials at any location, consideration must be given to security and stability. The storage area should be prepared by levelling the ground. Storage of heavy materials in all areas should be restricted to low levels to avoid the risk of materials stored at height collapsing. Materials on Racking shall not exceed displayed S.W.L

5.27 Traffic Management (Site)

The committee will endeavour to ensure that traffic arrangements are organised as to ensure the circulation of pedestrians and vehicles in a safe manner. Special consideration will be given to the safety implications for any wheelchair users. As part of its procedures the Committee will conduct a Personal Emergency Evacuation Plan for any individual visiting site that may require additional controls putting in place

Vehicles must be parked in the spaces provided. Suitable walkways will be provided as well as appropriate warning notices.

It is the responsibility of the Committee to ensure all hall users, visitors and contractors are informed of the site rules and report any breaches in the rules to the committee. The committee will ensure no members of the public are endangered by its activities in regard to delivery, loading and unloading. In addition, signage is in place to communicate and give direction as to parking areas, speed limits etc.



5.28 Working in Hot and Cold Environments

As per the Workplace (Health, Safety and Welfare) Regulations (7) 1992 the Committee aim to ensure that the temperature inside the premises are reasonable and comfortable without the need for special clothing. If reasonable comfort cannot be achieved, all reasonable steps as per the regulations should be taken to achieve a temperature which is as close as possible to comfortable. The temperature in the premises should normally be at least 16 degrees Celsius. If activities / tasks involves rigorous physical effort, the temperature should be at least 13 degrees Celsius.

To ensure that reasonable comfortable temperature is achieved, local heating or cooling will be provided. Where this fails suitable protective clothing and rest facilities should be provided to give reasonable comfort. Also, where practical, there should be systems of work (e.g. task rotation) to ensure the amount of time individual workers are exposed to uncomfortable temperatures is limited.

As HSE does not have specific guidance i.e. working in temperatures below 12°C, the Committee will ensure compliance with the British/European Standards below when necessary to ensure working to the minimum standard expected.

- BS EN 511 2006: Specification for protective gloves against cold
- ISO 13732-3 2005 Ergonomics of the thermal environment - Touching of cold surfaces Part 3. Ergonomics data and guidance for application
- BS 7915: 1998 Ergonomics of the thermal environment: Guide to design and evaluation of working practices for cold indoor environments.
- ISO 11079
- Evaluation of cold environments - Determination of required clothing insulation (IREQ)

The standards named are not an exhaustive list but provide a basis from which to formulate a risk assessment strategy and managing any temperature issues.

5.29 Lone “Working”

Lone working occurs from time to time. All committee members have received training and have been made aware of the policy / procedure for lone working. This includes a suitable and sufficient risk assessment of the nature of the work, the environment and the specific risks.

Any volunteer required to carry out lone working shall be required to inform the committee and report to the committee's nominated responsible person at regular intervals throughout the day, and again at the end of the day – so far as reasonably practicable.

All committee members who are required to perform duties alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance.

Where necessary a specific risk assessment will be carried out and provided for their information.



5.30 Safety Signs

Buckland Village Hall will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineered controls and safe systems of work.

Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

5.31 Environmental Impact

The Committee recognises that its activities may have some environmental implications and therefore will develop a policy designed to minimize environmental damage.

The Committees operations will be managed and organised so as to reduce, so far as is reasonably practicable, environmental damage caused by noise, dust and damage.

5.32 Monitoring and Review of Health and Safety

The Committee understands the necessity and benefits of both proactive and reactive monitoring and will therefore undertake regular inspections and safety tours to ensure compliance with committee rules and best practice, and also to identify any potential hazards or bad practices.

It is the responsibility of the Committee to undertake such inspections and report back to committee members with their findings.

Reactive monitoring will be undertaken in the form of collating accident and ill-health statistics and completing trend analysis to determine if there are further controls the Committee could be implementing.

It is the responsibility of the committee to collect such data and communicate the findings.

Annual audits of the full health and safety management system will be undertaken (with our external health and safety consultants). An action plan and new objectives will be developed following this each year.

The committee will hold annual review meetings to discuss health and safety performance and to determine what actions can be taken to ensure continual improvement.

5.33 Legionella

The Committee takes its responsibilities for the control of premises very seriously and ensure the Site conducts regular checks in accordance with the technical guidance as laid down by ISBN 9780717666355 and HSG274 to ensure it complies with its Duty of Care under the HASAW Act 1974 and MHSW regulations 1999. For further details please contact the committee.

5.34 Noise

Buckland Village Hall conforms to the regulations as laid out in Noise at Work Regulations 2005. The aim of the Noise Regulations is to ensure that committee members hearing is protected from excessive noise, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears). The majority of hall activities would not exceed a noise level in excess of 80dB(A), however should any volunteer be exposed to excessive noise levels for a period of over 15 minutes then a suitable noise survey and risk assessment will be conducted.



5.35 Asbestos

The committee is not aware of asbestos in the premises.

In the event that asbestos is found or known to be on the premises, committee members will be made aware and that to not carry out any works which might disturb the fabric of a building unless a relevant survey has been produced. Buildings constructed before the year 2000, require an appropriate asbestos survey of the work area they are being asked to work in. Were possible, in the event that asbestos is found at the premises, all reasonable measures will be taken to either remove or “make safe” the area in which asbestos is present.

Additionally, all Contractors must have completed Buckland Village Hall Contractor Induction and read and agreed to its Contractor Code of Practice.

5.36 Pandemics

Buckland Village Hall is committed to the protection and safety of its committee members and others from the risks associated with diseases which may cause pandemic such as Covid-19. To this end the Committee will develop Policies based around the findings of a risk assessment in order to minimise the risks as far as is reasonably practicable. Such Policies, procedures and risk assessments will be detailed separately and will be trained out to all committee members from induction, general working, task observation to ensure compliance. Policies and procedures relating to Covid-19 and potential other pandemic situations will be routinely reassessed and updated.

5.37 Bomb threats

Committee members are instructed that they must not attempt to move a suspect parcel or package. Instead, inform a senior committee member immediately. In the event of a bomb threat being received or a suspect package found, committee members should remain calm and follow the instructions of the fire wardens or advice given from the emergency services.



APPENDIX 1 – Sign Off

Committee / Volunteer Signature*

*This indicates that each volunteer / committee member has fully read and understood the full health and safety policy and acknowledges their role and responsibilities.

Name	Position	Signature	Date Signed
Richard Peel	Chair		
Sally Bottomer	Trustee		
Linda Oatley	Trustee		
Noelle Morgan	Trustee		
Heather Mckenna	Trustee		
Martin James-Griffiths	Trustee		
Andrew Swaby	Trustee		