

East Allington Parish Hall  
Health and Safety Policy

# Health and safety policy for East Allington Parish Hall

## Table of Contents

|  |          |
|--|----------|
| <b>INTRODUCTION .....</b>  | <b>2</b> |
| <b>DUTIES OF ALL USERS OF THE HALL .....</b>                                     | <b>2</b> |
| <b>PROCEDURES &amp; RESPONSIBILITIES .....</b>                                   | <b>2</b> |
| General Responsibilities - Apply to all users of the hall .....                  | 2        |
| Responsibilities of Hirers .....   | 3        |
| Responsibilities of Contractors.....   | 3        |
| Responsibilities of the Management Committee.....                                | 3        |
| <b>GENERAL GUIDELINES TO BE ADHERED TO – Apply to all users of the hall.....</b> | <b>4</b> |
| Safe Use of the Premises.....  | 4        |
| Electrical equipment .....   | 4        |
| Fire procedures .....  | 5        |
| Storing equipment.....   | 5        |
| Management Committee extra responsibilities .....                                | 5        |
| <b>WORKING PRACTICES - Apply to all users of the hall, as appropriate .....</b>  | <b>5</b> |
| Lifting, carrying & moving equipment .....                                       | 5        |
| Working at height.....   | 5        |
| Hygiene .....  | 6        |
| Use of the Kitchen .....   | 6        |
| First Aid .....  | 7        |
| Accident Book.....   | 7        |
| Incident Book.....   | 7        |
| <b>ROLES ASSIGNED BY THE MANAGEMENT COMMITTEE .....</b>                          | <b>8</b> |

**East Allington Parish Hall  
Health and Safety Policy**

## **INTRODUCTION**

*The Health, Safety and Welfare of all those managing, using and visiting East Allington Parish Hall are paramount at all times.*

*The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1992 and has taken guidance from The Health & Safety Executive: [www.hse.gov.uk/voluntary/assets/docs/village-hall](http://www.hse.gov.uk/voluntary/assets/docs/village-hall), to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.*

The policy of the Committee is to take reasonably practicable measures in relation to the management of East Allington Parish Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. provide healthy and safe working conditions, equipment and systems for our Committee Members and Hirers;
2. keep the Parish Hall and equipment in a safe condition for all users;
3. provide all necessary support and information to Hall users, hirers and outside contractors.

The Committee will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements.

## **DUTIES OF ALL USERS OF THE HALL**

All Management Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) as regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

## **PROCEDURES & RESPONSIBILITIES**

### ***General Responsibilities - Apply to all users of the hall***

- i) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii) Anyone who observes a practice or potential hazard that could compromise the health and safety of any person, has the responsibility to act to remove such danger and, further, to report such incidents in the Incident Book for the attention of the Committee.
- iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility

**East Allington Parish Hall  
Health and Safety Policy**

to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee

***Responsibilities of Hirers***

All hirers will be expected to read through the whole of the Conditions of Hire and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

Hirers are responsible for:

- i) complying with all conditions of hire, as set out in the Conditions of Hire by signing the Booking Form beforehand, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
- ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- iv) ensuring that highly flammable substances are not brought into or used in any part of the premises;
- v) seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been PAT tested.
- vii) Ensuring the safety of all under their jurisdiction and not allowing unsafe or hazardous practices. If their activities could potentially cause injury, the Hirers must be adequately trained and have suitable risk assessments in place for inspection by the Management Committee.

***Responsibilities of Contractors***

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Contractors are responsible for:

- i) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- ii) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- iii) advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.
- iv) having safe systems of work in place, together with suitable risk assessments which must be signed off by the Management Committee before any work is undertaken.

***Responsibilities of the Management Committee***

Committee members with specific responsibilities for aspects of Health & Safety will report to the Committee at each full committee meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being

**East Allington Parish Hall  
Health and Safety Policy**

made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

The Committee are responsible for:

- i) ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- ii) ensuring that the Health and Safety Policy is fully implemented;
- iii) monitoring compliance with Health and Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;
- v) keeping an Incident Book in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- vi) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) making such representations to Committee Members, Hirers, Contractors and Users of the Hall as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- ix) cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

**GENERAL GUIDELINES TO BE ADHERED TO – Apply to all users of the hall**

These guidelines are provided to assist all users in fulfilling their Health & Safety responsibilities.

***Safe Use of the Premises***

- The entrance must be clear of obstacles and hazards at all times to ensure the easy access and egress of people who are entering or leaving the building.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.
- As good practice, hirers should have a method to account for the number of persons present during their hire.
- Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl.
- Spills must be cleared up quickly to prevent slipping.
- Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried. Wet floors should be demarcated with the appropriate warning signage.
- Water for cleaning purposes should not be heated above 60 degrees Centigrade to prevent scalding.

***Electrical equipment***

- Any concerns regarding any electrical installation, plug, lead, etc., must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or

**East Allington Parish Hall  
Health and Safety Policy**

water penetration, etc., must not be touched or operated but must be checked by a competent electrician before use.

- All hirers should acquaint themselves with the position of the fuse box/main switch.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.

***Fire procedures***

- All persons should fully acquaint themselves with the position and mode of operation of all fire extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- All cleaning solutions etc. must be kept in a locked cupboard out of the reach of children.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.

***Storing equipment***

- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Care should be exercised when pulling a loaded trolley; where possible, two adults should assist with this. When replacing tables and chairs be mindful of the potential for injury to hands/fingers if due care is not exercised.

***Management Committee extra responsibilities***

- The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- Fire extinguishers will be regularly serviced.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.

**WORKING PRACTICES - Apply to all users of the hall, as appropriate**

***Lifting, carrying & moving equipment***

It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load by separating items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight. Ask for assistance if necessary.

***Working at height***

When reaching to remove/replace something on a high shelf or to position something on the wall

## **East Allington Parish Hall Health and Safety Policy**

above head height, especially in the loft, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:

- Ensure that you are sufficiently elevated to see what you are doing. Do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to reach. Do not stand on chairs: not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- Ask for help if necessary.
- Do not work at height, on steps or ladders until they are properly secured and another person is present.
- When working at height using ladders, at all times ensure there are two persons present, with one to hold the ladder for added security.
- Wear suitable protective clothing/hand/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

### ***Hygiene***

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels will be provided and must be used for drying hands.
- Plastic gloves should be readily available and should be worn at all times when there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.

### ***Use of the Kitchen***

- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Before using cold water taps, they must be run for a while to aspirate any water left in dead-legs.
- Hands must be thoroughly washed before food preparation. A hand wash facility is provided in the toilets.
- If the oven/cooker is in use it should not be left unattended, even for a short time. The cooker must be switched off when not in use.
- Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. Note: The oven/hob remains hot well after being turned off.
- Kettles should not be over-filled nor should the leads be left to trail over the edge of the worktop.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- Any hirer intending to provide catering (beyond cold or hot drinks and cold proprietary packaged biscuits/cakes) must ensure there is a person responsible for food preparation who adheres to an acceptable standard of food hygiene. If you require any guidance on this matter refer to the HSE web-site for information. <https://www.food.gov.uk/business-industry/caterers/food>
- Users must remove all food at the end of their booking. Outside rubbish bins are provided for disposal of waste food. Bags of food waste must not be left unless securely within the

## **East Allington Parish Hall Health and Safety Policy**

external rubbish bins provided. Excessive rubbish created such as by parties should be removed by the hirer.

- The kitchen and utensils should be left in a hygienic state – usable by the next booking. Cleaning facilities are provided – generally stored in the store off the main hall.
- If the kitchen has been left in an unhygienic state by a previous booking it must be reported to a representative of the Committee. The Hall does not arrange cleaning between each booking and the Committee cannot be held responsible for the condition of the kitchen from the previous booking.

### ***First Aid***

A well stocked and appropriately labelled First Aid Box is available in a cupboard near to the entrance of the main hall. Please note if a significant number of first aid material has been taken from the box.

### ***Accident Book***

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the main kitchen.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

### ***Incident Book***

Any person being aware of any discriminatory behaviour or any practice, action or incident that has, or could have been, injurious to the health of any person has a duty to record such incident in the Incident Book for the attention of the Committee. The book is kept in the main kitchen.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Incident Book for the attention of the Committee.

**East Allington Parish Hall  
Health and Safety Policy**

## ROLES ASSIGNED BY THE MANAGEMENT COMMITTEE

The following persons have been delegated by the Management Committee to manage the following:

|  |   |                                 |
|--|---|---------------------------------|
| <b>Risk Assessment Manager</b>   | Trustee (or delegate) responsible for updating policies and risk assessments and presenting them to the Committee for approval.   | Dave Hogarth<br>01548 521737    |
| <b>Checking First Aid Box</b>  | Check and replenish regularly   | Suzanne Ellis<br>01548 521658   |
| <b>Checking Accident Reports and Incident Book at least weekly or as advised of incidents.</b> | Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary.<br>Instigate any actions necessary to remove risks e.g. repairs. Advise Risk Assessment Manager and report to committee at each meeting or as soon as necessary.  | Dave Hogarth<br>01548 521737    |
| <b>Information to Hirers</b>   | For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.   | Valerie Stevens<br>01548 521443 |
| <b>Information to Contractors</b>  | Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.<br>They should also provide their own Risk Assessments and Safe Systems of Work for approval before work commences. | Dave Hogarth<br>01548 521737    |
| <b>Risk Assessments/ Monitoring</b>  | Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.   | Dave Hogarth<br>01548 521737    |
| <b>Fire Risk Assessments/ Monitoring</b>   | Complete Fire Risk Assessment, monitor and update as necessary. Report to committee and advise relevant people to inform hirers/contractors if amendments are made.   | Dave Hogarth<br>01548 521737    |
| <b>Annual Testing/Safety Certificates</b>  | Make arrangements for annual inspections of gas and electrical appliances, fire extinguishers and ladders (6-monthly). Keep relevant certificates and display copies on notice board as required.   | Dave Hogarth<br>01548 521737    |
| <b>Safety Notices</b>  | Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures, Floor Plans and Food Safety.  | Dave Hogarth<br>01548 521737    |
| <b>Implementation of Policy</b>  | Co-ordinate overall management of policy, including any amendments.<br>For biennial review.   | Suzanne Ellis<br>01548 521658   |