

# **Eastling Village Hall**



## **Health & Safety Policy**

**June 2018**

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### **Health & Safety Policy**

The Eastling Village Hall Trustees (hereafter named "The Trustees") are committed to providing and maintaining a healthy and safe environment within the Eastling Village Hall and Car Park areas for all Trustees, user groups and visitors to the premises. The overall responsibility for ensuring the implementation of this policy lies with the Eastling Village Hall Trustees.

Detailed arrangements for implementing this policy are outlined in the attached Health & Safety Policy Appendices.

In order to achieve this aim the Trustees will, as far as is reasonably practicable:-

1. As a minimum comply with requirements of all relevant legislation;
2. Identify hazards, assess risks and manage those risks;
3. Ensure that Trustees, volunteers, user groups, and visitors are made aware of the identified risks whilst on the premises; and
4. Safeguard the environment from the effects of activities held within the premises

Whilst the Trustees accept the main responsibility for the implementation of this policy, individuals also have a responsibility to ensure a healthy and safe environment within the Village Hall.

### **HEALTH AND SAFETY RISKS**

The Trustees will undertake all risk assessments as necessary.

The findings of all risk assessments will be reported to the Trustees and, after acceptance, adopted for incorporation into the Health & Safety Policy.

The Trustees will implement any action required to remove/control risks identified.

Risks identified will reviewed periodically, when changes occur, or when legislation changes.

Smoking will not be allowed within any of the Hall areas.

### **SAFE PLANT AND EQUIPMENT**

All equipment i.e. steps, ladders, etc., used or stored at the hall will be inspected at least annually to ensure they are free from defects and that people using it are made aware of any risks attached to their use.

### **SAFE HANDLING AND USE OF SUBSTANCES**

The Trustees will be responsible for the following:-

Identifying all substances which need COSHH (Control of Substances Hazardous to Health) assessments and undertake COSHH assessments as and when required.

Ensuring that all actions identified in the assessments are implemented.

Ensure that existing and all new substances can be used safely.

### **INFORMATION, INSTRUCTION AND SUPERVISION**

The Health and Safety Policy is to be uploaded onto the Village Website, as well as being displayed on the Village Hall notice board.

### **ACCIDENTS AND FIRST AID**

The first aid box is kept in the kitchen complete with an accident report book. The first aid kit is for general use.

All accidents are to be recorded in the Accident Book.

### **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

Emergency procedures for fire and evacuation are covered in the Health and Safety Policy Appendices and will be uploaded onto the Village Hall Website, as well as being displayed on the Village Hall notice board.

## **Appendices**

- 1 Use of the Stage
- 2 Fire and Escape
- 3 Smoke-Free Policy
- 4 Working at Height
- 5 Manual Handling
- 6 First Aid
- 7 Spills, Trips and Falls
- 8 Control of Substances Hazardous to Health (COSHH)

## 1. Use of the Stage

Hirers may use the Village Hall Stage at their discretion, but are wholly responsible for the safety of anyone using it and for supervising all users whilst they are using it, particularly with regards to ensuring that due attention is given to the frontage drop. Hirers are also responsible, when not using the Stage, for ensuring that nobody enters the Stage area.

## 2. Fire and Escape

### *Fire orders*

On discovering a fire RAISE THE ALARM, shout 'FIRE', operate the nearest break glass fire alarm and dial the emergency number 999, giving the following information:-

- Location of fire: Eastling Village Hall ME13 0BB; and
- Where the fire is and the approximate number of people at the hall;

Evacuate the building by using the appropriate fire exits, ensuring that all persons are accounted for and check to make sure the building is clear, particularly the disabled toilet.

When evacuating close doors and windows behind you to help stop the spread of fire and smoke

### *Procedures for evacuation of the hall and associated rooms*

The Village Hall car park is the assembly point. This ensures that the building can be evacuated quickly and confirmation that this has been completed can be communicated to the fire brigade.

On hearing the alarm all occupants will evacuate the building using the nearest available exit.

Occupants will assemble and remain on the Village Hall car park unless it is deemed that they remain in danger, at which point they will be instructed to move onto the school playing fields.

Re-entry of the building is forbidden until permission is given by the senior fire officer attending.

### *Fire precautions*

Fire safety legislation does not directly deal with fire prevention but the safety of people in the event of a fire. There is a requirement in the Health and Safety Act 1974 however to maintain a safe environment so a safety policy would cover fire prevention information

## *General*

All reasonable practical steps must be taken to minimise all possible causes of fire.

Causes of fire are numerous and mostly under the direct control of personnel on the premises, hence Trustees should actively promote a user appreciation of fire prevention through information and instruction.

All users of the Hall must report any concerns they might have regarding potential fire hazards to the Trustees in order that the necessary fire precautions are introduced

## *Fire causes*

To minimise the risk of fire the following common causes need to be controlled:-

- Electrical safety - The Village Hall electrical system will be checked annually by a competent person and test certificates filed in the Health & Safety file. All portable electrical equipment will be tested at suitable intervals to ensure that it is fit for purpose. Each item will be suitably appended with a label/sticker indicating a pass and due date for the next inspection;
- Smoking - The policy of the Village Hall is that smoking may not take place within the building; and
- Housekeeping - Suitable standards of housekeeping with regard to cleanliness, storage and disposal of waste must be set to minimise the risk and development of fire

## *Precautions*

Precautions have been taken to provide:

- Evacuation routes;
- Fire control equipment; and
- Suitable means of raising the alarm.

## *Fire control equipment*

It is essential that extinguishers are kept in approved positions, fixed suitably on brackets and inspected monthly. A full inspection by a trained person should be carried out each year and the date of the inspection recorded on a label on the extinguisher. Records of inspections must be kept and a scheduling programme introduced to indicate when the next equipment checks and tests are required. These are to be kept in a safe place.

The Village Hall has four types of fire control equipment:-

- Water extinguisher (RED) suitable for most fires except those involving electrical systems and flammable liquids;
- Carbon dioxide extinguisher (Black) suitable for fires involving electrical equipment and flammable liquids;
- Fire blanket located in the kitchen only; and
- Dry Powder extinguisher (BLUE) for use with oil based products used in the kitchen

### **3. SMOKE FREE POLICY**

#### *Purpose*

This policy is to protect all users of Eastling Village Hall from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same air space does not completely stop potentially dangerous exposure

#### *Policy*

It is the policy of the Eastling Village Hall Trustees that all its areas within the building are smoke free and all users have a right to a smoke free environment. Smoking is prohibited within the hall including the outside entrance. This policy applies to all persons using the Village Hall.

Appropriate 'No Smoking' signs are clearly displayed at the entrance to and within the premises

### **4. WORKING AT HEIGHT**

This policy covers the use of ladders and step ladders used within the Village Hall.

Falls from height are the most common cause of fatal injury, and the second most common cause of major injury. All activities are exposed to the risks presented by this hazard although the level of incidence varies.

Research shows that falls from height usually occur as a result of poor management control rather than because of equipment failure.

The common factors include:-

- Failure to recognise a problem;
- Failure to use appropriate equipment; and
- Failure to provide safe plant and equipment

### *Persons at risk*

Any person working at a height where a fall could result in an injury is at risk. This includes:-

- Ascending or descending ladders;
- Positioning or removing ladders or working platforms;
- Persons working on ladders or platforms; and
- Falling objects from height.

### *Risk assessment*

All activities concerning working at height will only be carried out once an approved Risk Assessment has been carried out to prove that the method adopted is the safest approach. Guidance is listed below:-

- For frequent general activities e.g. changing light fittings, cleaning at height etc., the Trustees will prepare generic Risk Assessments;
- For temporary or hired equipment i.e. mobile scaffold towers, involving working at heights, a separate Risk Assessment will be carried-out in each case.

## **5. MANUAL HANDLING**

### *Introduction*

More than a third of all over-three-day injuries reported each year to HSE and local authorities are caused by manual handling and the transporting or supporting of loads by hand or by bodily force

### *The Law*

The references for this section are applicable to employer/employee relationships but are applied to any one working at the Village Hall.

EC Directive 90/269/EEC

Manual Handling Operations Regulations, Amended 2002

- Regulation 4 of the Manual Handling Operations Regulations 1992 states
  - a) So far as is reasonably practicable avoid the need to undertake any manual handling operation which involves a risk of injury
  - b) Where it is not reasonably practicable to avoid the need to undertake any manual handling operations which involve a risk of injury
    1. Make a suitable and sufficient risk assessment of all such manual handling operations to be undertaken and



2. Take appropriate steps to reduce the risk of injury arising out of any such manual handling operations to the lowest level reasonably practicable

Therefore we must at all times consider the risks from manual handling to the health and safety of anyone working at the Village Hall. If there are risks, the Regulations apply.

#### **Schedule of manual handling at Eastling village hall**

<b>Article</b>	<b>Minimum number of people</b>
Small table	1
Medium table – lightweight	1
Large table – heavy	1-2
Floor cleaner	1
Stack of no more than 4 chairs	1

## **6. FIRST AID**

### **Purpose**

First aid involves the initial assistance or treatment to a casualty for an injury before the arrival of medical assistance. To this end there are two main priorities:-

- The deterioration in the general well being of the casualty, for example by resuscitation, by stopping any bleeding, relieving anxiety and pain; and
- The summoning of professional medical help, for example, a doctor or ambulance.

First aid is also the treatment of minor injuries which would otherwise receive no treatment or which require no treatment by a medical practitioner or nurse.

### **General duty**

The Health and Safety (First Aid) Regulations 1981 place a general duty to ensure that there is adequate first aid provision.

First aid does not include the treatment of minor illnesses that require the administration of medicine or tablets; therefore this aspect is not a requirement.

## **Slips, Trips and Falls**

### *Background*

Injury from slips, trips and falls are the most common cause of every day minor injury. Certain activities may expose additional risks to other people by their own nature and some are created accidentally, but require attention immediately to reduce or eliminate the risk.

The common causes of accidents are:-

- Wet floors during and after cleaning;
- Wet floors due to spillage of liquids or foodstuffs;
- Cables crossing floors; and
- Inadequate space for an activity.

The Trustees will ensure that the hall is cleaned and maintained regularly and that all elements of electrical systems comply with the relevant Regulations. Each user is responsible for any additional equipment brought to the Village Hall for specific purposes necessary for their activity.

These guidelines assist the user when preparing for those activities and also set out the minimum requirements in dealing with problems arising from the activities

### *Spills and wet floors*

There are specific actions to be taken for each of the two scenarios where hazards occur:-

### *Cleaning*

- At the commencement of cleaning the floor place the yellow hazard warning sign at the entrance to the area concerned;
- When using the cleaning machine ensure that the water suction facility is switched on before starting to use the machine, to ensure rapid water removal from the floor. After use of the machine mop up remaining evidence of water;
- When using mop and bucket use a damp cloth/mop to wash floor and always ensure large quantities of water are removed immediately; and
- Remove yellow hazard warning sign when floor is dry

### *Accidental spills*

- As soon as accidental spill occurs place yellow hazard warning sign over the area of spillage;
- Using mop and bucket wash the affected area to remove any sticky or slippery residue and ensure residual surface water is removed; and
- Only remove yellow hazard warning sign when area is dry.

### *Cables*

All cables to equipment, whether provided by the Village Hall or by the user, shall be routed in such a manner as to avoid the general public from crossing over the cable. Cables may be run under tables or staging to prevent accidental contact.

Any high level cables shall be mounted at least 2.5 metres above ground level

Under no circumstances should a chair or table be used to gain access to areas just out of reach.

A small step ladder is provided for everyday use in the Village Hall, and a large step ladder is provided for special maintenance purposes.

## **8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

### *Chemicals and the law*

The main legislation concerning chemical safety is the Control of Substances Hazardous to Health Regulations 2002, usually abbreviated to COSHH.

COSHH applies to all substances hazardous to health, which are, or are likely to be present within the Village Hall. This includes fumes, vapours, gases, biological materials and micro-organisms that may cause harm following exposure by inhalation, ingestion or physical contact.

A substance's potential to cause harm depends upon:-

- Concentration;
- Duration and frequency of exposure; and
- Manner of exposure.

COSHH lays down a step-by-step approach to precautions to be taken to ensure that substances do not threaten the health of people using the hall. Failure to comply with COSHH may expose people to unnecessary risk and is an offence subject to penalties. Examples of substances hazardous to health that may be found in the Village Hall include:-

- Cleaning materials, such as bleach, lime scale removing fluids;

- Dish washer fluids;
- Surface cleaners;
- Freshener sprays; and
- Maintenance substances, such as floor cleaning liquids.

The COSHH schedule of chemicals must address the product, its purpose, the directions for use, and warnings of any health hazard together with safety instructions in the case of accidental misuse.

All accidents shall be reported in the Accident Book

All hazardous materials must be kept locked away in the cleaner's cupboard.

### *COSHH Schedule*

The following schedule identifies the substances that are used on a regular basis at the Hall:-

- All purpose cleaners
- Essential bleaches
- Cillit Bang cleaner
- Liquid hand soap
- Floor cleaning products
- Lime scale removers
- Bathroom cleaner
- Stainless steel cleaner
- Glass cleaner

The purpose of the product, directions for use, warnings as to any health hazards and what to do in the case of accidental misuse are all displayed on the containers themselves.