



# **Millbrook Village Hall**

## **Health and Safety Policy and Procedures**

March 2018

## **Contents**

**Page 1 General Statement**

**Page 2 User Group and Contractor Duties**

**Page 3 PAT Testing and Housekeeping**

**Page 4 Hypodermic Needles and Fire**

**Page 5 Ladders, Manual Handling, Weils Disease**

**Page 6 Risk Assessments, Accidents**

**Page 7 Responsibilities**

**Page 8 Adoption by Chair**

## **General Statement**

The health and safety of all users of Millbrook Village Hall is recognised by the Millbrook Village Hall Committee (hereafter to be called MVHMC) as being of prime importance. It is an essential function of good management to minimise the risk to users.

It is the duty of MVHMC, so far as is reasonably practicable, to prevent personal harm being caused by the design, operation and maintenance of equipment and facilities. Equally, it is the duty of all hall users to exercise personal responsibility and to take reasonable care not to harm themselves or others.

It is the policy of MVHMC to:

- a) Provide healthy and safe working conditions, equipment and facilities for volunteers, committee members and all hall users.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to volunteers, committee members and hall users.

It is the intention of MVHMC 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.

MVHMC considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. MVHMC recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, MVHMC will seek to encourage committee members and hall users to engage in the establishment and observance of safe working practices.

Hirers, contractors and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by MVHMC, with all

safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

## **All user groups, contractors and other hall users have a duty to:**

- Act in the course of their hall use with due regard for their own health and safety and the health and safety of other users and members of the public and observe health and safety rules wherever applicable.
- Adhere to procedures, agreed on their behalf, for securing safe working and in particular to use any protective clothing and equipment provided.
- Cooperate with MVHMC to enable it to carry out its responsibilities successfully.

## **User Groups**

- Will familiarise themselves with, and comply with, MVHMC Health and Safety Policy at all times.
- Will report all accidents, regardless how small, to their user group representative and ensure that the details are recorded in the MVH Accident Book as soon as is practicable.
- Will report any safety hazard or defect in fittings or equipment, to MVHMC and comply with any instructions and training provided by the committee.
- Will ensure they know where the First Aid Box is located and what to do in case of an accident.
- Will ensure they know what action to take in the event of a fire or a bomb threat in the hall.
- Will ensure that nothing they do or fail to do will put themselves or others at risk.

## **Contractors and Sub-contractors**

- Will explain to MVHMC, or its nominated representative, all methods of work, any risk to others, and control measures in place to minimise those risks.

## **Electrical Equipment and Portable Appliance (PAT) Testing**

- User Groups must ensure that all electrical equipment is in a safe working order and groups using electrical equipment on a regular basis must arrange for a portable appliance (PAT) test on said equipment.
- MVHMC will arrange for annual portable appliance (PAT) tests on all electrical equipment with documented test results to be maintained for audit purposes. All user groups will be given the opportunity to have their electrical equipment tested at this time.

## **Housekeeping**

- The majority of all accidents are caused by people slipping, tripping and falling, and by walking into obstacles.
- Good housekeeping is not only essential, but it is also more professional. If the risks of injury are to be reduced, this applies to MVH.
- Aisles and gangways must be kept clear to allow safer movement at all times.
- Trailing leads must be routed and secured where people cannot trip over them.
- All items must be stored neatly and correctly in their designated places.
- Heavy items must be stored at waist height and not at a height where they are liable to fall on people or injure those who have to handle them.
- Surplus material and waste must be regularly removed and correctly disposed of to minimise fire risk.
- Any sharp instruments or tools must be stored separately and safely and be returned to their proper storage place after use.
- Defective floor covering must be reported to MVHMC for repair as soon as possible.

## Hypodermic Needles

The incorrect handling and disposing of hypodermic needles can result in serious diseases and legal action.

The procedures for hypodermics, when found are:

- DO NOT TOUCH
- Cover or protect the needle in the best way possible. If children are present it may be necessary to guard the needle.
- Telephone Cornwall Council Refuse Department on **0300 1234 141** to ask for the needle to be removed by a trained operative.

### **If you think you have been stabbed by a hypodermic needle:**

- DO NOT PANIC
- Encourage the wound to bleed by massaging and washing, using warm water and soap.
- Go to Derriford A&E Dept as soon as possible
- Report the accident to MVHMC in the usual way.

## Fire and Evacuation

- Fire Evacuation procedure is displayed in the hall foyer
- Hall users must familiarise themselves with, and comply with, these procedures.
- MVHMC will ensure procedures, fire signs and extinguishers are in place and maintained.
- Fire alarm, emergency lighting, call point and fire door tests are carried out on a regular basis by MVHMC.

## **Ladders and stepladders**

- The stepladders, owned by MVH and stored in the hall, are maintained in a safe to use condition. The ladders are inspected annually by a competent person appointed by MVHMC and the results recorded for audit purposes.

## **Manual Handling Operations**

Members of MVHMC and all hall users are required to avoid the need for hazardous manual handling as far as is reasonably practicable. This must be borne in mind when planning any activity.

The following points must be followed:

- Assess the weight and get help if you feel the load is too heavy
- Push or pull rather than lift, if possible
- When lifting, bend at the knees and not the back.
- Take a firm grip, hold the load close to the body and stand up in a smooth fluid movement with arms and elbows tucked up.
- Never twist at the waist; rather move your feet.
- Plan where the load is to be placed, preferably at waist height.

## **Weils Disease**

- If anyone comes into contact with rats, or their urine, waterproof gloves must be used and good personal hygiene standards employed. Any existing wound must be covered before starting work.
- If anyone suffers from a bad flu shortly after exposure to rat urine, they must visit their GP surgery, where a simple test can identify Leptospirosis.
- All sightings of rats must be referred to MVHMC for referral on to Cornwall Council Environmental Dept

## **Risk assessments**

- A Risk Assessment, including a Fire Risk Assessment has been carried out by a trained risk assessor.
- The Risk Assessment is a paper document, signed by the assessor(s) and kept at the village hall by MVHMC. It is also stored electronically by the Risk Assessor.
- The Risk Assessment is reviewed annually or more frequently as necessary due to any change.

## **Accidents and First Aid**

- The Accident Book is kept in the first floor kitchen of the village hall and must be accessible at all times.
- The first Aid Boxes, kept in both the ground and first floor kitchens, are maintained by MVHMC and must be available at all times.
- All accidents must be recorded in the Accident Book.
- MVHMC is responsible for investigating and, if necessary, reporting any serious accidents to Health and Safety Executive (HSE).

MVHMC has overall responsibility for Health and Safety at Millbrook Village Hall.

The person(s) delegated by MVHMC to have day to day responsibility for the implementation of the policy are:

- **Clare Watkins**

millbrookvillagehall@gmail.com

- **Tony Phillips**

millbrookvillagehall@gmail.com

**The following persons have responsibility for specific items:**

First Aid Box: Clare Watkins, Tony Phillips

Reporting of Accidents: Clare Watkins

Fire Precautions and testing: Clare Watkins, Tony Phillips

Risk Assessments: Clare Watkins, Tony Phillips

Information to contractors: Clare Watkins

Information to Hirers: Lauren Fitzpatrick

Insurance: Tony Phillips

**This Health and Safety Policy will be reviewed on a regular basis and no less than annually**

**Adopted on behalf of Millbrook Village Hall Management Committee**

Name: Clare Watkins

Position: Chair

Signed \_\_\_\_\_

Date 08/03/18

