

## Barlaston Village Hall

1. Longton Road. Barlaston. Stoke on Trent ST12 9AA

### Health and Safety Statement of Intent

As a village hall we understand that we owe a duty of care to ensure the safety of those who use the premises. We also know that we have to meet the requirements of the Health and Safety law.

We are aware that an employer of 5 persons or more (or volunteers) a written Health and Safety policy is required. As such we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work Act 1974 General Statement of policy.

Our policy is to ensure, so far as is reasonable practicable that activities are carried out safely and do not pose a risk to the health and safety of employees, volunteers, hirers, visitors or contractors whilst at the village hall. This will be in accordance with good practice and any statutory provisions where they apply

Barlaston Parish Council (BPC) has overall responsibility for the safety of the hall supported by Barlaston Village Hall Operating committee (BVHOC) .We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a specific person(s) to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy and amend it where we feel it is required.

It is the duty of each employee, and volunteer, to exercise personal responsibility for their own safety at that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the village hall plays his or her part in its implementation.

Further detail about our arrangements for managing health and safety is set out in this document. A copy of it will be held at the village hall and made available to others upon request.

## Organisation and Responsibilities

The member(s) of BVHOC with responsibility for implementing our policy are

Gill Brealey and Hilary Tunstall

The committee will ensure that:

- The standards set out in this policy are implemented and maintained
- Where necessary, specialist health and safety assistance is obtained
- Any hazards reported to them are rectified immediately
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documentation and records are retained
- They keep up to date on health and safety matters relevant to the village hall
- Set a personal example on matters of health and safety

The committee have day to day responsibility for implementing the policy

They are

Michala Black

Sandie Buxton

Hilary Tunstall

Gill Brealey

Kay Ridler

## Risk Assessments

We will complete risk assessments to identify what we need to do to comply with Health and Safety, implementing any required. We will record our findings implementing any precautions. We will review and revise these where we suspect that they are no longer valid.

## Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self employed people who may need it to complete their work safely

## First Aid

We will provide adequate First Aid facilities including a suitably stocked First Aid Box with restocking allocated to a named person. We will also provide relevant information to employees and volunteers

The main First Aid station and Accident Recording Book is held

## IN THE KITCHEN

There is a small portable First Aid station in the

## RUTH DICKSON ROOM

## Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of accidents and incidents to employees and volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Entries into the accident book are held in the Health and Safety file in a locked cupboard in accordance with Data Protection

## Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any lifting, work or electrical equipment and utilities are inspected as necessary to ensure they remain safe. We will keep records of the checks we make.

#### Contractors

If we employ contractors, we make sure that they have their own Health and Safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documentation

#### Record keeping of risk assessments

Our Health and Safety Risk Assessments are held in the wall cupboard of the Ruth Dickson Room

#### Display Screen Equipment

Where our volunteers and employees regularly use computers for periods of one hour or more, we will analyse to identify precautions and implementing these as necessary. We will provide information and training and or eye tests

#### Electricity

We will ensure that all electrical systems, fixed machines and portable appliances are maintained so as to prevent danger. Any defective equipment will not be used and will be repaired or replaced. We will keep records of the checks made where appropriate

#### Events and Hall hire

Where events are held any additional precautions that are necessary will be identified and implemented

#### Fire

We will complete a specific risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions. We will review and revise these where we suspect that they are no longer valid

#### Heating systems

We will ensure that any oil or gas heating system is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made

#### Hazardous Substances

We only use domestic products at the hall. We will ensure that these are stored, used and disposed of in accordance with the manufacturer's instructions taking any necessary precautions that are specified under CoSHH Regulations

#### Lifting Equipment

We will ensure that any lifting equipment is maintained, stored and used appropriately following manufacturer's instructions are LOLER Regulations

#### Manual Handling

We will avoid the need for lifting or moving heavy loads where possible. Where this is not practicable the use of moving aids will be risk assessed and implemented

#### Preparation of Food

We will ensure that the food preparation area is maintained in a clean and well maintained condition. Equipment indentified under the Food Hygiene regulations will be provided and maintained. Washing facilities will be provided and maintained along with cooking and cleaning systems. All cleaning and maintenance will be recorded

#### Slip, Trips and Falls

We will implement systems to prevent slips, trips and falls taking account of any frail, elderly or disabled people accessing the building. We will make periodic checks to ensure floors, coverings, pathways remain in good condition and free from obstruction and that any precautions remain appropriate and adequate. We will correct any defects identified, keeping records of the checks we make

### Working at height

Working at heights will not be allowed unless absolutely necessary. Where it is necessary equipment will be provided which will be checked, maintained and stored according to the manufacturer's instructions. A risk assessment will be made and records kept of findings

### Lone Working

We will make sure that employees and volunteers are aware of issues around lone working within the village hall. Information on keeping oneself safe will be made known and a risk assessment made. Records of assessments will be made available

### Work Equipment

Any work equipment we provide will be suitable, in good order and properly maintained. Some equipment will be regularly checked for safety. We will keep records of any checks we make

We will complete all risk assessments