

# **WILLASTON MEMORIAL HALL**

REGISTERED CHARITY NUMBER 520090

## **HEALTH & SAFETY POLICY**

February 2017

## **Introduction**

Willaston Memorial hall is a registered charity managed by a committee of Trustees the majority being elected by the prime users of the Hall. Under normal operational conditions the committee meets every other month but special meetings can be called preferably with 7 days' notice. The day-today-activities are managed by the elected Officers namely:

Chairman	Colin Jerrett
Vice Chairman	Roger James
Treasurer	Keith Greenfield
Secretary	Rob King
Booking Secretary	Mrs Liz Young

The Hall has no paid employees. Cleaning is undertaken on a twice weekly schedule by a firm of contract cleaners and maintenance is dealt with by specialist companies as required. It is therefore believed that there is no statutory requirement to produce a Health & Safety policy document. However, this document has been produced in the interest of promoting the safe use of the Hall and its facilities.

## **General Policy**

It is the policy of the Trustees of the Willaston Memorial Hall to:

- provide healthy and safe conditions in the Hall for all users
- provide safe equipment in the Hall for all users
- ensure that all users of the Hall are aware of our safety requirements

It is the intention of the Trustees to actively promote health and safety both for the users of the Hall and for contractors involved in maintenance and repair activities at our premises.

The Trustees recognise that the prevention of accidents relies as much on an attitude of mind as much as the condition of the Hall and its equipment. To this end the Trustees will endeavour to ensure that all hirers and contractors observe safe working practices during their time at the premises.

The wording of the HIRE AGREEMENT in use places a clear responsibility on hirers to comply with any safety notices at the Hall premises and to accept responsibility for preventing injury to themselves and others at their event.

## Responsibilities

**Overall responsibility** for Health & Safety rests with the Chairman, ~~Mr Colin Jerrett~~ and to expedite this, power vests in him to take any immediate action he considers necessary to limit risks to people at the Hall premises without reference to other Trustees. Where the matter is not time critical the Chairman will seek ratification for his proposed action through the committee of Trustees. Where a decision is time critical the Chairman will endeavour to seek agreement to his proposed course of action from a minimum of one other member of the Management Committee. Otherwise his decision will be final to expedite a timely solution.

**Operational safety** rests with all users under the terms of their hire agreement to take active responsibility for health and safety during their time of the use of the premises. At one-off gatherings, the hirer should take responsibility for making clear procedures for evacuation of the building in the event that it is considered necessary. At ongoing group meetings, the hirer should make such matters clear to new members **and remind all members at least once annually.**

The hirer is responsible for reporting any identified safety issues / defects to a member of the ~~Management team~~ **Committee.**

## Health and Safety Risk from Activities

A general Risk Assessment for the premises was undertaken in February 2017 and all Trustees made aware of the contents by circulation with a requirement to acknowledge receipt and having noted the contents of the Assessment.

Feedback will be by direct comment from hirers or via a representative Trustee.

The Trustees are responsible for ensuring that the premises and all equipment are maintained in a safe condition and any identified maintenance is carried out promptly and by an appropriately qualified person.

All maintenance issues and action taken to be reported at bi-monthly meetings of Trustees.

## Harmful Substances

There are no quantities of harmful substances requiring full assessment under the Control of Substances Hazardous to Health Regulations 2002. Normal domestic quantities of standard household cleaners are kept in a child safe kitchen cupboard which will deter access by children. **Where possible children should be excluded from the kitchen area by hirers.**

## Competency Training

No specific requirements for competency training have been identified.

## **Accidents and First Aid**

An up to date first aid kit is maintained in the kitchen and kept on top of the refrigerator along with an accident report book. All accidents must be logged and reported to a member of the management committee. It is incumbent upon the Trustees to fully investigate any more serious incident and to take corrective action when considered appropriate. Where necessary the Police and / or Health and Safety Executive would be informed in order that any appropriate investigations may be carried out.

The managing Trustees do NOT provide qualified first aiders for events.

A named Trustee is responsible for ensuring that supplies within the First Aid box are both complete and in date.

## **Fire Risk Assessment**

The last assessment was carried out in 2006 and a new assessment of fire risk is to be undertaken.

The Hall is provided with FOUR clearly marked fire exits. It is well provided with fire extinguishers which are professionally serviced on an annual basis.

The Hall is equipped with a fire alarm system which is professionally serviced annually in accordance with the manufacturers' instructions.

Users of the Hall are encouraged, when possible, to take their rubbish away with them but suitable facilities are provided outside at the rear of the Hall.

## **Escape Routes**

Escape routes are checked at the time of each meeting of Trustees to ensure that routes are clear.

## **Fire Extinguishers**

Serviced annually by Chubb

## **Fire Alarm system**

Serviced annually by ??????????? a qualified electrician and tested bi-monthly at the time of the Trustees' meetings. [New policy then]

## **Emergency Evacuation**

Clear evacuation procedures are posted within the Hall. The Hall is used by a number of individual user groups and each is encouraged to carry out a test fire evacuation at least annually to ensure that their members are aware of procedures. Colin we need to check that this is still posted – it used to be on a board within the Hall to the right of the main entrance near the fire extinguisher. I think it's on the main board by the kitchen.

## **Electricity & Gas Safety**

Annual surveys of both systems are carried out by appropriate contractors.