

Hawkesbury Hospital Hall

Charity Number 1176993

Health and Safety Policy Document

This policy has been adopted by Hawkesbury Hospital Hall Management Committee at a meeting on Monday 17th May 2021, and amended at a meeting on Monday 9th August 2021. The Committee is responsible for its review bi-annually.

[Policy was reviewed in June 2023 and no changes made.](#)

Name: Andrew Webb (tbc)

(Chair of Management Committee)

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[Latest review : June 2023](#)

[Next review : June 2025](#)

Hawkesbury Upton Village Hall

Health and Safety Policy

1. Health and Safety Statement
2. Relevant Legislation and Related Documents
3. Responsibilities
4. Consultation with Staff Members and Volunteers
5. Risk Assessments & Risk Register
6. Contractors
7. Safe Equipment
8. Safe Handling and Use of Substances
9. Guidelines on Manual Handling
10. Accident Reporting, First Aid and Work-Related Ill Health
11. Work-Related Stress
12. Guidelines on Working Alone
13. Fire Procedures
14. Information and Advice
15. Staff and Volunteers' Induction and Training
16. Requirements Checklist for H&S Maintenance and Fire Safety Procedures
17. Health and Safety General Risk Register template

1. Health and Safety Statement

The Management Committee of the Hawkesbury Upton Village Hall recognises and understands its responsibilities under the 'Health and Safety at Work' Act 1974 and will ensure any risks to the health and safety of staff members, volunteers, contractors, visitors, hirers and others affected by its facilities and operations are maintained as low as is reasonably practicable (ALARP principle).

The general policy statement is to:

- Provide adequate control of the health and safety risks arising from the operation of the village hall and its outdoor facilities
- Keep the village hall and its equipment maintained in a safe condition for all users
- Consult with staff members/volunteers on matters affecting their health and safety
- Provide safe plant and equipment, meeting appropriate health and safety standards
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for staff members/volunteers and hirers
- Ensure all staff members/volunteers are competent to do their tasks, and provide adequate training where appropriate
- Prevent accidents and cases of work-related ill health
- Maintain a safe and healthy operating environment
- Review and revise this policy as necessary and at regular intervals

All staff members/volunteers are reminded of their personal responsibility under the Health and Safety at Work Act 1974 to work safely and not to endanger others or themselves by committing or condoning unsafe actions and to encourage others to do likewise.

It is recognised that risk is a factor of both the likelihood (or probability) of an event occurring and the harmful consequence (or severity) of that event. Risk assessments are undertaken by considering both the likelihood and consequences and a risk register is maintained and updated that lists the key risks identified. It is further recognised that in many circumstances the consequence or severity of an event or risk is not possible to control or minimise and in such circumstances focus is given to driving the lowest possible reasonably practicable likelihood of that event occurring.

Risk scores are calculated by plotting the likelihood against the consequence. The likelihood and consequence are each given a score of 1 to 5 allowing a matrix to be produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, medium or high.

Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item.

Scores of 8 to 12 are considered to be medium risk and some control measures or mitigation solutions will be identified to reduce the risks to low, tolerable levels.

Scores of 13 and above are considered to be high risk and urgent action is required to reduce the risks to tolerable levels.

Criteria for likelihood/probability assessment:

- 1 = Rare
- 2 = Unlikely
- 3 = Moderate
- 4 = Likely
- 5 = Certain

Criteria for consequence/severity assessment:

- 1 = Insignificant (no medical treatment required)
- 2 = Minor (first aid, no hospital treatment)
- 3 = Moderate (hospital treatment required)
- 4 = Major (significant medical or prolonged hospital treatment required)
- 5 = Catastrophic (serious injury or death)

The multiplication of the factors into a risk matrix is given here in Table 1, with risk scoring indicated by colour.

Green = LOW risk, **Amber** = MEDIUM risk, **Red** = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
L i k e l i h o o d	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

2. Relevant Legislation and Related Documents

▪ Relevant Legislation

- Health and Safety at Work Act 1974

▪ Related Legislation

- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Manual Handling Regulations 1992 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)
- The Regulatory Reform (Fire Safety) Order 2006
- Smoke Free Premises Regulations 2007

3. Responsibilities

- Overall and final responsibility for health and safety is that of the Charity Trustees who form the Management Committee of the Village Hall
- Day-to-day responsibility for ensuring this policy is put into practice is the responsibility of the Chairperson delegated through the committee member responsible for Health, Safety and Environmental issues (HS&E Committee Rep)
- The HS&E Committee Rep will keep a record of all safety issues brought to their attention and the action taken and will ensure risk assessments and risk registers are updated accordingly. The HS&E Rep will alert the Chairperson of all such issues and report them at the monthly committee meeting
- The Management Committee will ensure it has adequate insurance for the activities in which it is engaged
- Hirers, users and other visitors have a duty of care to themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the Hall a safe and healthy environment
- Hirers must ensure that they are compliant with the requirements of this policy as it affects them, observe safe working and other practices, and where appropriate, are expected to hold and implement their own health and safety policy and 3rd party public liability insurance. This is made clear in the terms of hiring [CHECK TERMS OF HIRE CONTRACT](#)
- Hirers must accept their responsibility to do everything they can to prevent injury to themselves or others

All staff members/volunteers should:

- Cooperate with the Chairperson and the HS&E Committee Rep on health and safety issues
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the HS&E Committee Rep and/or the Chairperson

4. Consultation with Staff Members and Volunteers

The Chairperson will ensure as far as reasonably practicable that monitoring and consultation is carried out and that arrangements are made for promoting and coordinating Health and Safety procedures.

Health and Safety will always be included on the Agenda for the monthly Committee Meeting. All Committee members are expected to report any health and safety incidents, concerns or near misses at the meeting, and if possible at the earliest possible opportunity ahead of the monthly meeting. They should be reported directly to the Chairperson and the HS&E Committee Rep.

5. Risk Assessments & Risk Register

- Risk Assessments will be carried out by the Chairperson, HS&E Committee Rep or any committee members or volunteers delegated by the Chairperson who are capable of so doing
- Specific key risks such as fire risk and Covid-19 will have their own risk assessment documents, whilst most risks will be assessed and recorded on a general risk register
- “One-off” specific events or activities (usually significant maintenance type activities) will be covered by undertaking a dynamic risk assessment focussed purely on that event and only applicable for the duration of such event and will not be maintained on the general risk register
- A general risk register of the key risks will be maintained and updated and the risks prioritised based on their risk score ~~NEEDS UPDATING ON REVISED TEMPLATE~~
- The findings of risk assessments will be updated in the general risk register and reported to the Management Committee and appropriate corrective action undertaken as appropriate
- Action required to remove/control/reduce risks will be approved by the Chairperson of the Committee as necessary
- The Chairperson will be responsible for ensuring the action required is implemented
- Risk Assessments will be reviewed annually as a minimum or when there are changes to the activities, equipment or personnel undertaking those activities
- The general risk register will be reviewed quarterly by the Chairperson and the HS&E Committee Rep and any issues reported to the Management Committee
- A monthly “safety walk” will be undertaken by the Chairperson or HS&E Committee Rep plus at least one other committee member or independent observer to provide a regular check and spot any potential hazards, which will be reported to the committee, updated in risk assessments and the general risk register and action implemented as appropriate

6. Contractors

The Chairperson, Deputy Chair or Maintenance Committee Representative will check with contractors (including self employed persons) before they start work that:

- They understand the work that is to be undertaken and that this has been agreed between the Contractor and the Committee
- The Contractor is competent to do the work and has adequate public liability cover
- Contractors are aware of hazards associated with their work (including hazards specific to the Hall) and are mindful of issues such as lone working and fire safety procedures. When considered necessary a dynamic risk assessment will be undertaken
- Contractors must not work alone on ladders at height
- Contractors must have their own Health and Safety Policy and relevant procedures that are adhered to for the work they are undertaking
- Contractors are not to undertake work whilst the hall is in use unless authorised by the Chairperson, Deputy Chair or Maintenance Committee Representative

7. Safe Equipment

- The Maintenance Committee Representative will be responsible for identifying all equipment needing maintenance and report to the management committee to ensure that effective maintenance is carried out
- Any problems found with plant/equipment should be reported to the Chairperson
- The Chairperson will check that new plant and equipment meets health and safety standards before it is purchased
- Safety assessments of existing equipment will be reviewed every twelve months or when there is a change of use

8. Safe Handling and Use of Substances

- The HS&E Committee Rep will be responsible for identifying all substances which need a COSHH assessment ~~CHECK IF COSHH ASSESSMENTS ARE IN PLACE~~
- The HS&E Committee Rep will be responsible for ensuring that COSHH assessments are undertaken, and that actions are implemented, including informing relevant employees and recorded in the COSHH register ~~NEED TO CREATE ONE~~
- Assessments will be reviewed every twelve months or when any new substances are introduced or their formulation is altered by a supplier

9. Guidelines on Manual Handling

Some tasks at the Hall will include some lifting and handling. e.g. carrying display boards, boxes of leaflets, or during maintenance days. To reduce the risk of injury the following should be followed:

- Volunteers and staff are NOT required to lift or handle any object which they perceive would put themselves at risk of injury. Assistance or guidance should be sought
- Where possible use mechanical aids, e.g. sack cart
- Use common sense to minimise risk, e.g. carry the minimum weight possible, minimise the amount of time spent walking with the load by involving other people in a “human chain”
- Follow the good handling techniques as advised
- If in doubt, don't lift the object and seek assistance or guidance

10. Accident Reporting, First Aid and Work-Related Ill Health

- The first aid box is kept in the kitchen area on the ground floor
- The Accident Book is kept with the first aid box
- All accidents, near misses and cases of work-related ill health must be reported to the HS&E Committee Rep and the Chairperson
- All accidents, near misses and cases of work-related ill health are to be recorded in the Accident Book kept in the kitchen by the HS&E representative or the chair. Corrective or mitigation actions are also to be recorded.
- Risk assessments and the risk register will be updated accordingly following any incident recordings by the HS&E Committee Rep who will alert the Chairperson and report such updates at the monthly committee meeting
- The Chairperson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority in line with legislation

11. Work Related Stress

Risk assessments should include consideration and identification of possible workplace stressors. Measures to eliminate reduce or control risks from stress in line with the HSE Management Standards for Work Related Stress (www.hse.gov.uk/stress/standards/index.htm) should be adopted where possible.

12. Guidelines on Working Alone

Volunteers, committee members and employees must not work in any situation where they feel at risk. If a person feels at risk or to have been at risk in a particular situation they must report it to the Chairperson. Working in the hall alone is not to be encouraged and where it is necessary for an individual to do so they must:

- Gain approval from either the Chairperson, Deputy Chair, HS&E Committee Rep or Maintenance Committee Rep for working alone
- Inform a committee member and/or hall key holder of the precise time they will be in the hall and for what purpose
- Keep the external door locked, and only open it to a caller if they judge that this does not present undue risk to themselves
- Be aware of their personal safety if they are at the Hall on their own
- Ensure they have a means of summoning help
- Be aware of their personal safety if attending external meetings on behalf of Hawkesbury Upton Village Hall

Users and hirers of the Hall must comply with these requirements. ~~CHECK THIS IS IN THE HIRING CONTRACT OR AT LEAST STATE ADHERENCE TO THE H&S POLICY IS ONE OF THE TERMS AND CONDITIONS FOR HIRE~~

13. Fire Procedures

- The Chairperson is responsible for ensuring the fire risk assessment is undertaken and updated when required. This may be delegated through the HS&E Committee Rep

- Escape routes are regularly checked and included in the monthly safety walk
- Fire extinguishers are maintained and checked by a competent contractor appointed by the committee (currently Firemark Ltd in 2021)
- Members/volunteers should not attempt to fight a fire utilising the relevant fire extinguisher unless adequately trained to do so
- Fire alarms and emergency lighting checks are to be carried out monthly
- Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times such as not to impede emergency evacuation
- All fire doors are marked as such and must not be wedged open under any circumstances
- In the event of an outbreak of fire however slight, the building must be evacuated immediately and the Fire Service must be called on 999.
- Fire extinguishers are provided at all exits to assist in maintaining a clear path to the emergency exit. The muster point is on the recreational field

Users and hirers of the Hall must comply with these requirements and where appropriate have specific evacuation plans (e.g. Preschool). ~~CHECK THIS IS INCLUDED IN THE HIRING CONTRACT~~

14. Information and Advice

- South Gloucestershire Council: 01454 868001
- Health and Safety Executive, 2 Rivergate, Bristol, BS1 6EW. www.hse.gov.uk. Incident Contact Centre = 0345 300 9923
- Health and safety advice is available from the Chairperson and/or the committee member responsible for Health, Safety and Environmental issues

15. Staff and Volunteers' Induction and Training

During the staff member/volunteer induction period staff members/volunteers will be provided with access to this Health and Safety policy and made aware of their responsibilities to maintain these practices and any relevant specialist training agreed.

All staff members/volunteers shall be trained in the operation of equipment before they are required to use it.

16. Requirements Checklist for H&S Maintenance and Fire Safety Procedures

Action / Check	Person responsible	Frequency	Where Recorded
Review risk assessments	HS&E Committee Rep	Annually or when environment/systems change	Risk register
COSHH assessments	HS&E Committee Rep	Annually or when new substance is brought into workplace	COSHH register
Check electricity installation works safely	Maintenance Committee Rep	Every 5 years	Monthly checklist
Check electrical appliances work safely	Maintenance Committee Rep	Annually	Monthly checklist
Check new equipment is safe before purchasing	Chairperson	As required	Purchase Order
Check existing equipment is safe	Maintenance Committee Rep	Annually	Monthly checklist
Fire alarms and emergency lighting check	HS&E Committee Rep	Monthly	Monthly checklist
Update Risk Register	Chairperson/ HS&E Committee Rep	Quarterly	Risk register
Playpark – ROSPA assessment	Hall Operations Committee Rep	Annually	Playpark RoSPA summary Action List
Fire Extinguishers check	Maintenance Committee Rep	Annually	Monthly checklist
Monthly Safety Walk	HS&E Committee Rep & external volunteer	Monthly	Monthly checklist

17. Health and Safety General Risk Register – template

Risk No.	Date	Area	Risk Description	Likelihood	Consequence	Risk Score	Mitigation Action(s)	Owner	Complete