

D-Day Memorial Hall Southwick & Widley

Registered Charity No. 1041450

D-DAY MEMORIAL HALL Health and Safety Policy

Our Statement of general policy is

- To provide adequate control of the health and safety risks arising from our activities:
- To consult with the Trustees and the users of the hall on matters affecting their health and safety:
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances:
- To provide information, instruction and advice for all Hall users
- To ensure all users of the Hall are aware of this policy and the requirements contained therein and ensure that they are compliant and to provide appropriate advice & training:
- To prevent accidents and cases of work-related ill health:
- To maintain safe and healthy operating conditions: and
- To review and revise this policy at regular intervals

The D- Day Memorial Hall Southwick & Widley (Chair)

Date

Review Date

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Accidents and First Aid

First Aid boxes are located

- Kitchen

The Centre is not staffed at all times, the group or hirer will have the responsibility to provide First Aid. This will be noted in their hiring agreement.

The Accident/Incident Book is located in the

- Kitchen

Accidents within the Centre should be recorded in the Hall Accident /Incident Book. The Committee should be notified and the record will be kept in accordance to the Data Protection Act.

Any Accident/Incident records will be noted and regularly reviewed at quarterly management meetings.

RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person under RIDDOR 2013.

In the event of an occurrence the Chairman or other Trustees should be told immediately. They will report the occurrence to the HSE on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) and provide a written report as instructed.

- Any fatality to users, contractors, employees or non-employees including volunteers
- Major injuries to users, contractors or employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting in admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work).
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment.

Fire Safety

We undertake the following:

All people using the Centre will be made aware of how to evacuate the building by

- Directions on each door
- Written instructions before each session

They will be told how to leave the building safely

- Leave immediately on hearing the alarm
- Ring the Fire Brigade when safely out of the building
- People in wheelchairs etc to wait for Fire Brigade
- People will be asked to assemble in the public car park or the Village Playing field.

The building will be regularly checked by Fire Safety Officers and risks assessments carried out.

Fire Safety Equipment will be regularly checked.

- The extinguishers are currently checked by Uni-guard Fire Protection Ltd
- A Fire Log Book will be kept and updated regularly.
- The Fire Alarm system is regularly tested by Anthony Taylor, a Trustee, who is responsible for seeing that this is carried out.

Fire Evacuation drills will be carried out annually. Any employees and volunteers should ensure that they are familiar with escape routes and ensure these are kept clear and unobstructed.

If you discover a fire (no matter how small)

- 1 Immediately raise the alarm
- 2 Telephone the emergency services
- 3 Check the building for occupants
- 4 Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
- 5 If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property
- 6 Evacuate to the designated assembly points in the public car park or Village playing field.
- 7 Ensure clear access for the emergency vehicles

Electrical Safety

A list of all our portable electrical appliances is to be maintained by the Committee with their safety review dates.

All equipment is to be checked quarterly. Plugs, cables and sockets will be inspected by the Caretaker/Handyman to ensure there are no loose connections, worn flexes or trailing leads.

Any repairs required will be reported to the Committee for action.

Annually all our portable electrical equipment will be PAT tested by a competent contractor to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.

Misuse and abuse of electricity is a significant cause of fires and injury, Faulty electrical equipment can kill. All users, contractors, employees and voluntary workers must observe the following:

- 1 Visually check all electrical equipment before use
- 2 Report all faults immediately to the Booking Clerk or Committee.
- 3 Do not attempt to use or repair faulty equipment
- 4 Any electrical equipment brought onto the premises should have been PAT tested and will be the responsibility of the hirer (user) or contractor.
- 5 Any electrical equipment brought onto the premises for permanent use must be tested and entered in the electrical equipment record
- 6 Electrical equipment should be switched off and disconnected when not in use for long periods
- 7 Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

Electrical integrity of the building

All electrical installations deteriorate with age and use. They should therefore be inspected and tested at regular intervals to check whether they are in a satisfactory condition for continued use. Such safety checks are commonly referred to as 'periodic inspection and testing'.

The most recent inspection was carried out by FireQuest UK in December 2016

The building will be checked by a competent electrician who is a NICEIC registered contractor every 5 years. Once completed an Electrical Condition Report (EICR) will be issued detailing any observed damage, deterioration, defects, dangerous conditions and any non-compliance with the present-day safety standard that might give rise to danger, that need to be rectified.

Hazardous Substances

We have a legal duty to protect our hirers contractors employees and anyone else who might be affected by hazardous substances used in our workplace. Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) we will look at all substances which may be harmful to health and

decide whether anyone such as contractors, employees, hirers or visitors and members of the public are, or could be, significantly exposed.

Lead and asbestos are not covered by COSHH as they have their own specific regulations.

COSHH requires the committee to:

- Assess the risks to health from chemicals and decide what controls are needed;
- Use those controls and make sure workers use them;
- Make sure the controls are working properly;
- Inform hirers (users) and workers about the risks to their health;
- Train workers as necessary.

The Committee will maintain a list of all hazardous substances used in the Centre.

Where possible we will eliminate the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident eg

Name of substance: Liquid Floor Cleaner Flash

Hazard level: Low

Storage: Must be kept in a locked cupboard

Protective Clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water

The Centre Manager should be notified if hazardous containers or substances are found.

Safety of plant and equipment

The Committee will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- 1 Employees and voluntary workers must only operate plant or equipment if they are competent to do so or will be given training when appropriate.
- 2 Equipment must be switched off before adjustments are made
- 3 After carrying out maintenance and adjustments, all guards must be replaced before the equipment is used.

- 4 Before using any item of equipment, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there or no loose nuts, bolts or other defects.
- 5 Where personal protective equipment is required it must be worn when operating any item of equipment
- 6 Persons under the age of 18 may not operate any equipment..
- 7 Ladders may only be used when other equipment such as tower scaffolds cannot be used and for work of short duration provided that they can be safely secured. This may necessitate the use of ladder ties.
- 8 Any defect and damage found to any item of equipment must be reported to the Bookings clerk or the Committee.
- 9 All equipment will be regularly maintained and a record kept of work carried out.
- 10 Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

Slips, Trips and Falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every quarter by the Caretaker/Handyman of

- 1 All floors and steps in the Centre
- 2 All paths and steps in the courtyard

The Centre Manager will arrange for repairs or remedial measures through the Chair of the Trust.

Lighting

In order to ensure that the Centre is adequately lit, a regular check will be made by the Caretaker/Handyman to ensure that all lights in the Centre are working. He will arrange for the replacement of bulbs etc following safety procedures for the replacement of bulbs.

Users, contractors, Employees and volunteers should note any missing or faulty bulbs in the Centre Management book held in the kitchen.

Working at height.

No unauthorised person may work at a high level within the Centre. Only the Chair of the Trust or the Caretaker/Handyman is authorised to give permission and to ensure that safety procedures are abided by. Any access equipment (steps used for replacement of bulbs) will be checked before use to ensure serviceability. When bulbs are changed, one person must hold the steps and another must change the bulbs.

Preparation of Food

The Southwick & Widley D-Day memorial Hall does not normally organise events where food is prepared. Users of the Hall often prepare food and each organisation must take responsibility for their compliance with food handling regulations.

Currently food is prepared in the kitchen.

Should we be inspected by the Environmental Health Officer we will follow their advice and requirements and will display notices for the benefit of other groups..

Manual handling- lifting, carrying and moving loads

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists where appropriate.

When lifting or handling is being carried out on behalf of the Hall Committee the necessary training will be given to all those who are required to undertake manual handling.

Where manual handling occurs as part of a hirer group's activity, they should ensure that they practice safe handling and train their own colleagues as appropriate.

Health & Safety "Handling and Lifting" leaflets will be made available when necessary.

Display Screen Equipment

N/A at present

Data Protection

The Committee acknowledges its duties to all persons with regard to the collection and maintenance of any personal information under the rules and regulations imposed by the Data Protection Act 1998. The Trust will only use personal information for the purposes described when it is collected. The Trust will not intentionally pass on personally identifiable information to third parties, unless legally obliged to do so, or the individual's permission has been granted. The Trust makes reasonable efforts to ensure that personal information it holds does not pass into unauthorised hands; however it should be recognised that the Internet (including email and web forms) is not a secure medium and is not under the control of the Trust.

If anyone wishes to know exactly what information is held by the Trust about them, please contact the Chairman of Trustees with a request in writing, together with a stamped self addressed envelope and we will be pleased to provide a copy of the relevant information.

Child Protection

The Trust is aware of its obligations to protect children and vulnerable adults whilst on its premises..

The Trust will take all reasonable steps to ensure hiring groups can use its services and facilities safely. It expects all hiring bodies to:

- 1 Carry out appropriate checks on employees and voluntary workers.
- 2 Carry out risk assessments to ensure any activity carried out in the Hall is safe and secure.
- 3 Ensure that they have appropriate insurances, policies and qualified staff

Hirers and organisations wishing to use the facilities (Scouts, drama groups etc.) may be asked to provide evidence at the time of booking that they have the appropriate insurances and safeguards in place./ They should therefore provide written confirmation of any such checks carried out by them. This is particularly applicable where the hiring group is working with under 18s or any vulnerable groups. Failure to provide such proof may result in the booking being refused.

The Committee will expect the following supervision ratios to be worked to:

Children must be under adult supervision at all times (under 18's and trainees to **not** count within the leader: child ratios. At least two workers should be present in a group at all times)

Staffing ratios are:	0 to 2 years	1	to	3
	2 to 3 years	1	to	4
	3 to 5 years	1	to	6
	5 to 8 years	1	to	8 full day
	over 8s	1	to	10 up to 4 hrs
		1	to	8 full day
	open access	1	to	15 up to 4 hrs
		1	to	25 full day

The Trust expects all groups/hirers to have the name and address of every child; contact name(s); address(s) and phone number(s) for parents/carers and any other necessary information should be held and kept up to date. This information should be kept confidential.

The Trust expects that anything learned about a child and his/her family or circumstances to be treated as confidential information and shared only with the group leader/line manager, who will decide whether it should be shared with other staff.

No information should ever be passed to a third party unless it is clear that the person has the right to know e.g. If contacted by school, insist on ringing back to verify the caller.

Photographs of children should not be taken or displayed without the express consent of the parent/carer.

The Trust expects all volunteers with groups and hirers to have been checked by the police and social services before being allowed significant access to children. Volunteers must complete the volunteer registration form and references taken up before being allowed to work in the group. The group leader should interview the prospective volunteer and has the right to refuse their services if they have good reason to do so. Volunteers under 18 should be supervised at all times.

Smacking or otherwise hitting children is **not** permissible. If it is necessary to use force to prevent injury, to eject a banned child or as self defence, only “reasonable and necessary” force may be used. If force is held to be unreasonable - and this includes hitting, pinching etc in any circumstances – it is likely to be construed as assault; which is a criminal offence and could result in prosecution.

Staff should also minimise physical contact with children by touching, holding, stroking, kissing etc.

All activities should be planned and organised to reduce risk of accident and adequate supervision levels should be maintained at all times. All accidents should be reported in the accident/incident report book. A first aid kit, fully stocked and regularly checked, should be to hand at all times.

If first aid is required, it should be administered according to the First Aid Policy.

If the injury is suspected to require medical attention call an ambulance and call the child’s parent or carer.

If the parent or carer has not arrived by the time the ambulance is ready to leave, a staff member must accompany the child to hospital. Remember to take any medical information with you.

Complete an accident/incident report form as soon as possible after the incident and pass to group leader or line manager. If a staff member takes a child to hospital, they must never do it alone in their own car; either take an escort or – preferably – call a taxi.

Any special medical conditions or needs should be recorded and all staff made aware. If a child has to bring medicines into the session they should be handed over to the group leader and stored safely. Medicines should only be

dispensed on the written authority of the parent/carer. Children with asthma should have access to their medication at all times and be able to self-medicate.

All staff should be briefed on the implications of medical conditions and how to deal with them e.g. Epilepsy.

The Trust expects groups and hirers to take reasonable precautions for the security of the children's property and should see that it is stored safely in the appropriate place. The Trust does not take personal responsibility for children's property since if lost or stolen individual staff members could be held liable. Items such as knives, mobile phones and others not permitted at the session should be locked away until the end of the session when the matter should be raised with the parent/carer.

Personal Safety and Lone Worker Policy

In the unlikely event that the Trust directly employs someone to work alone a Risk assessments will be undertaken to assess the risk.

In such cases Persons, employees, voluntary workers will be advised to

- Position themselves close to room exits when confronted
- Ensure exterior doors are locked
- Have access to a communication system at all times
- Ensure someone knows where they are
- Risk assess all situations and contact a responsible person before completing a task or interview when necessary

Risk Assessments/Activities

If the Trust organises any events or activity it will organise a risk assessments to be carried out all such activities take place and act accordingly.

The Committee will keep records of risk assessments and review dates and act accordingly. The Trust committee has overall responsibility for Health and Safety within the Centre.

Contractors

Anyone entering the Centre premises for the purposes of carrying out work, other than an employee or voluntary worker of the Centre will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- Have their own Health and Safety policy (where required by law) and be able to provide a copy of the same
- Produce evidence that they have appropriate public and employers' liability insurance in place.
- Comply with all the requirements of this Health and Safety policy and co-operate with the management in providing a safe place of work and a safe system of co-operation.
- Where equipment, plant and machinery is brought onto the premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure safe operation.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the Trust. However, responsibility will remain with the contractors
- Report any accidents that occur on site to the Booking Clerk or Committee..