

- 1. General Statement of Policy** The Committee fully supports the aims and objectives of Health and safety legislation and of the Copeland Borough Council in trying to achieve the highest possible levels of health and safety for employees and users of Thwaites Village Hall. The committee will encourage, by discussion and consultation where practicable, the co-operation of contractors and all users of the hall in the promotion of health and safety issues and the reduction of risks to anyone using or affected by the activities in the hall. The committee recognises and accepts its responsibility for the maintenance of safe access and egress, for the maintenance of the premises, and for minimising risks to health and safety arising from equipment or substances used on the premises, and will take all possible measures to achieve a safe environment.

Signed.....(Sheila Slack).....Secretary 9th November 2000

2. Organisation for Health & Safety

2.1 The committee has overall responsibility for health and safety in the building. A person shall be delegated by the committee to have responsibility for the implementation of the policy by regular report or referral to the committee or, in an emergency, the chair of the committee. *(At their meeting on 12th July 2000 the committee delegated this responsibility to John Malham of "Solwood", By Dunningwell, The Green, Millom, Cumbria, LA18 5JT tel 01229 773064.)*

2.2 The name of the person delegated shall be communicated to the Development and Environment Unit of Copeland Borough Council (01946 852750).

2.3 The delegated person shall be responsible for carrying out hazard and risk assessments in the following areas

- Car park
- Exterior of the building
- Exterior lighting
- Field and play areas
- Entrances
- Toilets
- Stores
- Main Hall
- Supper Room
- Billiard Room
- Shed
- Kitchen including food safety, waste disposal, mice and pests

2.4 Hazards shall be recorded and a risk assessment undertaken and any remedial measures shall also be recorded. Any recommendation shall be reported to the committee. The hazard record shall be reviewed every six months and shall be made available for inspection by the Development & Environment Unit of Copeland Borough council.

2.5 A health and safety report and this Health & Safety Policy Document, together with a note of any alterations to it made by the committee during the preceding year, shall be presented at each Annual General Meeting.

/Cont – 3. Equipment...

3. Equipment and Documentation

3.1 A first aid box shall be provided and its location made known to all users, visitors and contractors. The delegated person (see 2.1 above) shall maintain the upkeep of the box

3.2 The hall shall have the following documents:

- Health & Safety Policy
- Hazard & risk assessment record
- Accident book and accident report form
- A Hiring Agreement, which includes health & safety details and fire evacuation procedures as agreed with the fire brigade.
- Fire Safety Certificate
- Employers' insurance and public liability certificates displayed
- Electrical Safety Certificate
- A Health & Safety Executive information poster displayed
- Smoking policy

4. The reporting of accidents, food poisoning and dangerous incidents

4.1 All accidents, occurrences of suspected food poisoning and dangerous incidents shall be reported in the accident book and, in cases of accidents and food poisoning, an accident form completed by a witness. Such incidents and details of any injury together with follow-up action shall be included on the next agenda of the committee for consideration. In the event of an emergency the delegated committee member (see 2.1 above) or the chair of the committee should be consulted. Incidents involving suspected food poisoning shall also be reported to the local authority's Environmental Health Inspector.

4.2 Without prejudice to the requirements of paragraph 4.1 above, any accident, disease or dangerous occurrence resulting from a work related activity involving an employee of the hall or occasioned to a member of the public as the result of any action by an employee of the hall shall be reported to the delegated person (see 2.1 above) for action under the RIDDOR 95 provisions (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

5. Duties of employees, hirers, visitors and users

5.1 Employees, hirers, visitors and users of the hall premises and organisers of events in the grounds will be expected to recognise their clear duty to exercise self-discipline and accept their responsibility to do everything they can to prevent injury to themselves or others and to report any observed hazard to the committee. Details shall be included in the hiring agreement, which the hirers should sign as evidence that they agree to the hiring conditions.

5.2 Hirers using outside caterers should be asked to ensure that the caterer is registered with the local authority and a disclaimer to this effect shall be included in the hiring agreement. Hirers should be informed that the kitchen must be left in a hygienic condition.

6. Contractors

Before contractors start work in the premises and grounds the following should be checked:

- that the contract is clear and understood by both parties
- that the contractors are competent (references, qualification etc)
- that a committee member is appointed to liaise with the contractors
- that the contractors have adequate public liability policy
- that contractors have their own Health & Safety Policy for their staff
- that contractors have a copy of this document and comply with the reporting of accidents, dangerous incidents and hazards procedures.