# **Wembdon Village Hall Trust**

## Health and Safety Policy

### PRINCIPLES

The Wembdon Village Hall Trust seeks through this document to carry out all statutory duties under the Health and Safety at Work Act 1974, to prepare and keep revised a written statement of Health and Safety Policy which is brought to the notice of all our employees, volunteers and Hall users. This general policy statement is the commitment of the Village Hall Trust to comply with current health and safety legislation.

It is the responsibility of Marilyn Tyrrell together with the Village Hall Trust Management Committee, to ensure that the working environment is safe and without significant risks to health and safety and meets the appropriate statutory requirements. It is recognised that all employees, volunteers and Hall users have a vital role to play in the implementation and maintenance of the health and safety programme for the Hall premises.

This policy will be reviewed annually.

It is the hirers responsibility to obtain a copy of The Wembdon Village Hall Trust Health and Safety Policy available by request prior to booking and to observe the current policies and procedures set out in the terms and conditions for hiring the hall. The Hirer will be required to sign a hiring agreement.

# **Policy Statement**

# Our general policy is

* To take the necessary actions to enable good standards of health and safety in this organisation
* Maintain safe and healthy working conditions for staff and volunteers
* Prevent accidents and cases of work-related ill health
* Provide adequate control of health and safety risks arising from activities in the hall
* Ensure all employees are competent to undertake their tasks and give them adequate training
* Provide sufficient information, instruction, training and supervision for all employees, volunteers and Hall users
* Ensure the safe storage, handling, use and control of hazardous/dangerous substances
* Provide and maintain safe plant and work equipment
* Engage and consult with employees, volunteers and Hall users as appropriate on health and safety conditions
* Implement emergency procedures including evacuation in case of fire or other significant incident
* Ensure sufficient financial resources are available for health, safety and welfare requirements

Policy Number HS 2

This policy will be reviewed annually.

Next review due May 2024

Wembdon Village Hall Charity Number : 1156463

**BASIC RISK ASSESSMENT**

*(To be reviewed annually)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Identified Risks** | **Mitigation** | **Responsibility** |
| **Car Park** | Cars manoeuvring | * Warn users of hazards and to take due care. * Pedestrians and smokers not to loiter in middle when cars are manoeuvring. * Smokers are not to smoke at the main entrance to the Hall. * Children to be supervised by responsible adult and restricted to pavement area. | Hirer |
| Pedestrian access/egress |
| Goods loading unloading |
| Smokers loitering |
| Children playing |
| Inclement weather |
| Combinations of the above |
| Snow and ice | • Hirers to consider clearing outside main door. | Hirer |
| Darkness | • Maintain outside lights. | Committee |
| Grassed area, and other outside areas.  Routine hazards. | • To maintain a tidy and safe area. Committee members, delivery and maintenance engineers to take due care. | Hirer |
| **Entrance Hall** | Wet floor in inclement weather        Wet Floor after cleaning | * Children to be supervised by responsible adult. * As above plus maintain doormat and mop floor when practicable. * Wet floor signs deployed until   floor is dry   * If present, Hirer to be verbally warned. | Hirer    Hirer    Cleaner |
| **Main Hall** | Main door opening from Entrance  Hall    Wet floor after cleaning          Slipping on spilt liquids | * No activities near door swing area.        * Wet floor signs deployed until floor is dry * If present Hirer to be verbally warned.      * Clean up spills immediately. | Hirer        Cleaner    Cleaner  Committee    Hirer |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Storeroom**  **No 1** | Stacked Furniture | •  • •  •  • | Stored furniture to be stacked only in accordance with plan. Storage plan on display on wall. Chairs not to be stacked more than 8 high and moved using trolley provided.  Furniture to be moved as individual items.  Users should not work alone. | Hirer    Committee. to check regularly |
| **Store**  **Room**  **No 2** | Stacked Furniture | •  •  •  • | Chairs not to be stacked above a stable height.  Furniture to be moved as individual items.  Those entitled to store material in the Store room must conduct their own risk assessment for storage and movement of their material, confine their material to their designated area and not create a hazard to other users.  Users should not work alone. | Hirers    Hirers    Entitled Hirers.    Committee to check regularly |
| **Gents Toilet** | Cleaning materials Slippery floor if wet | •  • | Apart from hand wash, no cleaning materials to be stored in toilet.  Clean up spills immediately. | Cleaner    Hirer |
| **Ladies Toilet** | Cleaning materials Slippery floor if wet | •  • | Apart from hand wash, no cleaning materials to be stored in toilet.  Clean up spills immediately. | Cleaner    Hirer |
| **Disabled**  **Toilet** | Door opens outwards  Cleaning materials    Slippery floor if wet | •  •  • | Care to be taken in this area.  Apart from hand wash, no cleaning materials to be stored in toilet.  Clean up spills immediately. | Cleaner    Hirer |
| **Plant**  **Room** |  | • | Access restricted to authorised Committee members in pursuit of their duty. | Authorised Committee Members. |
| **Bar & Viridor Lounge** | Intrinsically safe area but usual bar hazards  when in use as bar    Slippery floor if wet  Roller Door in Hatch |  | Clean up spills immediately.  Care needed when closing  Roller Door. | Hirer |
|  | Hygiene | •  •  • | Fridge to be left clean after use.  Surfaces to be wiped clean after use.  Glasses, to be washed up, dried and put away after use. Rubbish to be removed from premises at completion of hire. | Hirer      Hirer    Hirer  Hirer    Hirer |
| **Kitchen &**  **Kitchenette** | Normal trip and bang hazards from fixtures, surface edges.    Intrinsically safe area but usual kitchen hazards when in use  as kitchen    Slippery floor if wet    Roller Door in Hatch      Hygiene | •              •    •    •  •  •  • | Hirers to conduct their own risk assessment according to envisaged use.  Clean up spills immediately.  Care needed when closing.  Fridge to be left clean after use.  Surfaces to be wiped clean after use.  Glasses, crockery and utensils to be washed up, dried and put away after use.  Hirers to satisfy statutory food handling requirements.  Rubbish and food waste to be removed from premises at completion of hire. | Hirer                  Hirer    Hirer        Hirer |