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## HEALTH & SAFETY POLICY

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## Summary of Changes

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Section	Date	Description

## Overview

- The Village Hall is part of the Shackleford Centre.
- It is used for recreational purposes and is not permanently occupied.
- Access is via a locked door using a key kept in a coded key box.
- It may be occupied between 09:00 and 23:00 on any weekday except Bank Holidays and exceptionally outside these hours by prior arrangement, e.g. As a Polling Station
- Individuals or groups using the Hall are required to sign a Hiring Agreement and comply with the Terms and Conditions of Hire
- Hirers are provided with a Guide including general Health & Safety guidelines
- This policy and the Fire Risk Assessment are available for inspection and via the website at [www.shacklefordvillagehall.co.uk](http://www.shacklefordvillagehall.co.uk)

## Part 1: Statement of General Policy on Health, Safety and Welfare

The Trustees of The Shackleford Centre:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, contractors, hirers and visitors,
- Require all Trustees to act in accordance with the Centre H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

The Trustees will provide policies, procedures, and arrangements, sufficient to ensure compliance with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- That the Centre is in a safe condition.
- A safe environment.
- Safe plant and equipment.
- Safe access and egress to all areas of the Centre.
- The safety of articles and substances for use in the Centre.
- Appropriate instruction and training supervision

In support of the above, the Trustees will ensure an adequate process for all necessary risk assessments for the Centre to be carried out and communicated to all relevant persons, and to be properly incorporated into the Centre's H&S procedures.

## Part 2: Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Trustees of The Shackleford Centre.

### 1. The Trustees

1.1. The Trustees approve the H&S Policy of the Centre and monitor its successful implementation. The Trustees further ensure, as administrators of the Centre's budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Trustees will specifically:

1.2. Include Health & Safety targets in the Centre Development Plan. Targets may include:

- 1.2.1. Provision of facility for health and safety purposes.
- 1.2.2. Reductions in accidents/incidents.
- 1.2.3. Revision of policies and procedures.

### 2. Ensure that H&S is an agenda item on Trustee meetings to consider:

- 2.1. Progress of the H&S targets in the CDP.
- 2.2. Accident and incident analysis
- 2.3. Relevant H&S information received from relevant bodies
- 2.4. Suggestion on future H&S initiatives.

### 3. Facilitate any necessary review of the Centre's H&S policy and procedure as may become apparent from the strategies above.

### 4. The Trustees will ensure that a process for risk assessment is applied within the Centre, and that all appropriate areas and activities are covered, and that the following risk assessments exist:

- 4.1. Lone working
- 4.2. Manual handling
- 4.3. Visitors to Centre
- 4.4. Contractors working on site
- 4.5. Working at height

### 5. That there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

That there is an adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- 5.1. The fabric of the building.
- 5.2. Fire appliances.
- 5.3. Boiler and heating systems.
- 5.4. Portable electrical appliances.
- 5.5. Any equipment available for use

- 5.5.1. Dishwasher
- 5.5.2. Oven and other kitchen equipment

6. Ensure the availability of First Aid and other medical equipment and provision of appropriate training that may include:
  - 6.1. Trustees H&S awareness
  - 6.2. First Aid
  - 6.3. Risk Assessment
7. The Centre secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
8. Contractors, including catering, cleaning and grounds staff, and other authorised visitors to the Centre receive appropriate instructions
9. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
10. Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
11. The **Fire Risk Assessment (FRA)** is updated annually and whenever significant changes or building works might affect the mean of escape.
12. The Trustees may delegate functions to others but will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.
13. Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
14. All accidents and incidents that are reported are reviewed or investigated.

## Part 3: Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within The Centre to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. Where appropriate Risk assessments have been carried out and form part of this policy:

### **Access Control/Security**

Door control.

### **Accident Reporting, Recording & Investigation**

Who should be notified, how details are to be recorded, and who undertakes investigation. You can refer to your current Accident Reporting Procedure if this is separate.

### **Asbestos**

Trustees or responsible person for Asbestos Survey Record, location of survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from Trustees and checking survey, how staff should report damage to asbestos materials, emergency plan in case of asbestos disturbance.

### **Contractors**

How contractors are selected, arrangements for the induction of contractors, arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods.

### **Electrical Equipment fixed & portable**

Frequency of visual inspections by users, and through examination by competent person, who maintains the record of inspection, any limitations on bringing personal items to Centre. Who undertakes examination of fixed installation, how to report defective equipment.

### **Fire Precautions & Procedures and other emergencies**

Who is responsible for undertaking & reviewing fire risk assessment, frequency and arrangement of procedures to be followed, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, testing of break glass points, testing of emergency lighting etc.

### **First Aid**

Location of first aid boxes and who is responsible for checking & restocking.

### **Glass & Glazing**

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish compliance.

### **Hazardous Substances**

Rules on selection and use of substances, hazard data sheets, CLEAPSS Hazcards location, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, staff health surveillance, use of mechanical controls, name of RPS (high Centres only), name of Radiation Protection Adviser. Caretakers, Cleaning Staff etc. who use hazardous substances must be considered.

**Housekeeping, cleaning & waste disposal**

Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

**Handling & Lifting**

Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks, staff training in manual handling, Centre guidelines for specific tasks, use of lifting aids, staff suggestions for improvement. Separate assessments and training needed for the lifting of pupils.

**Maintenance / Inspection of Equipment**

Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc. type of check required and frequency, who undertakes the checks and what records must be kept.

**Monitoring the Policy**

Who carries out workplace inspections, who monitors implementation of policy by staff, monitoring accident reports/trends, complaints.

**Reporting Defects**

Who hazards should be reported to, interim measures to be taken pending rectification, who arranges remedial works.

**Risk Assessments**

Who is responsible for ensuring RA's are undertaken, arrangements for undertaking special RA's, arrangements for periodic review of RA's.

**Smoking**

Locations, if any, where people can smoke.

**Vehicles on Site**

Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries.

**Working at Height**

Restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc.