

Occold Recreation & Amenities Council

Health & Safety Policy

The Health & Safety Executive state that a management committee can be regarded as a legal entity under health and safety law, even if it doesn't employ anyone and is only made up of volunteers.

It has no responsibility under the Health and Safety at Work Act for risks created by the work activity of others, such as those maintaining the building, or for the activities organised by those who use the hall.

However, where a management committee has control over the hall, they should take reasonable measures to ensure that the following are safe for the expected use:

- the building
- the access and egress to it
- any equipment or substances provided there

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

The Management Committee, although having no legal requirement to record Health and Safety assessments, as 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 Committee is to take reasonably practicable measures in relation to the management of Occold Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

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

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

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements.

Roles and responsibilities are outlined in [Appendix A](#)

The H&S policy document is available to view from the Village Hall website: occold.onesuffolk.net/village-hall

The HSE have developed a simple checklist ([Appendix B](#)) which summarises the areas a committee may need to consider if the organisation has responsibilities for managing a hall. These include:

- car park – access for emergency vehicles, disabled parking etc
- movement around the building
- electrical equipment and services
- oil equipment and heating
- asbestos
- fire
- legionnaires' disease

Policy agreed by the committee on

Signed

APPENDIX A

The following persons have been delegated by the ORAC Management Committee to manage the following:

Risk Assessment Manager	Committee member responsible for completing checklist Appendix A. Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Gordon Erhorn
First Aid Box	Check stocks and dates and replenish monthly/as necessary	Carol Peters
Reporting Accidents/ RIDDOR	Minor accidents to be logged by users in the Accident Book (located in kitchen cupboard). Complete RIDDOR forms as necessary.	Carol Peters
Checking Accident Reports and Feedback Book at least monthly or as advised of incidents.	Instigate any actions necessary to remove risks e.g. repairs. Advise Risk Assessment Manager and report to committee at each meeting or as soon as necessary.	Ted Hampson/Gordon Erhorn
Information to Hirers	For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	Di Noller
Information to Contractors	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.	Ted Hampson / Gordon Erhorn
Fire Risk Assessments/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at regular intervals (at least 3 monthly) and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Ted Hampson
Annual Testing/Safety Certificates	Make arrangements for annual inspections of electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required. Notify Committee	Ted Hampson
Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	Ted Hampson
Implementation of Policy	Committee member responsible for updating policies and presenting them to the Committee for approval. Co-ordinate overall management of policy, including amendments and annual review	Gill Chapman

APPENDIX B

Questions you should ask		Yes	Further action needed	N/A
Car park	Is the car park surface maintained to minimise slip and trip risks?			
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?			
	Is the car park well lit?			
	Can emergency vehicles gain access?			
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?			
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?			
	Have you provided matting to minimise rainwater etc being carried into the building?			
	Do rooms and corridors have sufficient lighting?			
	Are corridors clear of clutter?			
	Are there any trailing electrical leads/cables?			
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?			
	Is internal flooring in good condition, eg are carpets fixed?			
	Where any doors contain glass, is this made from a safety material?			
	Are all stairs fitted with handrails?			
Electrical equipment and services	<p>If you have any fixed electrical installations:</p> <ul style="list-style-type: none"> ■ Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? ■ Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person? 			
	<p>If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc):</p> <ul style="list-style-type: none"> ■ Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? ■ Has any damaged electrical equipment been taken out of service or replaced? 			
	<p>If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?</p> <p>If mobile gas appliances are available for use (eg heaters fuelled by bottled gas),</p>			

Oil equipment and heating	<p>If there is an externally sited oil storage vessel:</p> <ul style="list-style-type: none"> ■ Is the area around the vessel kept clear? ■ Have pipes carrying the oil to the hall been checked to ensure that they are in good condition? ■ Are arrangements for periodic examinations, servicing of the boiler and any remedial action by a competent person in place? 			
Asbestos	Does the hall contain any asbestos?			
	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?			
	Is there a system in place (eg fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?			
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by HSE.)			
	Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?			
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?			
	Has an evacuation plan been implemented and tested?			
	Is the fire alarm tested regularly?			
	Are fire drills carried out at least once a year?			
	Are regular checks made to ensure escape routes and fire exit doors are: <ul style="list-style-type: none"> ■ unobstructed; and ■ adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)? 			
	Are combustible substances or waste stored safely?			
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?			
Legionnaires' disease	Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)			
	If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?			
	Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)?			
Responsibility	Do users have all the information about the hall they need to operate safely?			

This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the hall.

Additional issues		Further action Yesneeded	N/A

Further action needed

Hazards noted:	Action taken and when:	
Name (and position):	Signature:	Date: