

**HEALTH AND SAFETY - ABRIDGED VERSION OF POLICY DOCUMENT NO 5
(NB. The full Version is available in the Health and Safety File held in the lobby)**

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 as the H and S File.

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 supplied to hirers who acknowledge receipt of same.

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. Portable electrical equipment, held in the hall, is checked using authorised and calibrated equipment on an annual basis.

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.

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. 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. 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.

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 Document, reviewed annually, is held in the H and S file and by the Secretary.

5. ACCIDENTS/INCIDENTS

First Aid Boxes are available in a marked drawer in the kitchen and 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.

6. STORAGE OF CHEMICALS, PAINTS, CLEANING MATERIALS etc.

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

7. ASBESTOS

An inspection of the identified, potential asbestos related sources is carried out annually.

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 and 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. 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, Policy Document No 4 Fire Safety and Policy Document No 5 (Abridged) Health and Safety in which the requirements placed upon hirers are detailed.

All matters of Health and Safety concern identified by a hirer must be brought without delay to the attention of the Responsible Officer shown in the H and S File.

10. NOTICES AND SIGNAGE

Appropriate signage has been displayed as necessary.

11. LONE WORKING PROCEDURES

No person shall use step or ladders in the hall unless a second person is present to assist.

12. CLEANING/HYGIENE

Mops, buckets and clothes used in the hall shall only be used in accordance with the colour scheme as set out on the Notice in the Storeroom.

13. FOOD PREPARATION

All users of the kitchen will ensure compliance with all relevant legislation relating to food and health and hygiene.