

## Serving the Community

Charitable Incorporated Organisation 1162816  
Tel 07748 531275

Ripley Village Hall  
High Street,  
Ripley, Surrey  
GU23 6AF

## Health and Safety Policy

*The Health, Safety and Welfare of all those managing, using and visiting Ripley Village Hall is paramount at all times.*

**The Trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.**

The policy of the Trustees is to take reasonably practicable measures in relation to the management of Ripley Village Hall (the Hall) to comply with all relevant legislative requirements and codes of practice in order to:

1. Provide healthy and safe working conditions, equipment and systems for our Trustees, Committee Members, Employees and Hirers;
2. Keep the Hall and equipment in a safe condition for all users; and
3. Provide all necessary support and information to users and hirers of the Hall and outside contractors.

The Trustees will work in the furtherance of these aims by:

1. Identifying and assessing risks;
2. Recording assessments and regularly reviewing them;
3. Eliminating or controlling risks;
4. Monitoring compliance and work conditions; and
5. Establishing a clear, sensible and practical safety organisation and arrangements.

### **DUTIES**

All Trustees, Committee Members, Employees, Hirers, Contractors and Users of the Hall are expected to recognise and accept their responsibilities:

1. To follow health and safety instructions and to report dangers;
2. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions; and
3. To co-operate, so far as is necessary, with regard to any duty imposed on the Trustees to enable that duty to be performed or complied with.

## **ORGANISATION**

### **General Responsibilities:**

1. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
2. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Ripley Village Hall Administrator, Mrs Trish White.
3. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to the defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Ripley Village Hall Administrator, Mrs Trish White.

### **Hirers** are responsible for:

1. Complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
2. Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
3. Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
4. Ensuring that highly flammable substances are not brought into or used in any part of the premises;
5. Seeking the consent of the Ripley Village Hall Administrator before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
6. Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested; and
7. Be aware of and comply with any special requirements arising from the Asbestos Report provided on the web site.

### **Contractors** are responsible for:

1. Ensuring safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
2. Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
3. Advising the Ripley Village Hall Administrator of any flammable or toxic substances that may be used in the course of work on the premises; and
4. Be aware of and comply with any special requirements arising from the Asbestos Report provided on the web site.

### **The Trustees** are responsible for:

1. Ensuring that all Trustees, Committee Members, Employees, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
2. Ensuring that the Health and Safety Policy is fully implemented;
3. Monitoring compliance with Health and Safety guidelines;
4. Regularly assessing and reviewing risks and recording such risks;
5. Keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;

6. Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
7. Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
8. Making such representations to Trustees, Committee Members, Employees, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises; and
9. Cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

**The following persons have been delegated by the Trustees to manage the following:**

<b>First Aid Box</b>	Check and replenish monthly	Trish White 07748 531275  info@ripleyvillagehall.org.uk
<b>Checking Incident Book / Reports at least weekly or as advised of incidents.</b>	Instigate any actions necessary to remove risks e.g. repairs. Report to Trustees at each meeting or as soon as necessary.	Trish White 07748 531275  info@ripleyvillagehall.org.uk
<b>Reporting Accidents/ RIDDOR</b>	Minor accidents to be logged. Report to Trustees at each meeting or as necessary. Advise Risk Assessment Manager. Complete RIDDOR forms as necessary.	Trish White 07748 531275  info@ripleyvillagehall.org.uk
<b>Information to Hirers</b>	For each booking check that new hirers have read and agreed to the 'Terms and Conditions of Hire'. When amendments are made to this Policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	Trish White 07748 531275  info@ripleyvillagehall.org.uk
<b>Information to Contractors</b>	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.	Trish White 07748 531275  info@ripleyvillagehall.org.uk
<b>Risk Assessments/ Monitoring</b>	Complete Risk Assessment forms, monitor and update as necessary. Report to Trustees at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Trish White 07748 531275  info@ripleyvillagehall.org.uk
<b>Fire Risk Assessments/ Monitoring</b>	Complete Fire Risk Assessment, monitor and update as necessary. Report to Trustees at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Trish White 07748 531275  info@ripleyvillagehall.org.uk
<b>Annual Testing/Safety Certificates</b>	Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers and six monthly testing of fire alarm and emergency lighting. Keep relevant certificates and display copies on notice board as required.	Trish White 07748 531275  info@ripleyvillagehall.org.uk
<b>Safety Notices</b>	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	Trish White 07748 531275  info@ripleyvillagehall.org.uk
<b>Implementation of Policy</b>	Co-ordinate overall management of policy, including amendments and annual review	Secretary of Trustees S Powell-Cullingford info@ripleyvillagehall.org.uk

## **PROCEDURES**

The H&S policy document will be available to download from the Ripley Village Hall website – [www.ripleyvillagehall.org.uk](http://www.ripleyvillagehall.org.uk).

All hirers will be expected to read the Terms and Conditions of Hire and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the Hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

The Administrator and any Trustees with specific responsibilities for aspects of Health & Safety will report to The Trustees at each full committee meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Trustees, Committee Members, Employees, Hirers, Contractors and Users of the Hall.

## **GENERAL GUIDELINES TO BE ADHERED TO**

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

### **Premises**

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
- Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
- The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- Water should not be heated above 60 degrees Centigrade.
- Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- If the oven/cooker is in use it should not be left unattended, even for a short time.
- Kettles should not be over-filled nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children.
- Due care should be exercised in the car park area.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.

- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Care should be exercised when pulling the loaded trolley from the table storage area, where possible two adults should assist with this. When replacing tables onto the trolley be mindful of the potential for injury to hands/fingers if due care is not exercised.
- Care should be exercised when stacking chairs and using the chair stack trolley from the side storage room and to be mindful of the potential for injury if due care is not exercised.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

### **Working Practices**

It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.
- Similarly with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:
  - Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
  - Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
  - Ask for help if necessary.
  - Do not work at height, on steps or ladders until they are properly secured and another person is present.

Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

### **Hygiene**

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels must be provided.
- Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.

### **First Aid**

A well stocked and appropriately labelled First Aid Box is available in the main kitchen.

### **Defibrillator**

There is a defibrillator (given by WVAM) outside the Main Hall door. The instructions for use are on the front of the box.

### **Accident Report Forms**

These forms are used to record all cuts, bumps, falls etc. as well as more serious accidents and are available in the accident folder kept in the main kitchen.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred

- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

**Incident Book**

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident Book for the attention of The Village Hall Administrator.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Incident Book for the attention of The Village Hall Administrator.

Any person completing the Accident Report Form or making an entry in the Incident Book must inform the Administrator, Trish White, or a Trustee (in case urgent action is required). The Incident Book will be found in the kitchen along with Accident Report forms.

**Review Date Nov 2019**