

Woodbridge Community Hall Management Committee

Health & Safety Policy

This Policy should be read in conjunction with the Code of Conduct Policy.

SECTION A

POLICY STATEMENT

It is the policy of the Woodbridge Community Hall Management Committee (WCHMC) to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and committee members, hirers and users of the Woodbridge Community Hall (WCH). This policy also provides information, instruction, training and supervision as is needed for this purpose in accordance with Health and Safety at Work Act 1974 and 1999 secondary legislation and the Regulatory Reform (Fire Safety) order 2005.

We also accept our responsibility for the health and safety of other people who may be affected by our hiring of the WCH.

WCHMC actively seeks support from all staff members, hirers and users of the WCH, whatever their status, in achieving the objectives of this Health and Safety Policy ("the Policy").

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be reviewed regularly by the WCHMC...

The Policy is issued to all staff and committee members.

Signed: ...John Leming.....

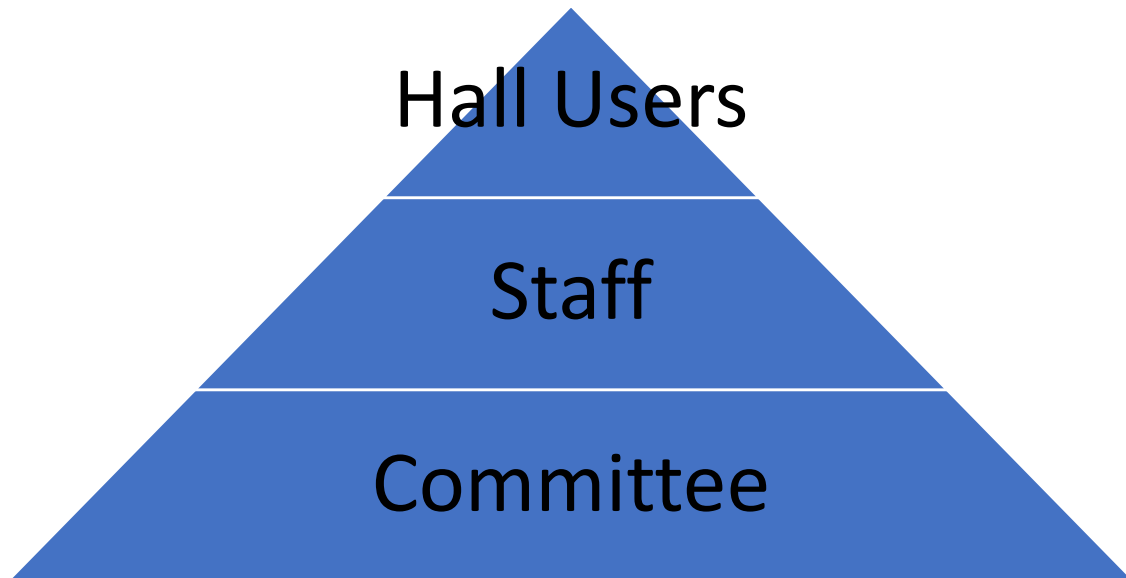
Dated: 21st August 2024

Chair, Woodbridge Community Hall Management Committee

SECTION B

THE ORGANISATION OF RESPONSIBILITIES FOR IMPLEMENTING THE POLICY

WCMC organisational structure is set out in the diagram below and the schedule of individual health and safety responsibilities detailed below.



Day to day health and safety responsibilities:

1) The Chair of WCMC CIO is responsible for all day to day health and safety matters relating to WCH (“the premises”), whilst using them for its hiring activity.

.2) All staff and committee members when not in the WCH but working on the committee’s behalf will follow this Policy.

3) It is the duty of all employees, committee members, hirers and users while at the premises:-

- a) To take responsible care for the health and safety of him/ herself and of other persons who may be affected by his/ her acts or omissions using the WCH, and
- b) To co-operate with committee members and staff to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
- c) Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.

4) Any abuse of health and safety responsibilities by an employee, committee member or hirer may lead to disciplinary proceedings being taken against him/her.

Monitoring the Health and Safety Policy

- 5) The Committee are responsible for checking the Policy to ensure continued effectiveness, particularly that:
- a) Health and safety responsibilities are being properly discharged
 - b) Staff and other users are working to health and safety rules
 - c) Staff and other users are safety conscious

Health and Safety Budget

- 6) Allocation will be made annually in the budget for the purpose of health and safety, i.e. safety training.

SECTION C

ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES

General safety and conduct of committee members and employees

- 7) Staff and committee members are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all users. A declaration by the staff must be signed when the Policy has been read and understood. Staff and committee members must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury.

Premises Safety

- 8) Hirers and users use the premises without supervision or WCHMC involvement and must conduct themselves in both a secure and safe manner. Hirers undertake to carry out risk assessments for any activity that they undertake.

Risk assessments are carried out for activities inside and outside of the WCH. Staff should be familiar with these and any recommendations they make.

Accidents

- 9) If an accident occurs it is the injured person's responsibility to record the incident in the Accident Book located in the kitchen. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), please contact the Bookings Secretary, whose contact details are on the Book, and s/he will pass the information to the WCHMC Chair.

Challenging Behaviour

- 10) If a hirer or their user/s behaviour becomes *unacceptably* challenging, they should be asked to leave. If they refuse the member of staff or committee member if present and involved should seek help from others in attendance. In extreme circumstances or if there is imminent danger to other users, staff or committee members the Police should be called.

Working Away From the Premises

11) Staff and committee members who are working away on WCHMC business should make it clear to committee members where they can be contacted.

Staff and committee members' contact details must be maintained particularly in the event of an emergency and distributed to all involved with the WCHMC.

Security When Holding / Carrying Money or Valuables

12) Staff and committee members who carry money for WCHMC have the right to be accompanied by another person.

No cash should be kept on the premises

Visits to the bank should not be at a regular time.

Under no circumstances should staff put themselves at risk on account of WCHMC property.

First Aid

13) First Aid boxes are situated in the kitchen. Appropriate signs are displayed.

Safety Training

14) All staff and committee members should be advised of evacuation procedures, accident procedures and availability of first aid. Other training will be carried out as necessary by various training providers. Records of all training will be kept in the employee's/ committee member's records.

Communication

15) Health and Safety is an agenda item for all Committee Meetings, which are normally held every other month. All staff and Committee members or hirers are encouraged to raise any matter of concern at the meetings, but if more urgent to raise them with any Committee member of the WCHMC at any time.

Smoking

16) In accordance with the law, smoking is not allowed in any part of WCHMC by staff, committee members, hirers, users or visitors. Any breaches of this may result in criminal prosecution under the law and will be dealt with as a breach of the code of conduct.

ALCOHOL

17) .No staff or committee member is allowed to consume alcohol whilst on duty or to work if under the influence .Persistent offenders will be referred to the WCHMC and face immediate dismissal. Hirers and their users are responsible for any alcohol consumption and its consequence on the premises and to seek the necessary licence as part of their hire should it involve its sale on the premises. Any problems arising from alcohol consumption at the WCH will lead to an immediate ban from future hiring.

Drugs

18) WCHMC promotes a drug free environment through a zero tolerance policy on illegally held drugs. .

Fire Precautions

19) Fire procedures are displayed in each area of the premises. The fire alarm system is checked every month. Fire drills are carried out annually. Following evacuation, all staff, volunteers and hirers should report to the assembly point, which is at the front of the Leisure Centre. The staff and an Officer of the WCHMC will co-ordinate the fire drills.

All fire extinguishers are serviced annually by a qualified contractor

The fire alarm system is serviced twice a year by a qualified contractor.

Fire risk assessments are carried out.

Personal Protective Equipment

20) No personal protective equipment is considered necessary following risk assessments having been carried out. Cleaning staff are issued with PPE to protect against Covid 19.

Good Working Practices

21) Good Working Practices including safety precautions to be taken when working alone are set out in Appendix A.

Health and Hygiene

22) Good hygiene practices should be followed at all times. All members of staff should receive hygiene awareness training.

It is the responsibility of the hirers to ensure their people have the necessary awareness of hygiene when food is being handled or prepared in the kitchen or other areas.

They are also responsible for ensuring the areas are left clean.

Legionella

23) A separate risk assessment and regular testing is organised by Woodbridge Town Council.

All results are recorded.

Electrical Safety

24) All portable electrical appliances are checked annually by qualified electrical contractors. The installation is checked every two years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 16th Edition.

Security

25) Staff, committee members, hirers and their users should make appropriate arrangements to secure their own personal safety.

Emergency Exits

26) As the WCH is in regular use by the general public a series of emergency doors are installed that will enable the Main Hall to be evacuated in a safe and timely manner. These doors are checked regularly to ensure their correct operation both locked and when opened using the panic bars. All final exits from the hall are fire exits.

Stress

27) WCHMC does not consider its staff work under any undue stress conditions.

It is the responsibility of staff to recognise when they are suffering from stress, and to discuss it with their line manager at the earliest opportunity.

Prevention and Management of Violence

28) WCHMC does not consider that violence or the threat of violence is a serious problem for its staff. It is the responsibility of staff and committee members to report any acts of violence or threats to the WCHMC.

Visitors

29) Health and Safety guidance for hirers and users of the WCH is displayed in the Hall in the form of notices, in the Conditions of Hire and on the WCH website.

Insurance

A copy of the Employer's Liability Insurance certificate for the hall is displayed in the main kitchen area.

Vehicle Safety

30) WCHMC has no responsibility for the car park surrounding the WCH as the area is operated by the East Suffolk Council.

Manual Handling

31) MCHMC follows the Health and Safety Executive guidelines for lifting e.g. no employee or committee is expected to lift over 25kg without assistance. All staff who may be involved in physical handling will be trained in the correct procedures to adopt. Training records are available for inspection.

Display Screen Equipment

32) There is no display screen equipment at the WCH.

Hazardous Substances

33) Any hazardous substances used on the premises are restricted to the cleaning staff. Any such substances identified will have been assessed. Copies of the assessments are available in a folder in the kitchen cupboard which contains the Accident Book and First Aid Kit.

Risk Assessments

34) Risk Assessments have been carried out in the following subject areas:-

- a) General risk assessment including fire hazards

APPENDIX A

GOOD WORKING PRACTICES

1. All Staff will record their arrival and departure in the staff record book.
2. Keep all passageways clear of obstructions
3. Do not obstruct any Fire Exit
4. Keep all electrical leads tidy and ensure that they do not form an obstruction
5. When alone in the hall ensure that the entrance door is closed and secure, i.e. that it cannot be opened from outside except by means of the key.
6. Staff should take all reasonable precautions when meeting with unknown persons at WCH including arranging for a colleague to be in attendance if in any doubt as to her/his safety