

HEALTH AND SAFETY POLICY

Part 1: General Statement

Key Health, Safety and Environmental Policy Objectives:

- Ensure that NQMH operations are undertaken in accordance with best practice procedures which reflect compliance with current up to date statutory safety, health and environmental legislation.
- To provide the users of the hall with 'best practice' information, procedures and equipment.
- Ensure that the hall and its surrounding areas do not cause risk to the health and safety of users.
- To ensure that the use of the hall and its surrounding areas do not cause risk to the local or wider environment through poor environmental control or practices.
- To improve the health and safety policy at regular intervals or at other times where events such as significant health and safety incidents or introduction of new or updated legislation dictates.

Key Statutory Duties Compliance:

- We shall do all that is reasonably practicable to implement our legal duties under all relevant statutory provisions and in particular those provisions outlined in:
 - The Health and Safety at Work Act 1974
 - The Management of Health and Safety at Work Regulations 1999
- In particular, as members of the Hall Committee we will:
 - Provide and maintain equipment that is safe without risk to health.
 - Ensure the safety and absence of risks to health in connection with the use, handling and storage of articles and substances.
 - Ensure the maintenance of areas under our control is safe and without risks to health, including provision and maintenance of safe access and egress routes.

Reviewed on Date:

Name: *Position: Chairman*

Part 2: Organisation of Health and Safety

The NQMH Management Committee has overall responsibility for health and safety at Hall and day to day responsibility for the implementation of policy. It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy. It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults. Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chairman ASAP so that the problem can be dealt with.

Where equipment is damaged or faulty a notice should be placed on it warning that it is out of order and the Chairman to be informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: Chairman

Reporting of Accidents: Chairman

Fire precautions and checks: Chairman

Risk Assessment and Inspections: Chairman

Information to contractors: Trustees

Information to hirers: Bookings Clerk

Insurance: Chairman / Secretary

A plan of the hall is attached showing the location of fuse box, emergency exits and fire doors, and fire extinguishers.

Part 3: Arrangements and Procedures

3.1 Fire Precautions and Checks

Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is attached.

Person with responsibility for testing equipment and keeping log book: Trustees who look after projects & maintenance.

Local Fire Brigade Contact: New Quay Fire Station, Uplands Square, New Quay, SA45 9QH. Telephone: 999

Company hired to maintain, service fire safety equipment:

Name: Chubb Fire Security

Address: 1 Littleton Road, Ashford, Middlesex, TW15 1TZ

Location of service record: Fire Safety Box outside care takers store room first floor.

Checking of Equipment, Fittings and Services

- Weekly: Door mats and stops, floor, toilets, boiler, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, fire alarm, First Aid box, locks and sockets

- A full list of weekly checks is attached

- Yearly: Fire extinguishers, electrical certificate, PAT testing

3.3 Procedure in case of accidents

Nearest Accident and Emergency department:

Bronglais General Hospital, Cardoc Road, Aberystwyth, Ceredigion, SY23 1ER
01970 623 131

In emergency hirer should call 999.

The location and telephone number for the nearest doctor's surgery is New Quay Doctors Surgery, Church Road, New Quay, Ceredigion, SA45 9PB – 01545 560203

First Aid Box and information is located in the kitchen. The person responsible for keeping this up to date is the Chairman.

Accident forms are kept in the First Aid kit. These must be completed whenever an accident occurs booking secretary notified.

Any accidents must be reported to the Chairman of the Management Committee. Person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman.

3.4 Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to hiring conditions.

Hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers, fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

As well as weekly visual checks, the Hall risk assessment is reviewed annually and upon any change in circumstance or layout at hall. Any risks identified should be reported to the management committee, rectified ASAP.

3.5 Parking and Vehicle Movement

Parking area and road outside the hall are owned and maintained by the Highways Agency.

Hirers must ensure that when using the hall that the speed limit is adhered to and cars are parked so not to obstruct access for local residents and emergency vehicles.

3.6 Contractors

Management Committee will confirm with contractors (including self-employed persons) before they start work:

- The contract is clear and understood by both the contractors and Committee
- The contractors are competent to carry out work (have appropriate qualifications, references, experience) and have adequate public liability insurance cover
- Contractors have seen the health and **safety file** and are aware of any hazards which might arise (eg electricity cables)
- Contractors do not work alone on ladders at height
- Contractors have their own health and safety policy for their staff
- Contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice

3.7 Insurance

Company providing the hall's Employer's Liability and Public Liability insurance cover:

Zurich

Date of renewal: 22nd January 2022

3.8 Review of Health and Safety Policy

The Hall Committee will review this policy annually. The next review date is 1st of September 2022.

3.9 Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive

Tŷ Myrddin,
Old Station Road,
Carmarthen
Carmarthenshire.
SA31 1LP

Environmental Health,
Ceredigion County Council,
Penmorfa,
Aberaeron,
SA46 0PA
01545570881