

Health and Safety At Work Policy for Voluntary Groups – Village Halls

1. The village hall committee is ultimately responsible for the Health and Safety Policy. The Policy will be reviewed annually.

2. The delegated member is responsible to the Board of Directors for implementing the Health and Safety Policy within the hall environment.

3. COMMITTEES RESPONSIBILITIES

The committee recognises its duty to staff, users of the hall, volunteers and others who may be affected by its activities, and aims to protect them from risks to their health and safety as far as is reasonably practicable.

The above will be achieved by ensuring that all users:

- a) identify and assess risks to which people in their activity are likely to be exposed
- b) introduce specific measures as appropriate to minimise these risks
- c) adopt safe working practices
- d) maintain systems to effectively implement, monitor, review and improve health and safety on an on-going basis
- e) receive instruction and training to enable them to perform their work safely and effectively
- f) ensure that appropriate Employers' and Public Liability insurance cover is in place

4. VOLUNTEERS STAFF AND USERS RESPONSIBILITIES

Every user working in the building has a responsibility to take reasonable care for the health and safety of him/herself and any other person who may be affected by his/her acts or omissions at work. Users working in the building should co-operate with the hall committee in efforts to comply with statutory requirements in the field of health and safety.

In particular, all users should:

- a) work safely and efficiently
- b) use any equipment provided according to instructions
- c) report and record all incidents on the premises that have or may lead to injury or damage
- d) make suggestions to improve health and safety in the workplace
- e) ensure agreed measures are introduced to reduce or manage identified health and safety risks.

5. GENERAL ARRANGEMENTS

a. Accidents

The first aid box is located in the kitchen downstairs and the toilet upstairs at the office premises at.

The person with responsibility for maintaining the first aid boxes is the named delegated officer.

The person responsible for reporting incidents is the Organiser.
An accident/incident record book is located in the

b. Fire Safety

The delegated member is responsible for ensuring the installation and maintenance of fire extinguishers and the clear marking of escape routes. Fire extinguishers will be maintained once a year. All staff, users and volunteers will be shown how to use the fire extinguishers and when to use them.

Users should ensure that a record of who is in the building at any given time is known and recorded. All users should be made familiar with fire exits and fire extinguishers.

The fire routine is as follows:

- on discovery of a fire the person concerned must raise the alarm and ensure that everyone evacuates the premises

There is a no smoking policy for all rooms on the premises.

c. Users

The hall committee will ensure that, so far as is reasonably practicable, people who enter the premises will not be exposed to any health or safety hazard. users will be instructed on the procedure for locking the premises and ensuring all appliances etc. are switched off. They will be informed of the No Smoking Policy. This is the responsibility of the delegated member arranging the use.

4. HAZARDS

A risk assessment form should be completed for all potential hazards and reviewed annually.

a. Electrical Appliances

A reporting schedule for maintenance of portable electrical appliances will be undertaken by the delegated member.

This will meet the requirements as recommended in H&SE publication, “maintaining portable electrical equipment in offices and other low-risk environments”.

If an appliance is found to be faulty, the appliance should be labelled immediately, taken out of use and the fault reported to the delegated member.

b. **House-keeping and premises**

Risk assessments will be carried out on the premises and will include potential hazards such as trailing cables, loose carpeting, lighting, use of equipment and hand-tools, storage, waste disposal etc.

THE RISK ASSESSMENT PROCESS

The Hall committee promotes the use of the following 5-step approach:

- **Step 1 Look for the hazards** e.g slipping/tripping hazards, fire, chemicals, moving parts of machinery, electricity, dust, fumes, manual handling, noise, poor lighting, low temperature, trailing wires, overloaded shelves etc.
- **Step 2 Decide who might be harmed and how** e.g. staff, volunteers, members of the public, visitors, hall users, committee members etc.
- **Step 3 List Existing Controls** Evaluate risks and decide whether existing precautions are adequate or whether more should be done. Do existing controls reduce risk as far as is reasonably practicable.
- **Step 4 Record Your Findings**

SEVERITY SCALE

- | | | |
|---|---------|---|
| 1 | SLIGHT | all injuries not defined as Major or Serious |
| 2 | SERIOUS | injuries that are not major but are likely to prevent someone working normally for more than 3 days |
| 3 | MAJOR | death or major injury e.g fracture of a bone, amputation, serious damage to eye etc. |

LIKELIHOOD SCALE

- | | | |
|---|--------|-----------------------------------|
| 1 | LOW | unlikely to happen |
| 2 | MEDIUM | could well happen |
| 3 | HIGH | certain or near certain to happen |

The risk rating is then calculated by multiplying the severity and likelihood figures. Risk ratings of 4 or more are significant and will demand action.

- **Step 5 Review the Assessment and Revise it as necessary**
Determine control measures. Consider the effectiveness of control measures.

1. Remove the risk completely	MOST EFFECTIVE
2. Try a less risky option	↓
3. Prevent access to the hazard	↓
4. Organise work to reduce exposure to the hazard	↓
5. Issue personal protective equipment	LEAST EFFECTIVE