

Iron Acton Parish Hall

Health and Safety Policy



PLEASE NOTE: THIS POLICY IS CURRENTLY UNDER REVIEW.

Change Log

<u>Version</u>	<u>Date</u>	<u>Summary of changes</u>
1	September 2003	First Draft
2	April 2008	Second Draft
3	September 2008	First Published with minor amendments
4	April 2016	Minor amendments
5	April 2018	Minor amendments, add page numbers
6	September 2018	Edits & Amendments
7	March 2024	Edits and Amendments

Background

Under the Health & Safety (H&S), etc., at Work Act 1974, Iron Acton Parish Hall (IAPH) must have a written health and safety policy if it employs more than five people. Although IAPH does not employ people, it has decided to have a policy covering employees, hirers, voluntary workers, contractors and members of the public because:

- Many people use the Parish Hall voluntarily and Hirers should be treated as employees for H&S
- The Parish Hall is open to the public for many events.

Introduction

This policy sets out how the Committee manages H&S at Iron Acton Parish Hall. It says who does what, as well as when and how they do it. To keep this document as brief as possible, there is a list of related, more detailed, documents at the end.

Reviews

Every year this policy will be reviewed and updated if necessary, to ensure that it continues to be improved in the light of experience and changing circumstances.

General Policy

IAPH's general policy is:

- to provide adequate control of the H&S risks at the Parish Hall
- to consult on matters affecting people's health and safety

- to provide and maintain safe plant & equipment
- to prevent accidents
- to maintain healthy & safe premises and working conditions.

Responsibilities for H&S

Responsibilities lie either with the Management Committee of Iron Acton Parish Hall, which is a Body Corporate, or with the Hall Manager.

<u>Responsibility:</u>	<u>Lies with:</u>
Final Responsibility for Health & Safety	M/ment Committee
Day to day responsibility for implementation of this policy	Hall Manager
Undertaking risk assessments	Hall Manager
Findings of risk assessment will be reported to	M/ment Committee
Record of monthly lighting, floor, step & path inspection	Hall Manager
Action required to remove or control risks will be approved by	M/ment Committee
Ensuring that implemented actions have removed or controlled the risks	Hall Manager
Assessments will be reviewed every year by	M/ment Committee

It is the responsibility of regular hirers to carry out their own Risk Assessment for their use of the hall, to act accordingly and to liaise with the Hall Manager over any concerns that arise from this process.

Terms and Conditions for one-off hire clarify that it is the hirer's responsibility to do everything possible to keep attendees safe.

Employee/Volunteer/Hirer Responsibilities

- to co-operate on H & S matters
- not interfere with anything provided to safeguard their H & S
- take reasonable care of their own H & S
- report all health and safety concerns to the Hall Manager or the Booking Secretary

Plant and Equipment

Plant includes things like the heating system. Equipment includes such things as tables, chairs, vacuum cleaners, kettles, fridges, etc.

<u>Responsibility:</u>	<u>Lies with:</u>
Identify all plant & equipment requiring maintenance	Hall Manager
Ensure maintenance procedures are drawn up	Hall Manager
Ensure maintenance is implemented	Hall Manager
Problems with plant & equipment to be reported to	Hall Manager

Accidents and First Aid

NOTE: This section applies to anyone using the Parish Hall or its grounds, not just employees.

- The First Aid box is located in the labelled cupboard in the Bar.
- All accidents are to be recorded in the accident book kept in the labelled drawer in the Bar.
- Where First Aid assistance is required contact the Hirer who will establish if there are any certificated First Aiders present.
- The Hall Manager investigates accidents and acts to prevent a recurrence.
- The Hirer is responsible for reporting certain types of accidents and dangerous occurrences (fatalities, major injuries to employees, and injured non-employees who have been taken to hospital) to the Environmental Health Dept. of South Gloucestershire Council.

Fire & Evacuation

The Hall Manager is responsible for ensuring the fire risk assessment for the Parish Hall is undertaken and implemented.

Fire and Evacuation information is included in the hire Terms and Conditions which all hirers have to confirm they are in agreement with for their booking to be accepted.

<u>Responsibility:</u>	<u>Frequency</u>	<u>By</u>
Check escape routes	Annually	Hall Manager
Maintain & check fire extinguishers	Annually	Hall Manager
Alarms tested	Annually	Hall Manager

The Parish Hall Management Committee having carefully taken all the necessary actions to remove or reduce the chance of fire occurring and, in the event of an evacuation being required, is satisfied that the exit routes are clearly marked and illuminated. It has therefore deemed it impractical to test emergency evacuation of the building, and that a written emergency evacuation procedure is therefore unnecessary.

Safeguarding

The Trustees recognise that Safeguarding is everyone's responsibility.

All users of IAPH including volunteers, staff and hirers should adhere to our Safeguarding Policy which is available on our website and displayed on a noticeboard in the Lobby.

Risk Assessment

The annual risk assessment includes the Parish Hall and the grounds around it. The main risks covered are:

<u>Risk area</u>	<u>Typical things to check</u>
Slips, trips & falls	Worn steps, uneven pathways, poor handrails, loose cables, mats that slip easily, slippery surfaces inside & outside.
Electricity	Damaged wiring, unsafe appliances (cleaners, electronic equipment, kettles, etc.), water seepage near wiring.
Loose/falling objects	Masonry, tiles, tree branches, screens, fences
Trees	Root intrusion into foundations, risk of falling branches to people & buildings etc.

Working at heights	Changing lamps, etc.
Fire	Fire risks & hazards, escape routes not blocked or doors difficult to open. Condition of extinguishers, etc.
Car Park	Pot holes, gates
Hazardous material	Safe storage of cleaning fluids, insecticides, weed killer, etc. Up-to-date handling instructions. Any dangerous materials, e.g. asbestos.

Contractors

Must:

- have their own H & S policy
- have public & employers liability insurance
- comply with this H & S policy
- be able to show that their equipment has been inspected and tested for safety
- Be responsible for sub-contractors.

Related Documents Produced by The Hall Committee

<u>Document</u>	<u>Comments</u>
Parish Hall Accident Book	It is kept in the labelled draw in the Bar.
Record of monthly lighting, floor, step & path inspections	Arrangements to remedy defects and hazards will be made via the Hall Manager.
List of plant & equipment	Includes maintenance records and rules & procedures for use. There is an inventory kept by the Management Committee.
List of hazardous substances	Includes storage, handling & use instructions.
Overall risk assessment (incl. Fire risk) & follow-up	Risk assessments are carried out annually and also when any changes to the structure or usage of the building which have H & S implications are carried out.
Parish Hall H&S Log Book	Evidence that checks have been carried out and acted upon.

External Reports & Inspections

<u>Document</u>	<u>Comments</u>
Architect's 5 yearly report on the state of the building	5 Yearly
Electrician's 5 yearly report on the state of the IAPH Electrical Installation	Electrician shall be registered by NICEIC, ECA or other Approved body.

End of document.