

**HEALTH AND SAFETY**

**STATEMENT OF POLICY**

It is the policy of the Committee of Management to discharge its duty of care to all hirers and users of the hall including employees, contractors and volunteers in accordance with current Health and Safety legislation.

In practice it is the intention of the Committee to;

- a) provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members and hirers
- b) keep the hall and equipment in a safe condition for all users
- c) provide such training and information as is necessary to staff, volunteers and users

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

It is a key part of the Committee's policy that all members of the Committee, employees, hirers and contractors are required to watch out for and report any damage, faults, wear and tear or other circumstances which could pose a hazard to anyone using the hall. Such reports should be made to the Responsible Officers listed in the Health and Safety Folder held in the Entrance Lobby, hereinafter referred to the H & S File.

A copy of this document, and other relevant Health and Safety documents, including a list of Responsible Officers, is available in the said H & S File housed in the lobby.

The Committee will ensure that a full Risk Assessment is carried out annually.

**1. FIRE SAFETY**

Policy Document No 4 entitled 'Fire Safety' is held in Management File M12. A copy of the document forms part of the Standard Conditions of Hire and is supplied to all hirers who acknowledge receipt of same. The document is reviewed annually and its content confirmed by the Committee at its November meeting.

The Fire Alarm system and fire extinguishers are serviced biannually by qualified outside contractors.

The Committee has appointed a Responsible Officer, specifically tasked with Fire Safety who will carry out Risk Assessments twice yearly (June and December) and present the same to the Committee for action. The Assessment sheets, showing the action taken to remedy potential hazards are filed in Management File M16.

The same Officer holds the Fire Log Book in which is recorded the results of regular checks made in respect of the fire alarm, fire doors and emergency lighting.

**2. ELECTRICAL SAFETY**

A periodic check on the electrical system and all circuits in the hall is carried out by a properly qualified electrician at intervals of no greater than 5 years. The paper work in respect of such checks and the action taken to remedy any faults is held by the Secretary at M18 in the Management File. Portable electrical equipment, the property of the Committee, and other electrical equipment, the property of Whitestone Players, present in the hall, is checked using authorised and calibrated

equipment on an annual basis in accordance with current legislation. Forms listing such equipment and the result of testing are held by the Secretary in Management File M 19.

Any hirer who detects a fault with any supplied electrical equipment should immediately remove such item out of further use and advise the Responsible Officer without delay.

A diagrammatic electric circuit plan indicating all power points/fuses, etc. is held in the H and S File.

In the event of a power failure to any part of the system a check-sheet is provided in both the H and S File and close to the main electrical fuse boxes in the kitchenette. Hirers, who feel competent may endeavour to restore power by following the instructions contained therein, however, IF ANY OF THE SWITCHES RETURN TO THE OFF POSITION AFTER BEING SWITCHED BACK ON, NO FURTHER REMEDY SHOULD BE ATTEMPTED.

Should steps be needed to check the various fuses, a second person must be present to hold such equipment steady whilst in use.

All failures of power/lighting circuits should be reported to the Responsible Officer as shown in the H and S File.

### **3. SECURITY OF THE BUILDING**

Local and/or Regular Hirers are provided with a code in order to access the combination lock holding the keys to the property. The combination is changed on 1<sup>st</sup> March annually, and otherwise as necessary, by the Secretary.

All other hirers are let into the building through the Caretaker or other nominated person who is also responsible for ensuring that the building is secure both at the conclusion of such hiring and, in accordance with Job Description and Cleaning Schedule, daily at the end of each day.

Where the Caretaker is unable to open or secure the premises for any reason the person deemed as their responsible officer is so informed by the Caretaker in order that alternative arrangements can be made.

Keys to various lockable parts of the building are held in a secure wall mounted key cabinet housed in the cleaner's store accessible, by combination lock, to the caretaker and selected individuals.

In accordance with the Conditions of Hire the committee accepts no liability for any property brought to or left on the premises by hirers.

### **4. BUILDING RISK ASSESSMENT**

A copy of the Assessment Document, reviewed annually, is held by the Secretary and in the H and S file.

### **5. ACCIDENTS/INCIDENTS**

A First Aid Box is kept in a marked drawer in the kitchen. A further First Aid box is available in the hall lobby. The person responsible for ensuring that the First Aid Boxes are replenished is listed in the H and S File.

An Accident Book is held in the H and S File maintained in the entrance lobby.

Instruction to hirers where an accident involving injury to a member of the public occurs are included in the Standard Conditions of Hire.

The Secretary will be responsible for the completion of RIDDOR forms where required and in particular where an injury has resulted in any person either being taken to hospital, rendered unable to work for more than three days or where an occurrence is deemed to have been dangerous.

#### 6. **STORAGE OF CHEMICALS, PAINTS etc.**

All chemicals, paints, etc. stored in the hall will be kept in a secure location and handled in accordance with COSHH regulations.

In particular, oil based paints, etc. will be kept in the Store Room in a locked metal box. Other chemicals are kept in a locked wall cupboard in the storeroom, fixed above children's head height.

#### 7. **ASBESTOS**

An annual inspection of the identified, potential asbestos related sources is carried out by the Secretary in November of each year. Forms indicating the results of such action, any remedial action undertaken, warnings issued to contractors, etc. are to be found in Management File M17.

#### 8. **MANUAL HANDLING**

Although this is largely a matter for individual common sense no attempt should be made to move bulky or heavy items alone.

Chairs stacked in the Storeroom may consist of not more than 12 chairs per stack, however, in accordance with the displayed notice, such stacks, MUST be positioned so as to face the window. Elsewhere, stacks should not be greater than eight chairs. A trolley is provided to assist with the movement of stacked chairs and should always be used.

Step ladders should not be used unless a second person is present and holding the appliance steady.

Stacked tables must be secured with the ties provided.

#### 9. **HIRINGS**

All persons and/or organisations hiring the hall receive and acknowledge receipt of Policy Document No 3 Standard Conditions of Hire and Policy Document No 4 Fire Safety in which Health and Safety requirements placed upon hirers are detailed. (NB Needs to be included in Policy Doc 3)

All matter of Health and Safety concern identified by a hirer must be brought to the attention of the Secretary without undue delay.

#### 10. **NOTICES AND SIGNAGE**

Appropriate signage has been displayed as listed below:

- a) "Wash Hands after Using Toilets". Gents, Ladies, Disabled, stage and outside facility.
- b) "Stack chairs 12 Deep FACING the Window". Storeroom.
- c) "When Moving Chairs Please Use Trolley". Storeroom.
- d) HSE Employees Notice. Served on Caretaker and displayed in locked cupboard in Storeroom.
- e) "Please Hang WET Tea Towels on Line in Storeroom". Behind tea towel rack in kitchen.
- f) "Colour scheme re. mops, buckets, etc. – At location of equipment
- e) "In Event of Emergency the Post Code of the Hall is EX4 2JS". Notice Board in Entrance Lobby and on both First Aid Kits.
- g) Car Parking Liability Disclaimer. On North and East walls of hall facing car park
- h) Parking Prohibition. On North wall of hall facing car park to ensure vehicular access.
- i) "Please Use Correct Equipment for Specific Areas. RED – Toilets. BLUE – General Use. GREEN – Kitchen". With equipment in Storeroom.
- j) "FIRST AID KIT" on relevant drawer in kitchen.

## **11. LONE WORKING PROCEEDURES**

It is the policy of the Committee that no employee, contractor or volunteer should carry out work alone on the premises. Where such working is un-avoidable it will be the responsibility:

- a) of the person arranging such work to ensure that the person working alone is safe until they vacate the premises. A telephone contact number should be provided to such person.
- b) of individual volunteers and employees attending the premises alone to assess and accept such risk and to ensure that a contact person is aware of their location.

No person should use steps or ladders in the hall unless the same are properly secured and another person is present.

## **12. CLEANING/HYGIENE**

A colour scheme has been adopted, and signed accordingly, for mops, buckets and cloths in use in the hall as follows:

- Red – Toilet and Washroom areas
- Blue – General use
- Green – Food Preparation areas

All persons using such equipment should ensure compliance with this system.

## **13. FOOD PREPARATION**

- a. The Committee will ensure that the kitchen and its equipment are maintained to a standard acceptable to the Local Authority Environmental Health Department. The premises are provided with a refrigerator.
- b. The HIRER shall, if preparing, serving or selling food observe all relevant food, health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises should be stored in compliance with the Food Temperature Regulations.

## **HEALTH AND SAFETY - RESPONSIBLE OFFICERS**

The person delegated by the Committee to have day to day responsibility for the implementation of the Committee's Health and Safety policy is the Secretary:

Derek Fisher: 14, Church Lane, Whitestone, Exeter EX4 2JT  
Telephone: 01392 811979  
Email: kingfisher.dormers@gmail.com

Officers Responsible for Specific aspects of Health and Safety policy are:

Building Risk Assessment – Secretary (As above)

Security – Booking Clerk Telephone: 01392 811245

Electrical Power Failures – Secretary (As above) and/or Peter Hanson Telephone: 01392 811878

Fire Safety – Jock Kirkpatrick Telephone: 01392 811205

First Aid Boxes – Dr Jane Richards Telephone: 01392 811492

Reporting of Accidents and RIDDOR Forms – Secretary (As above)

Periodic and Portable Equipment Electrical Testing – Secretary (As above)

Ensuring Fire Alarm System and Extinguishers Checked Annually – Secretary (As above)