

Ellisfield Memorial Hall

Health & Safety Policy

POLICY STATEMENT

This document is the Health & Safety Policy of Ellisfield Memorial Hall.

Our policy is to provide healthy and safe working conditions and equipment for our volunteers, committee members and hirers by ensuring equipment is maintained in a safe condition for all users and to provide training and information as necessary to volunteers and users.

It is the intention of the Ellisfield Memorial Hall Committee to comply with all health and safety legislation and to act positively where reasonably possible to prevent injury, ill health or any danger arising from activities within the hall.

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

Organisation of Health and Safety

It is the duty of all employees, hirers, users, visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Memorial Hall Committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified, they should inform a Management Committee member as soon as possible so the problem can be dealt with. Where equipment is damaged, a notice should be placed on it warning it is not to be used and it should be placed in one of the store rooms. A committee member should be notified.

The following items are maintained and where appropriate reviewed by the Management Committee:

Health & Safety Policy

Risk Assessments

First Aid Box

Insurance

Information (including Hiring Terms & Conditions) for hirers

Introduction

Ellisfield Memorial Hall Management Committee has drawn up this policy to clarify procedures and areas of responsibility in ensuring the health and safety of its users. The Memorial Hall Committee is responsible for running the Memorial Hall and to ensure the safety of people using

it. No one can guarantee total protection against accidents, however precautions will be taken where possible to ensure the health and safety of employees and users of the hall.

Mitigation of Risk

To mitigate risk the Memorial Hall Committee has taken the following steps:

Carry out a full risk assessment every two years or sooner if deemed necessary by the committee.

Ensure that there is a copy of the Health & Safety policy located in the hall.

Ensure that all hirers are made aware of the Health & Safety Policy and the Fire Evacuation Procedures.

Health & Safety Objectives

This section covers a brief description of legislation and how it would apply. This is carried out by a thorough risk assessment and by good housekeeping.

The fundamental legislation Health and Safety at Work Act requires that the Memorial Hall Committee, as the managers of the premises, ensure the health and safety of others who use the hall. It encompasses every aspect of the premises, which includes equipment, paths, surfaces, chairs, escape routes. Health and Safety risks are identified, appropriate action involves minimising or eliminating the risk.

The Memorial Hall Committee must ensure the following:

Provide a safe place for people to operate by:

Identifying and assessing all risk of the hazards associated with the premises or activities held there which may have an effect on the health and safety of others who use the premises.

Carry out a risk assessment using persons who are competent.

Take action to eliminate or reduce hazards.

Demonstrate that arrangements are in place.

Review arrangements when changes occur.

Prevention of Fire

The Memorial Hall Committee has appointed a Fire Safety Officer (Tony Matthews). The purpose of this appointment is to reduce the risk and prevent a fire occurring. The following activities are carried out by the Fire Safety Officer:

A Fire Risk Assessment (as part of the overall Risk Assessment)

Precautions to be put in place where necessary and where it is reasonable to do so

Ongoing checks of fire safety equipment, exits and alarms

Preventative and protective measures must be taken in accordance with the Health & Safety Policy as follows:

Smoking is forbidden inside the hall

Inflammable substances must either be replaced or when this is impossible measures taken to control the risk

Storage of combustible material near a source of ignition is not permitted

Emergency exit and routes to them must be kept clear at all times

Appropriate fire fighting equipment is provided

Fire equipment is maintained and checked annually

Others including hirers and volunteers have access to the Health & Safety Policy and the Risk Assessments.

Important issues associated with Health and Safety in Ellisfield Memorial Hall

Working Alone

Volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. When jobs are less risky, checks should be made.

Children

Minors under the age of 16 must be accompanied and supervised by a responsible adult at all times. In the event of children's parties or activity groups, the hirer must inform the Management Committee of the adult to child ratio and the age of the children attending. The Management Committee reserve the right to refuse hire of the hall if they believe this ratio is not sufficient.

Children under the age of 12 are not permitted in the kitchen. This is to avoid the risk of scalds, burns, cuts and other injuries occurring.

Stage Area

All users should be vigilant around the stage area to avoid the possibility of falling from the stage edge. Children should always be supervised when using the stage.

Electrical Safety

The following must be adhered to:

Electrical appliances must not be left unsupervised when in operation

Plug sockets must not be overloaded

Should users/hirers want to bring electrical appliances on to the premises they must make the Management Committee aware of this. The user/hirer is responsible for ensuring that the appliance meets safety standards (i.e. has been PAT tested).

Electrical equipment showing signs of damage, exposure of components, water damage etc.
Should not be touched or operated

Users have a responsibility to ensure that all electrical appliances are shut off when leaving the hall

Trailing wires or cables are a trip hazard and should be taped down

Housekeeping

The hall is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that the hall is left clean and tidy. The Management Committee cannot guarantee that the hall will be cleaned between each use.

All users must use the rubbish bins and recycling buckets. Any major spillage, damage or accident should be reported to the committee. Food, drink, all rubbish and perishable items must be taken away at the end of each hire.

The paths outside and the frontage of the hall must be kept clear of litter.

Accident Reporting Procedure

Accident Report Forms are available in the kitchen. Any accident occurring during use of the hall must be recorded. To ensure that personal data is kept confidential, individual records are removed and held separately the Management Committee. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

The following must be reported:

A death or major injury

Any injury

A dangerous occurrence or near miss

Any injury that results in anyone having to be taken to hospital

Hirers must report any accidents to a member of the Management Committee.

In the event of an emergency, the nearest hospital is:

North Hampshire Hospital

Aldermaston Road, Basingstoke, Hampshire, RG24 9NA

Tel: 01256 473202

Insurance

The hall is insured as follows:

Policy Type: Village Hall Plus Group Insurance Scheme Policy Number: WH 272039 2023

Insurer: Zurich

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