



# TRULL VILLAGE MEMORIAL HALL

## HEALTH & SAFETY POLICY

### ***POLICY STATEMENT***

This document is the Health and Safety Policy of Trull Village Memorial Hall.

Our policy is to provide healthy and safe working conditions, equipment and systems of work for our hirers, employees, volunteers and committee members by ensuring that our building and equipment is maintained in a safe condition for all users and to provide training and information as necessary.

It is the intention of Trull Village Memorial Hall Committee (TVMHC) to comply with all Health and Safety legislation and to act positively where reasonably possible, to prevent injury, ill health or any danger arising from activities within the hall.

Employees, hirers, users and visitors are expected to recognise that there is a duty on them to comply with the practices set out by TVMHC, with all safety requirements set out in hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

### ***Organisation of Health and Safety***

It is the duty of all employees, hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Booking Secretary and TVMHC in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified they should inform the Bookings Secretary as soon as possible so the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning it is not to be used and the Bookings Secretary should also be notified.

The following items are maintained and where appropriate reviewed by TVMHC:

- First Aid Box
- Risk Assessments
- Information to contractors
- Insurance
- Information (including Hiring Terms and Conditions) for hirers
- Health and Safety Policy (on notice board in the lobby)
- Accident Records Book (in the kitchen)

### ***Introduction***

TVMHC has drawn up this policy to clarify procedures and areas of responsibility in ensuring the health and safety of its users.

TVMHC is responsible for running the Trull Village Memorial Hall and want to ensure the safety of the people using it.

No one can guarantee total protection against accidents, however precautions will be taken where possible to ensure the health and safety of employees and users of the hall.

### ***Mitigation of Risk***

To mitigate risk at Trull Village Memorial Hall, the committee has taken the following steps:

- To carry out a full risk assessment every two years or sooner if deemed necessary by the committee.
- Ensure that there is a copy of the Health and Safety policy located in the building.

- Ensure that all hirers are made aware of the Health and Safety Policy and the Fire Evacuation Procedures.

### ***Health and Safety objectives***

This section covers a brief description of legislation and how it would apply. This is carried out by a thorough risk assessment and by good housekeeping.

The fundamental legislation Health and Safety at Work Act requires that the TVMHC act as the managers of the premises and ensure the health and safety of others that use the hall.

It encompasses every aspect of the premises, which includes equipment, paths, surfaces, chairs and escape routes.

When Health and Safety risks are identified, the appropriate action must be taken to minimise the risk or eliminate the risk.

TVMHC must ensure the following:

Provide a safe place for people to operate by:

- Identifying and assessing all risk of the hazards associated with the premises or activities held there which may influence the health and safety of others that use the premises.
- Carry out a risk assessment using persons that are competent
- Take action to eliminate or reduce hazards.
- Demonstrate that arrangements are in place.
- Review arrangements when changes occur
- Co-operate with hirers if their employees/volunteers share the same risk.
- Provide training and information on health and safety.
- Provide appropriate supervision to ensure the health and safety and welfare of others.

The Workplace (Health and Safety and Welfare) Regulations 1992

These regulations are aimed at protecting volunteers, hirers' health from injury or long-term illness by providing for comfort whilst using the hall and includes:

- Adequate ventilation
- A reasonable temperature
- Suitable lighting and seating
- A clean premises with no tripping hazards
- Suitably maintained machinery and equipment
- Sufficient toilets with hot and cold running water, soap and towels
- Accessible drinking water and suitable facilities for rest and eating

### ***Prevention of fire***

The following activities are carried out by the TVMHC:

- A fire Risk Assessment (as part of the overall Risk Assessment)
- Precautions (including signage) to be put in place where necessary and where it is reasonable to do so
- Ongoing checks of fire safety equipment, exits and alarms
- A Fire Evacuation Procedure document is provided to all hall users.

Hazards that must not be used in the Centre without authorisation by TVMHC are:

- Flammable liquids
- Electrical equipment producing heat
- BBQ or other brought-in cooking/food-warming equipment

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking and vaping is forbidden inside or outside of the hall or anywhere on the property.
- Inflammable substances must either be replaced or when this is impossible measures taken to control the risk.
- Storage of combustible material near a source of ignition is not permitted
- Emergency exit and routes to them must be kept clear at all times
- Appropriate Fire Fighting Equipment is provided
- Fire Equipment is maintained and checked annually
- Others including hirers and volunteers have access to the Health and safety policy and the risk assessments.

### ***Important issues associated with the Health and Safety in Trull Village Memorial Hall***

#### ***Working Alone***

Employees, volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are working at height or using ladders, chemicals or equipment that might pose a danger. When jobs are less risky checks should be made. It is not recommended that employees work alone in the building – especially at night. However, should there be a need, employees should have a mobile phone available and consider keeping external doors locked.

#### ***Children***

Minors under the age of 18 must be always accompanied and supervised by a responsible adult. In the event of children's parties or activity groups, the hirer must inform the Bookings Secretary of the adult to child ratio and the age of the children attending. TVMHC reserve the right to refuse hire of the hall if they believe this ratio is not sufficient.

Small children under the age of 12 are not permitted in the kitchen. This is to avoid the risk of scalds, burns, cuts and other injuries occurring. Children under the age of 12 are not permitted in the backstage area without supervision from a responsible adult.

#### ***Electrical safety***

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users / hirers want to bring electrical appliances onto the premises they must make the Bookings Secretary aware of this. The user / hirer is responsible for ensuring that the appliance meets safety standards (i.e. has been PAT tested)
- Electrical equipment showing signs of damage, exposure of components, water damage etc should not be touched or operated
- Users have a responsibility to ensure that all electrical appliances are shut off when leaving the hall
- Trailing wires or cables are a trip hazard and should be taped down

#### ***Heating***

Portable heating appliances should not be used in the building. Should heating not be working or has been damaged in any way then the Bookings Secretary should be informed immediately.

Users must supervise young children around the radiators as they can become hot to touch.

#### ***Housekeeping***

Trull Village Memorial Hall is cleaned, and safety checked on a regular basis. However, every user has a responsibility to ensure that the hall is left clean and tidy. TVMHC cannot guarantee that the hall will be cleaned between each use.

All users must take their rubbish with them to be disposed of at home. Any major spillage, damage or accident should be reported to the Bookings Secretary. Food, drink and perishable items must be taken away at the end of each hire.

The paths outside and frontage and sides of the hall must be kept clear of litter.

**Noise**

The hall is situated in a residential area; therefore, we ask that users are considerate and keep noise levels to a minimum. Any form of music must be kept to an acceptable level and switched off by 11.30pm. Users should also be considerate when entering and leaving the hall.

**Parking**

Parking outside the hall is limited. Please do not obstruct gateways or block the road. Parking in the Trull Village Memorial Hall car park is carried out at the users' risk.

**Accident Reporting Procedure**

Accident Report Forms are available in the kitchen next to the first aid box. Any accident occurring during use of the hall must be recorded. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

The following must be reported:

- A Death or Major Injury
- Any injury
- A dangerous occurrence
- Any injury that results in a member of the public having to be taken to hospital.

Hirers must report any accidents to the Bookings Secretary.

In the event of an emergency, the nearest hospital is:

**Musgrove Park Hospital**  
**Parkfield Drive**  
**Taunton**  
**Somerset TA1 5DA**  
**Tel: 01823 333444**

**Insurance**

The hall is insured as follows:

Public Liability and Employer's Liability

Policy number: XAO1220596523

Insurer: Zurich Insurance PLC Annual Renewal date 1<sup>st</sup> April

**Hiring Procedure**

Every hirer of the premises must familiarise themselves with the Health and Safety Policy.

A hard copy of this agreement is located in the kitchen.

***Trull Village Memorial Hall is owned and operated by Trull Village Memorial Hall Committee (registered charity no. 1003515)***