

St Mary's Church House Hall

Health & Safety Policy

PART 1: POLICY STATEMENT

This document is the Health and Safety Policy of St Mary's Church House Hall Trust CIO developed with the hall management committee (hereinafter St Mary's CHH).

This policy is to provide healthy and safe conditions, equipment and systems of work for our employees, volunteers, hirers and users by ensuring the hall and its equipment is maintained in a safe condition, and by providing such training and information as is necessary to staff, volunteers and users.

It is the intention of St Mary's CHH to comply with all health and safety legislation, and to act positively, where reasonably practicable, to prevent injury, ill-health or any danger arising from its activities and operations.

St Mary's CHH considers the promotion of the health and safety of its employees at work and those who use the premises, including contractors who may work there, to be of great importance. St Mary's CHH recognizes that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, St Mary's CHH will seek to encourage its employees, volunteers, contractors and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, hirers, users, contractors and visitors are expected to recognize that there is a duty on them to comply with the practices set out by St Mary's CHH, with all safety requirements set out in the Hiring Agreement, and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of the St Mary's CHH Trust CIO)

Name: Stephen Bartlett
Position: Chairman of Trustees
Date: 01/05/2021

PART 2: ORGANISATION OF HEALTH AND SAFETY

St Mary's CHH has overall responsibility for health and safety at the hall.

The persons delegated by St Mary's CHH Trustees to have day to day responsibility for the implementation of the policy are:

Monty Crook, Bookings Secretary.	01308 423 442	
Stephen Bartlett.	01308 456 138	
Ben Holland, Caretaker.	01308 420861	07811 915 254

It is the duty of all employees, volunteers, hirers, users and visitors to take care of themselves and others who may be affected by their activities, and to cooperate with St Mary's CHH in keeping the premises safe and healthy, including the children's play area at the rear and paved access forecourt.

Should anyone using the hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately, they should inform one of the persons above or any other committee member of St Mary's CHH as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used, and a trustee should immediately be notified.

The following items are maintained and regularly reviewed by St Mary's CHH:

- First Aid box
- Reporting of accidents
- Fire precautions and checks
- Risk assessments and inspections
- Information to contractors
- Information and Instructions to hirers and users
- Insurance

PART 3: ARRANGEMENTS AND PROCEDURES

Introduction

St Mary's CHH has drawn up this policy to make clear the procedures and areas of responsibility in ensuring the health and safety of its employees, contractors, volunteers, hirers and users.

St Mary's CHH wishes to ensure the safety of everyone using it, and precautions will be taken where possible to achieve this. It is its intention to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill-health or any danger arising from its activities and operations.

All hirers and users must play their key roles in maintaining a healthy and safe environment by operating in a way that does not compromise the objectives of this policy. Employees, hirers and visitors will be expected to recognize that there is a duty on them to comply with the practices set out by St Mary's CHH; with all safety requirements set out in the Conditions of Hire, Risk Assessments, Health & Safety Policy and other pertinent documents; and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

St Mary's CHH has carried out health and safety risk assessments for each area of the hall together with a fire risk assessment, and these are kept in the hall's Health, Safety & Compliance File on a shelf in the kitchen. These assessments list hazards identified, and procedures and precautions that should be adopted in order to minimize and mitigate risk.

Safety Rules

All hirers will be expected to read the whole of the Hiring Agreement, and should sign the Booking Form as evidence that they agree to the hire conditions. All new hirers will also be given information by the Bookings Secretary about safety procedures at the Hall which they will be expected to follow (e.g. fire evacuation procedures, use and moving of equipment), and will be shown the location of the accident book and the Health, Safety & Compliance File.

All hirers must appoint a **Competent Individual** for their session who will have the responsibility for ensuring that activities undertaken in the hall during the hire period are conducted in compliance with current legislation, the Hiring Agreement, St Mary's CHH's policies, Instructions for hall users and any approved working procedures.

Competent individuals will:

- Be over the age of 21;
- Have access to a working mobile phone at all times during each hire period;
- Not be engaged in any duties which prevent him/her from exercising effective general supervision;
- Be present on the premises for the entire duration of the hire;
- Take charge in case of fire or other emergency to ensure that all persons at the hall can escape unimpeded through the fire exits and assemble at:

South Street public footpath adjacent to St Mary's Church;

- Instruct the session attendees how to exit the building in the event of fire or other emergency;
- Initiate investigation of any accidents during a session, complete the accident report form (located on a shelf in the kitchen facing the doors) and submit a report form to the Bookings Secretary;
- Be aware that certain types of accident or injury must also be reported on a separate HSE form in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- Ensure that control measures arising from risk assessments are implemented, and that their respective user groups receive adequate instruction on all safety rules, procedures and safe working methods;
- Ensure that proper safety precautions have been taken with regard to equipment, processes, substances, articles and working methods;
- Remind session attendees of the responsibilities they have to themselves and others whilst in the Hall and give personal leadership in carefully integrating safety into all aspects of the hall's use;
- Ensure that where relevant there is an adequate ratio of competent adults to children throughout the entire duration of the hire;
- Ensure that whenever required floors are adequately protected with a suitable covering;
- Ensure that all rubbish is removed from the property at the end of each hire period;
- Ensure that all facilities which have been used during each hire period are left in a clean and tidy condition prior to leaving the premises.

All individuals entering the hall must comply at all times with the following rules:

- **No smoking** (or vaping) is permitted at any time anywhere in the hall or elsewhere on the premises, including the paved forecourt and rear play area;
- **No obstruction of the emergency exit doors is caused;**
- **No activities are allowed which involve danger to the public;**
- **No obvious fire hazards** are allowed on the premises;
- **No unauthorised heating appliances** are to be used;
- **No hazardous substances** (as regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH)) are to be used or stored in the hall, except as approved by St Mary's CHH and stored in the cleaner's cupboard;
- **No highly flammable or explosive substances** (including fireworks) shall be brought onto or used in any part of the premises;
- **No internal decorations of a combustible nature** (e.g. polystyrene, cotton, etc.) shall be undertaken or erected without the permission of St Mary's CHH;
- **No use of smoke machines** is permitted at any time.

St Mary's CHH has carried out risk assessments. The following practices must be followed in order to minimize risks:

- **Make sure that all emergency exit doors are clear (and unlocked if applicable) as soon as the hall is to be used, and throughout the hiring;**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration, etc.;
- **Do not** work on steps or ladders at height until they are properly secured, and another person is present; volunteers/hall users/attendees must have committee agreement to use steps/ladders.
- **Do not** leave portable electrical appliances operating while unattended;
- **Do not** bring onto the property any gas appliances or cylinders;
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested and certified;
- **Do not** attempt to lift or move heavy or bulky items (e.g. stacked tables or chairs) – use the trolley provided for chairs;
- **Do not** create or move stacks of more than three chairs (except higher stacks are permitted in storage sub-basement);
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool;
- **Do not** plug kettles into adjacent sockets in the kitchen;
- **Do not** allow children or animals into the kitchen. Avoid overcrowding in the kitchen and do not allow running;
- **Wear suitable protective clothing** when handling hall cleaning substances or other toxic materials;
- **Report** any evidence of damage or faults to equipment or the building's facilities to the Bookings Secretary or any committee member of St Mary's CHH;
- **Report** every accident in the accident book, and to the Bookings Secretary;
- **Be aware of, and seek to avoid, the following:**
 - i) creating slip hazards on polished or wet floors – mop up spills immediately, and use the 'Caution: wet floor' free-standing sign to alert users to the hazard.
 - ii) creating trip hazards with trailing wires or cables - tape down and secure such items
 - iii) creating trip hazards by leaving badly placed items (such as buggies, umbrellas, mops and other items) in the entrance lobby, in the main hall, or kitchen
 - iv) causing or creating any obstruction of the emergency exits
 - v) use of inadequate lighting in poorly lit areas
 - vi) risks while in sole occupancy of the building
 - vii) risks involved in handling kitchen equipment, e.g. cooker, water heater, knives, etc.
 - viii) creating hazards with unstable piles up equipment, e.g. in store cupboards.

First Aid

The First Aid box is situated on a shelf in the kitchen facing the doors from hall.

No qualified First Aider is provided by the hall. Hirers, users and contractors are advised to consider and resolve their own First Aid requirements.

A defibrillator is located by the town hall.

Insurance

The company providing the Hall's Employer's Liability and Public Liability insurance cover is:

Name: Ecclesiastical Insurance Office plc (EIO).
Registered (Reg. No. 24869) in England at Beaufort House, Brunswick
Road, Gloucester, GL1 1JZ, UK

Policy number: 06/CBP/9101409
Date of issue: December 2020
Insured: St Mary's Church House Management Committee
Period of insurance: 1 December 2020 to 30 November 2021

Fire Precautions and Checks

The fire risk assessment for the hall which incorporates both the Emergency Plan to be followed in the event of fire, and a plan of the Hall showing the location of fire exits, alarms and firefighting equipment, is set out below. *It should be noted that there is no landline at the hall; there is a public call box in South Street near the Woodman Inn (working at time of writing), but it is a strict requirement that Hirers/Competent Individuals have access to a working mobile phone throughout the entire hire period.*

Contractors

St Mary's CHH will check with contractors (including self-employed persons) before they start work that:

- the contractors are competent to carry out the work, e.g. have appropriate qualifications, references, experience, etc.
- contractors have adequate public liability insurance cover
- contractors have seen the Health, Safety & Compliance file and are aware of any hazards which might arise (e.g. electricity cables)
- contractors do not work alone in potentially hazardous situations and, in particular, on ladders at height (if necessary a volunteer should be present)
- contractors have their own health and safety policy for their staff
- the contractor knows which member of St Mary's CHH is responsible for overseeing that their work is completed as required, and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Review of Health and Safety Policy

St Mary's CHH will review this policy annually. The next full review is due by May 2022.