

Health and Safety Policy

1. General Statement of Policy

This document is the Health and Safety Policy of The Solomon Browne Memorial Hall Association for the premises; the Solomon Browne Hall.

Address: The Solomon Browne Hall,
Duck Street,
Mousehole,
TR19 6QW

Telephone: 01736 731040

Our policy aim is to:

A) Provide healthy and safe working conditions, equipment and systems of work for our Employees, Volunteers, Trustees, Committee Members and Hirers.

B) Keep the village hall and equipment in a safe condition for all users.

C) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Solomon Browne Memorial Hall Association and Management to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Association and Management consider the promotion of the Health and Safety of its Volunteers and Employees at work and those who use its premises, including Contractors, who may work there, to be of great importance.

The Association and Management recognise that the effective prevention of accidents depends on a committed attitude of mind to safety as on the operation and maintenance of equipment, the environment and safe systems of work.

The Association and Management will encourage all Volunteers, Members and Users to engage in the establishment and observance of safe working practices.

Employees, Volunteers, Hirers and Visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Association and Management, with all safety requirements set out in the hiring agreement. The appropriate safety notices on the premises must be observed and they must accept responsibility to do everything they can to prevent injury to themselves or others.

Signed:..... (On behalf of the Solomon Browne Memorial Hall Association)

Name: Julie Whitt

Position: Chairperson

Date:.....

2. Organisation of Health and Safety

Overall responsibility for Health and Safety:

The Solomon Browne Memorial Hall Association and the Centre Manager.

The persons delegated by the Association and Management to have day to day responsibility for the implementation of this policy are:

Name Tamsin Harvey (Centre Manager)

Telephone Number 01736 731040

Email Address tamsin.mousehall@btconnect.com

It is the duty of all Employees, Volunteers, Hirers and Visitors to take care of themselves and others who may be affected by their activities and to co-operate with Management in keeping the premises safe and healthy, including the external aspect of the site.

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 either or both of the persons above, as soon as possible so that the problem can be dealt with.

Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the upstairs store.

The following persons have responsibility for specific items:

First Aid Box - Tamsin Harvey

Reporting of Accidents - Tamsin Harvey

Fire Precautions and checks - Tamsin Harvey

Training in hazardous substances and equipment - Tamsin Harvey

Risk assessment and Inspections - Tamsin Harvey

Information to Contractors - Tamsin Harvey

Information to Hirers - Tamsin Harvey

Insurance - Nick Cutts

3. Arrangements and Procedures

- Copies of the comprehensive Risk Assessment are included as part of the Health and Safety Policy.
- Evacuation procedures for both Flood Incidents and Fire Incidents are also included.
- Testing of the Fire Alarm will commence weekly on a designated day as per the 'Weekly Operating Schedule'.
- Equipment will be tested regularly as per the 'Monthly Operating Schedule'.
- The Risk Assessments will be reviewed before any new event to check for relevance and compliance, separate risk assessments will be created for specific activities when required and kept on file.

The General Risk Assessment, the Fire Evacuation Procedure and the Flood Evacuation Procedure will be stored alongside the Health and Safety Policy, along with the General Risk Assessment.

The First Aid Box is located:

- On the window shelf in the kitchen

The persons responsible for keeping this up to date: The Centre Manager

The Accident Book is kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to: The Centre Manager

The person responsible for completing RIDDOR forms and reporting on accidents is: The Centre Manager

Note - The following major injuries or incidents must be reported on RIDDOR forms:

Fracture, other than to fingers, thumbs or toes

Amputation

Dislocation of the shoulder, hip, knee or spine

Loss of sight (temporary or permanent)

Any penetrating injury to the eye (including chemical)

Safety Rules

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

All new hirers will be given information regarding the Health and Safety procedures at the Hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

Review of Health and Safety Policy

The Centre Manager will review this policy next in January 2018.

Thereafter the Policy should be reviewed on an annual basis.

The telephone numbers of organisations that can give advice on health and safety:

The Health and Safety Executive: 0300 003 1747

The Cornwall Fire Rescue and Community Safety Service: 0300 1234 232

The Local Environmental Health department: 0300 1234 212