

Health & Safety Policy statement – BVH

Part 1: Statement of intent This is the health and safety policy statement of:

Barton under Needwood Village Hall Charity Number 502046

Our health and safety policy is to:

Ensure that staff, hirers, hirer's clients, contractors and all members of the public that may be affected by the Hall do not come to harm.

This policy is to:

- Identify risks and manage them.
- Prevent accidents.
- Provide PPE.
- Provide training, when required.
- Implement emergency procedures, including evacuation in the event of a fire.
- Maintain safe facilities.
- Ensure safe handling and storage of substances;
- Consult with employees and Hirers on safety matters.
- Review this policy on an annual basis or if there is significant change in the facility or its usage.



Signed

03/04/2023

Date

SIÂN CALDER

Print name

02/04/2024

Review Date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

VHMC Chair

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

Building Managers

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Building Managers - carry out inspections and tests in accordance with the inspection and maintenance schedule and adjust same based on findings/experience. Inspections and tests completed are to be recorded.
- Building Managers - produce risk assessments and review them at least annually or when significant change takes place.
- Booking Clerk - hirers are provided with Hall risk assessments, procedures and Hall requirements, including the requirement to provide their own risk assessments. Hirer risk assessments to be provided to the Building Managers.
- Building Managers – ensure that external contractors are required to provide method statements and risk assessments – requirement is to be included when issuing contracts. Risk assessments to be provided to the Building Managers.
- Chair of Committee - Communicate changes to staff.
- Committee – provide adequate resources to operate the Hall safely.
- Building Managers – Arrange for an annual trial evacuation.
- Building Managers – shall ensure that electrical and gas maintenance is conducted at the specified frequency and is conducted by competent contractors or staff.
- Chair of Committee – conduct a safety tour, with a Building Manager, every 3 months.

4 All employees, Hirers, Hirers' clients and contractors should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

- Risk assessments will be carried out by the Building Managers and Hirers, mitigations will be put in place where necessary.
- Risk assessments will be reviewed annually or when significant change takes place.
- Risk assessments shall include the risks to the very young and old and those who are less physically able.

- New staff and new hirers will receive an H&S induction and copies of relevant risk assessments and evacuation procedures.
- Staff will not be expected to conduct work for which they are not competent until suitable training has taken place.

Consultation

- Staff will be consulted routinely on H&S matters as they arise and during the annual review.
- *Hirers' will be consulted on H&S matters that affect them.*


Evacuation

- Escape routes will be clearly marked and kept clear at all times.
- A trial evacuation will be conducted annually.
- Emergency lighting will be provided to assist with evacuation in the event of a power failure.
- An evacuation chair is provided to assist with the evacuation of the less physically able from the first floor.

Electrical Systems

- Fire systems and Emergency light tests shall be conducted every six months, by competent staff.
- A full check of electrical systems shall be carried out every five years, by competent staff.
- High risk defects, found during maintenance, shall have rectification dates established; this shall be as soon as practical.
- The Hall RA shall be reviewed and mitigations put in place, if necessary, until defects have been corrected.

Risk Assessment

| | | |
|--|---|--|
| <p>This is the statement of general policy and arrangements for: Barton Village Hall Charity Number 502046</p> | | |
| <p>Chairman, Village Hall Management Committee (VHMC) has overall and final responsibility for health and safety</p> | | |
| <p>Building Manager / Booking clerk have day-to-day responsibility for ensuring this policy is put into practice</p> | | |
| <p>Signed: * (Chair VHMC) (hard copy signed)</p> |  | <p>Dated: 03/04/2023</p> |
| <p>Statement of general policy</p> | <p>Responsibility of: Name/Title</p> | <p>Action/Arrangements (What are you going to do?)</p> |
| <p>Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace</p> | <p>Chair VHMC</p> | <p>Ensure that risk assessments are updated annually.</p> |
| <p>Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work</p> | <p>Chair VHMC</p> | <p>Ensure all employees are aware of the health and safety policies of the VHMC Liaise with the village hall booking clerk and Building Manager to ensure the hall is maintained as a safe space for users and ensure all hirers are made aware of the hall policies</p> |
| <p>Engage and consult with employees on day-to-day health and safety conditions</p> | <p>Chair/Building Manager</p> | <p>Reports back to Chairman VHMC</p> |
| <p>Implement emergency procedures – evacuation in case of fire or other significant incident.</p> | <p>Building Manager</p> | <p>Ensure all fire doors are kept clear and in good condition Ensure all fire and electrical safety certificates are kept up to date Carry out fire drill and practice drill at least once per year.</p> |
| <p>Maintain safe and healthy working conditions, provide, and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p> | <p>Building Manager</p> | <p>Ensure that the hall and equipment are maintained in a safe working condition. Safety checks and PAT testing is carried out at regular intervals and records kept by Building Manager</p> |
| <p>Health and Safety law poster is displayed at (location)</p> | <p>On the main notice board in the foyer</p> | |
| <p>First-aid box is located:</p> | <p>In the main kitchen and ground floor stores</p> | |
| <p>Accident book is located:</p> | <p>In the main kitchen.</p> | |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

Barton under Needwood Village Hall Risk Assessment v10 Feb 2023

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|---|---|---|-------------------------------------|--|------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Inspections carried out daily. Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. Mats at entrances to stop rainwater being carried in. No storage in the main thoroughfare. Deliveries stored appropriately as soon as possible. All steps and stairs marked with hazard markings. Accident book provided to log any incidents. | Good housekeeping in all areas needed, e.g., on spills. Check that hirers know where equipment is. Maintain mats in good condition to avoid edges becoming a trip hazard. Warning tape will need renewing as it becomes worn and less clear. Accidents to be reviewed weekly and further mitigation introduced, if necessary. | All staff Building Manager | Ongoing Ongoing | |
| Slips, Trips, and risk on banging into objects in store. | Staff and hirers | The store is organized as best as possible, but space is limited. Fire escape is kept clear. Tables and ballet bars are restrained with harnesses. Walkway is kept clear. Tooling is locked away. Staff shall advise a family member or staff member when they are at work/expected home. Staff members will carry a mobile phone when at work. | Limit access to staff and limited access to hirers – hirers access to get materials, not as a through way. No children allowed in store. | Booking Clerk and Building Managers | Ongoing | |
| Lone working | Hall staff | Equipment is provided to move tables and chairs close to point of use. Lift is used to transport between floors. Chairs light weight. Building managers set up tables and move chairs. | Individual tables will be carried short distances without twisting the body and care will be taken not to trap fingers when opening/closing legs. Discourage hirers from moving stacks of chairs or setting up/closing tables. | All staff | Ongoing | |
| Manual Handling | Building Managers | Provision of First Aid boxes and their maintenance. Box contents checked if tell tail is broken or accident book entry is made or every six months. Box marked with earliest expiry date. | Appoint Building Managers and Hirers' as Appointed persons for First Aid. | Building Managers | | |
| Accident or illness | Staff or others using the Hall. | | | Chairman and Booking Clerk | Initially end of April 2023 and then ongoing | |

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|---|--|---|--|---|------|
| Kitchen appliances | Risk of damage to personnel and equipment if kitchen appliances used inappropriately | The kitchen is used by competent persons and cleaned thoroughly after use. Instructions for use of equipment in kitchen. | Equipment PAT and safety checked regularly as above Ensure Instructions for use of equipment accessible. Bins are emptied as required Suitable rubbish bags are provided | Hirers to check users are competent / Building Manager | From now on | |
| Work at height E.g., changing light bulbs, cleaning windows, putting up decorations etc. | Anyone working at any height could suffer injuries, possibly very serious ones, should they fall. | Appropriate, commercial stepladder securely stored and available for use by Building Manager | Building manager knows how to use the stepladder safely and has access to HSE guidance on use of stepladders Check condition of ladders at each use | Building Manager | From now on | |
| Electricity | Users risk electric shocks or burns from faulty equipment or installation | Hall inspected regularly by qualified electrician All electrical appliances tested annually by qualified electrician Repairs carried out by qualified electrician Hall hirers are responsible for any electrical equipment used in the hall | Hall fuse box clearly marked, and hirers told how to turn the power off in case of emergency | Building Manager and booking clerk | From now on Required by April 2023 | |
| Recommendations (C-3) from 5-year electrical inspection. | Electrical shock (unmarked cables and main cable sheathed and earthed at one end). | Hall inspected regularly by qualified electrician All electrical appliances tested annually by qualified electrician Repairs carried out by qualified electrician Hall hirers are responsible for any electrical equipment used in the hall | All electrical installation to be considered live until isolated and checked. Only competent persons to expose live conductors. Live working to be avoided and only conducted by a qualified electrician. Cable checker to be used to identify location of sheathed cable before drilling. | Building Managers, management team | From now. Actions to be reviewed following next 5-year inspection, 09/23. | |
| Stored equipment and manual handling | Risk of falling equipment if poorly stacked Risk due to handling heavy/awkward items | Notices about the maximum number of chairs to be in each stack Trolleys for moving chairs and tables accessible | | | From now on | |

| | | | | | |
|---------------------------------------|---|--|--|--|---------|
| Lift | User may become trapped in event of a power failure | Warning notice on the lift saying do not use in case of fire. | Brief hirers | Building Manager and booking clerk | Done |
| Fire | People with mobility issues unable to evacuate from 1 st floor | Evacuation chair provided and hirers shown how to use. Chair inspected weekly. | Use ground floor rooms for people with mobility issues, if possible. Demonstrate chair to new hirers. | Building Manager and booking clerk | Ongoing |
| Cleaning products | The cleaner, and others cleaning, risk skin problems, e.g., dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems. | Mops brushes and strong rubber gloves were provided. Cleaning products marked 'irritant' replaced with milder alternatives. Hirers reminded to use products safely, e.g., follow instructions on the label, dilute properly and never transfer to an unmarked container. | Any reddening of skin, itchiness or soreness reported to hirer/ group leader, and person consults GP | Record in accident book Hirer/ group leader | |
| Broken glass/bottles/crockery | Cleaning products may be ingested by children. | Cleaning products stored securely. | Maintain good housekeeping. | Staff and hirers | |
| Stage | Shards of glass may be walked on by dancers in flimsy footwear | Plastic glasses only are to be used throughout the Hall. If a bottle gets broken, Hirers must clean up immediately and inform the Building Managers of the breakage so the floor can be checked. | In addition to hirers cleaning up, cleaners to be informed following a breakage so they can clean thoroughly. Routine cleaning takes place every day before classes start. | Staff and hirers | |
| External contractors working on site. | Risk of manual handling injuries during assembly/disassembly. Hirers could be hurt by incorrect or partial assembly. Risks to contractors and hirers associated with works. | Building Managers have been trained to assemble the stage. Assembly will always include one set of steps and barriers. This RA will apply. | Inspection during assembly to identify defective components. Additional risks will be identified, and control measures put in place. | Building Managers. Hirers, Building Managers and Hall Management. | |

Additional Controls for Events

| Hazard | Who is at risk | Control of risk | Further comments | Announcement required |
|---|---|---|---|--|
| Medical emergency | All, especially pre-existing conditions | Mobile phone available for contacting emergency services or others | Awareness by volunteers of location of First Aid kit provided by Hall (in kitchen); awareness by volunteers of defibrillator (at Co-Op - needs mobile phone to gain access) | Make yourself known to a volunteer |
| Fire | All | Maintain clear exits and escape routes. Mobile phone available for contacting emergency services | Awareness by volunteers of location of fire extinguishers | Identify exits (NB Crowberry Lane traffic); alarm is NOT a drill |
| General | All | Identify volunteers by badges; encourage volunteers to keep aware of risks arising as the event progresses, and to seek to reduce/remove them | | Volunteers have badges; speak to any of them in case of problems |
| Disabled facilities | Disabled | Facilities available | | Identify facilities and location |
| Slipping, tripping | All | Clean up spills; monitor for items left on floor (bags, sticks, coats etc.) and encourage removal/safe placement; monitor for misplacement of furniture etc. and remedy; ensure performers cables etc. don't encroach on public space or are adequately protected/shielded/identified | Mops, cloths to be available from kitchen. Adequate illumination before, after and during interval | Let us know about spills; explain system for drinks (movement during performance is not necessary) |
| Broken glass | All | Broom and dustpan in cupboard. Organisers only handle broken glass. | Plastic glasses to be used. | |
| Emptying the building | All | Maintain a count (from door, ticket stubs etc.) of numbers present, in case of evacuation; designated fire monitors to check allocated rooms in event of evacuation and report back to nominated fire warden; check all rooms at end of performance (including e.g. toilets, disabled toilet) | Fire wardens assemble outside main doors and report to nominated Fire Warden. | |
| Heavy lifting (staging, stock for bar etc.) | Volunteers | Two-man lifting where appropriate; use trolleys for staging and chairs | | |