

**Oswaldkirk Village Hall.**

**Health & Safety Policy**

**Statement of Intent.**

The Trustees of the Oswaldkirk Village Hall recognise their responsibilities, under the Health and Safety at Work Act, for ensuring so far as is reasonably practicable, the health, safety and welfare of all users and employees of the facility.

The Trustees attach the greatest importance to health and safety considering it to be a management responsibility ranking equally with other functions pertinent to the organisation.

It is the policy of the Trustees to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and to provide an environment which safeguards all users. To this end, the Trustees will, as far as is reasonably practical, allocate the necessary resources to ensure that all identified risks are mitigated.

The objectives of the policy are:

- To ensure that a good standard of health and safety is being maintained within the environs of the Village Hall.
- To ensure that the policy is communicated in an appropriate way to and adopted by all Users, Trustees and Volunteers.
- To ensure that Users are aware of their responsibilities, under the particulars of the health and safety policy document, by providing the necessary information to them.
- To actively identify, analyse, control and monitor the health and safety risks arising from activities within the village hall.
- To ensure that the cleanliness, hygiene and housekeeping are maintained to a high standard.
- To provide and maintain all necessary safety devices and equipment for Users, Volunteers and Employees to enable them to perform their function, without causing harm to themselves or those around them.
- To ensure that Trustees, Employees [including Contractors] and Volunteers are competent and trained to undertake their tasks.
- To ensure that hazardous materials are handled and used safely.
- To welcome comment from all parties and where necessary to implement any improvements deemed to be relevant.
- To review the policy annually - to be undertaken by a competent person and updated or amended where necessary.

**Signature.** .....

**Date.** .....

Oswaldkirk Village Hall.

Health & Safety Plan.

As a general rule the Trustees will aim to ensure that the Village Hall is well maintained, clean and free from obstructions. They will endeavour to ensure that the environment is fit for purpose and will check for any defects whenever they are present; they will also require the cleaner to report any breakages or potential Health & Safety issues to the Chairman or the Secretary at the earliest possible opportunity.

A first aid kit is supplied and maintained within the Hall. It is located in the kitchen and is clearly labelled.

<u>Hazard</u>	<u>Who is affected?</u>	<u>What hazards have been identified?</u>	<u>Existing controls and mitigating factors.</u>	<u>Further action</u>
External areas.	All users.	Trips on car park surface.  Vehicular movements.  Use of external shed for storage, users could trip when carrying loads.	The surface of the car park is being managed by sweeping any fragmented tarmac. A plan has been adopted which will involve resurfacing within the next five years but the situation will be monitored.  Lighting is on a time switch and is turned on when an event is to take place.  The car park is used occasionally but the number of vehicles that can access it at any one time is limited and speed is very restricted by the layout.  There is a potential for slips/trips when users are carrying equipment from the Village Hall to the shed for storage but no issues recorded to date.	Monitoring, repairs or resurfacing when required  Lighting could be improved with a mix of floodlight and low level personal lights on PIDs. Proposed to be incorporated in the car park resurfacing scheme.  None proposed.  The layout of the hall requires external storage. Internal storage would be preferred if funds allowed
COSHH – [control of substances hazardous to health]	All users but particularly the cleaner	Spillages of chemicals.  Inappropriate use of chemicals.	All chemicals used are basic domestic products.  Chemicals are stored away in a safe place at high level to prevent children from gaining access.  The cleaner has been instructed in the use of the chemicals and on remedial action to be taken in the event of a spillage.	None  A lock is to be placed on the relevant storage cupboard.  None

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			<p>The cleaner has been instructed not to mix chemicals.</p> <p>Cleaning equipment is colour coded to segregate uses.</p>	<p>None</p> <p>None</p>
Asbestos	All users.	No asbestos identified in building.	None required	If the Village Hall is extended the contractors will be advised to conduct their own search for asbestos based materials and if found the material would be removed professionally.
Water - scalding	All users.	Hot water comes from boiler	The boiler is insulated and cool to the touch. Otherwise it is treated as a kettle. A notice warns users of the danger of scalding water.	None
Electrical shock.	All users	<p>Faulty equipment</p> <p>Faulty circuits</p> <p>Users/children playing with sockets.</p> <p>Users introducing untested equipment.</p>	<p>Portable appliance tests are carried out annually.</p> <p>System tests are carried out every five years and when any changes are made to the circuitry.</p> <p>Blanks are inserted into any socket not being used.</p> <p>Users are responsible for the safety of their own equipment. This is stated in the hirer's agreement.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>
Manual Handling	All users	<p>Issues around lifting/moving</p> <p>Wooden tables</p> <p>Plastic chairs are stacked and carried to external shed.</p> <p>Moving piano</p>	<p>Wooden tables are not stacked.</p> <p>Chairs are normally carried no more than five at a time, although the route to the shed is not ideal and care needs to be taken.</p> <p>Piano is not lifted and moves easily on the wooden floor.</p>	<p>None</p> <p>The design of the Village Hall does not allow for internal storage. If funds permit the Trustees would like to create internal storage within an extension. This would facilitate moving of stacking chairs and tables on a trolley.</p> <p>None</p>

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Fire	All users	Fire	<p>All usable spaces have fire exits, egress is very simple.</p> <p>All equipment is serviced annually and checked regularly.</p> <p>Towels are provided in toilets, there is no danger in these confined spaces from electrical fires from dryers.</p> <p>The hall is a no smoking area.</p> <p>Users are given a fire booklet/instructions.</p> <p>Emergency lighting is installed and maintained annually.</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>
Falling from height	Cleaner and some users	Anyone working at height could fall	<p>A step ladder is provided for cleaning and general maintenance. This is maintained in good order.</p> <p>Any special work at height would be contracted out or specific risk assessments put in place and equipment hired as necessary.</p> <p>Cleaner is competent in the use of the step ladder.</p>	<p>None</p> <p>None</p> <p>None</p>
Trips and falls	All users	<p>Trailing leads</p> <p>Uneven floors</p> <p>Uneven doormat/entrance</p>	<p>None present in VH - users to ensure that they do not create hazards with their own equipment.</p> <p>Not an issue to date but will be borne in mind if alterations take place.</p> <p>Not an issue to date.</p>	<p>None</p> <p>Internal floor may need replacement or maintenance work in the future but will be monitored by Trustees.</p> <p>Will be borne in mind if alterations take place and a mat well will be formed.</p>