

## **Procedure No. 0 – UVH H and S Policy and Arrangements for its Implementation**

(Note that there is a document “H&S Policy and User Implementation” which is an abstract of this Procedure intended to be of particular relevance to the user/booking organiser).

### **Policy**

- The Board of Management seek to provide a facility where there is a healthy and safe environment for all its users, an environment where all users feel they have a "duty of care" towards other users and all statutory requirements for public health and safety are met.
- *It seeks to ensure that all work carried out in the Hall by its caretaker (and by anyone else) is done with a proper regard for their own health and safety and that of those around them.*
- The User Representative or booking organiser, is responsible for ensuring the activities that will be taking place do not pose an unacceptable risk to the people they represent, also for ensuring these activities will not jeopardise the health and safety of others or the environment that the Board is seeking to provide.
- The Board works to ensure the split of responsibilities between itself and a User are clear and wants to be informed of any possible grey area that may arise.
- The Board recognises that Users play a key role in maintaining a safe and healthy facility. They require Users to recognise and cooperate with the Arrangements outlined below for implementing the H&S Policy and to operate in a way that meets the H&S standards established by the Board.

### **Arrangements for Implementing the Policy**

#### **1. The User/Booking Organiser**

The representative of a User or the booking organiser, being the nominated responsible person, is strongly encouraged to read this H&S Policy, as part of their booking contract. Regular Users will be reminded of this responsibility when signing a new Hiring Agreement whenever the group changes their nominated representative. For activities involving children (other than a private party), it is the representative's responsibility to have made any necessary DBS checks for themselves and their helpers. Any User providing a facility aimed at potentially vulnerable adults must be a representative of an organisation recognised as supporting such adults (*see Procedure No. 10 – Safeguarding Children and Vulnerable Adults*). This requirement is one of the Terms and Conditions of Hire which a User has to sign when booking the Hall.

#### **2. H&S Officer**

The Hall H&S Officer is the key link with the User in H&S related matters. *A member of the Board is nominated as the Hall H & S Officer. He/she is responsible for developing and ensuring implementation of the H & S Policy on behalf of the Board. He/she is the focus for any H & S related queries from anyone concerning the hall. He/she establishes good communication links and seeks advice when necessary from the appropriate Council H & S Officers, Cheshire Community Council and Cheshire Fire Service.*

### **3. Ensuring Safe Escape in the Event of a Fire**

*The H & S Officer reviews the Hall Fire Safety Risk Assessment annually, after any relevant incident or near miss and after any significant alteration to the building or fittings. This formal Assessment identifies the fire hazard (all sources of ignition, fuel, and oxygen), identifies the people likely to be at risk, evaluates risks and how they can be reduced or removed, records the significant findings and actions needed and reviews the Emergency Plan and any training needs. It follows the guidance and format given by the HSE. Procedure No. 1 – Fire Safety gives more detail and defines how fire safety is managed.*

- a) Users (and committee members) should acquaint themselves with all normal and emergency exits and must at all times keep these exits clear. *The Chubb lock on the side door must be UNLOCKED when the Meeting Room is in use.*
- b) When being used for public entertainment with less than 100 people present, there shall be a minimum of two persons on duty, both over 18 years old. If more than 100 people are present, the number on duty must be increased to three. These supervisory numbers should be regarded as a minimum if the majority present are less than 16 years old or when many people with disabilities are expected to attend
- c) For any major event involving numbers over 100, the organisers must check beforehand that all exits are unobstructed, doors are unlocked and are functional as intended
- d) In the event of a fire the first actions should be to sound one of the horns located in the kitchen, if it is SAFE to do so, or shout "Fire!" (there being no fire alarm), evacuate the building via the nearest SAFE Fire Exit (muster point is the grassy area across the road) and call the Fire Service using their mobile phone (999). If possible all doors and windows should be closed to reduce fire spread. Fire extinguishers are provided at all exits to assist in clearing a path for emergency exit.

### **4. Reducing the Risk of Fire**

- a) Access to the boiler room is for authorised people only (committee members) not Users.
- b) Users must not introduce any flammable substances or decorations of a combustible nature without receiving permission from a Committee Member, preferably the H&S Officer.
- c) Users need to reduce the accumulation of combustible material and to properly use the storage provided
- d) Ignition sources, naked flames, candles, heating appliances or sources of heat are not allowed without receiving special permission from a Committee Member, preferably the H&S Officer
- e) Users need to keep hot display or stage lighting away from flammable materials
- f) All doors and windows must be closed and secured when leaving the Hall and any lighting and electrical equipment properly switched off (except for those normally left on such as the emergency exit signs).

### **5. Accidents, Incidents and Emergencies**

- a) Users must report all accidents, incidents and near-misses on the proper Report Form and immediately inform a member of the Committee. A report is needed of any accident involving personal injury no matter how small, any failure of equipment belonging to the Hall or any near-miss (where under slightly different circumstances personal injury or equipment failure may well have occurred). A stock of Report Forms is kept in the magazine rack in the bar area and inside the First Aid box. The Form also covers the procedure to be followed. On receipt of the Form, the H&S Officer will ensure any useful learning or improvement actions are identified.

*In the unlikely event of a certain type of accident or incident having occurred (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR) the H & S Officer will also ensure that the separate Local Authority form is completed.*

- b) Users are encouraged to make an entry in the "Log It To Fix It" diary if they believe action is needed to be reduce the risk of an accident in the future. This diary is kept in the magazine rack in the bar area
- c) Although a First Aid Box is provided by the Committee for general use (located in the bar area), Users are recommended to consider their own particular activities and also provide their own First Aid facilities.
- d) *Users should ensure that footwear appropriate for their activity is worn by all participants.*

## **6. Risk Assessment**

Hall Management have a Risk Assessment system in place for them to identify whether anything additional is needed bearing in mind the controls that already exist. (See *Procedures No. 4 and 4a*)

User Groups are encouraged to carry out their own Risk Assessments, particularly the Drama Group due to the wide range of significant hazards they can face.

*A formal assessment of the caretaker's job and its risks is carried out annually by the H & S Officer and the job holder.*

*At the annual review, Board members are reminded of the need to risk assess jobs they themselves may undertake in the Hall, particularly if these are jobs they are not familiar with.*

## **7. The Use of the Kitchen**

- a) Any hirer intending to provide catering beyond cold or hot drinks and cold proprietary packaged biscuits/cakes, are advised to contact the County Council Food Safety Team for their advice before proceeding.
- b) The cooker and fridge are normally kept switched off and locked. Arrangements for their operation are made via the caretaker.
- c) Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use. It remains hot well after being turned off.
- d) Perishable foods must not be left in storage cupboards
- e) Children under the age of 11 are not allowed unsupervised in the kitchen
- f) Users must remove all food from the kitchen at the end of their booking. Food must not be left in the outside rubbish bins unless they are securely bagged. Excessive rubbish should be removed by the hirer.
- g) A hand wash facility is provided by the kitchen door. The kitchen and utensils should be left in a clean and hygienic state so as to be usable by the next booking. Cleaning facilities are provided (and generally are stored in the broom cupboard off the corridor next to the kitchen.) The hirer will be responsible for any additional cleaning or waste disposal expenses incurred. If the kitchen has been left in an unhygienic state by a previous booking, it should be reported to the caretaker.

## **9. Equipment and Appliances**

- a) *The Hall's electrical and gas facilities are inspected annually by authorized personnel and a certificate issued.* Any user noting any possible defect with the Hall's electrical or gas facilities should report it immediately to the caretaker or member of the Board and where appropriate cease its use.

- b) Safety equipment and other hall equipment must not be tampered with. If any faults are observed they must be reported and recorded in the Log It 2 Fix It diary stored in the magazine rack in the bar area. If important or if safety equipment is involved, then they must be reported immediately to the caretaker or to a member of the Board.
- c) Users are responsible for the safety and safe operation of all equipment they bring into the Hall. Annual PAT testing is recommended for electrical equipment.
- d) Trailing cables must be minimised so as not to cause a tripping hazard. Lengths of floor cable covers are available for use. They are kept on the wall shelf between the radiators on the back wall and must be returned there after use.
- e) No electrical equipment is to be stored in the Hall as other users could mistake it for being available for their own use.
- f) In the event of a power failure an emergency lighting supply is automatically triggered to illuminate exit routes. The illuminated exit signs are wired to remain permanently on.

## **10. Safe Behaviour**

Children are to be supervised at all times. The Hall has features such as the kitchen, the stage and storage cupboards, which pose hazards in the event of careless behaviour.

## **11. Storage**

- a) Care must be taken moving furniture in and out of the furniture store room. Special trollies are provided to make handling easier. Care must be taken to avoid stacking more than 8 chairs high during movement and storage.
- b) Most Regular Users are allocated their own storage cupboard. These must be kept tidy and must not be used for storing hazardous or combustible materials, or perishable food items.
- c) Certain rooms/cupboards are generally locked or are designated as being for authorised access only and must not be tampered with.

## **12. Road Safety**

A one-way system operates with the car park entry and exit. This must be respected. Drivers must take care at all times and be aware of pedestrians. They should take particular care on making their exit as this is directly onto a main road. Pedestrians must use the areas marked off for their use wherever possible.

## **13. UVH Caretaker**

*Procedure No. 7 is the checklist to be used for the caretaker's induction training. He/she plays a key role in ensuring the facilities are kept clean and tidy and basic H & S standards are being maintained on a day to day basis. He/she introduces both new regular and casual Users to the Hall (Procedure No. 8 details the brief to be used). He/she is then an important on-going link with all Users.*

## **14. Monthly H & S Inspections**

*A simple monthly walk-through H & S inspection of the hall is carried out and recorded by a Committee Member to a checklist drawn up by the H & S Officer. The intention here is to check on a regular basis that the existing controls established to ensure the facility is in a proper H & S condition are in place. Users are involved and consulted if they are present and available (Procedures 3 and 3a).*

## **15. Policy Review**

*This policy will be amended as and when required and will be reviewed regularly.*