

# Health and Safety Policy

## Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Horseman's Green Community Hall, which is managed by the Horseman's Green Management Committee (HGMC) under the auspices of the Trustees of the Horseman's Green Community Group (Trustees) which is a registered charity, number 116591.

### Our policy is to:

- a) Provide healthy and safe conditions, methods and equipment for HGMC members, volunteers, hirers, users and other visitors.
- b) Keep the Community Hall and its equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for HGMC members, volunteers hirers, users and other visitors.

It is the intention of MC to comply with all relevant 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 Trustees, with the assistance of the Caretaker shall identify all the circumstances in which volunteers and hall users could be at risk whilst in the Community Hall, and determine the level of resource that is needed to manage each risk effectively, taking account of the level of risk. Only by directing and applying a level and effectiveness of resource that is commensurate with the risk can the Trustees perform their general duties so far as is reasonably practicable.

The term "so far as is reasonably practicable" means that the degree of risk in a particular situation can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these resources are so disproportionate to the risk that it would be unreasonable to expect any trustees to have to incur them to prevent it, the Trustees are not obliged to do so unless there is a specific requirement that they do.

The MC considers the promotion of health and safety of those who use its premises, including contractors who may work there, to be of great importance. The MC 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 working.

To this end, the MC will encourage its volunteers, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Volunteers, hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the MC, 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.

Name: Barbara Weeks

Date: March 2021

Position: Chair  
(On behalf of Horseman's Green Community Group Trustees)

## Part 2: Organisation of Health and Safety

The Trustees have overall responsibility for health and safety at Horseman's Green Community Hall and pass the day to day responsibility for the implementation of this policy to the Horseman's Green Management Committee (MC).

It is the duty of all volunteers, 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 MC 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 Caretaker or the Bookings Administrator, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Caretaker or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: Supplies Co-ordinator

Reporting of Accidents under RIDDOR: Chair/Secretary

Fire precautions and checks: Caretaker

Risk Assessment and Inspections: Caretaker

Information to contractors: Caretaker

Information to hirers: Bookings Co-ordinator

Insurance: Treasurer

A plan of the Hall is attached showing the location of electricity switch panel, boiler water main tap, emergency exits and fire doors, and fire extinguishers first aid kit.

### **Part 3: Arrangements and Procedures**

#### **3.1 Licences**

The hall will be licensed for music, singing and dancing through Wrexham Borough Council. The sale of alcohol is permitted through a Temporary Event Notice.

#### **3.2 Fire Precautions and Checks**

A Fire Risk Assessment has been completed by the Caretaker in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The attached Hall plan also shows fire alarm points, fire exits and fire-fighting equipment is attached. As there is no public phone box in Horseman's Green those hiring the Hall must ensure they have a mobile phone with an adequate signal

Person with responsibility for testing equipment and keeping log book: Caretaker

Company hired to maintain and service fire safety equipment:

Fireline Protection Ltd. Ellesmere, Tel: 07935 755743 / 01691 622953

Location of service record: In the health & safety file in the Hall kitchen

#### **Checking of Equipment, Fittings and Services**

**Weekly:** Door mats and doorstops, clocks, toilets, water heaters, accident book, fridge, outside lights, emergency lighting, fire doors, all lights, torch and fire alarm.

**Monthly:** First Aid Box, ladders and steps, locks and sockets

**Half Yearly:** Diffusers, window cleaning, outside gutters,

**Annually:** Fire extinguishers, electrical certificate, gas boiler

### **3.3 Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency Department is: Wrexham Maelor Hospital Croesnewydd Rd, Wrexham LL13 7TD Phone: 01978 291100

Minor injuries Unit Whitchurch Community Hospital, Claypit St, Whitchurch SY13 1NT

Phone: 01948 666292 Open week days 9.00 – 5.00, closed Saturday and Sunday

The location and telephone number for the nearest doctor's surgery is;

The Surgery, Sandy Lane, Hanmer, SY13 3DL Tel: 01948 830223

or

Overton on Dee surgery, Overton-on-Dee. Tel: 01978 710666

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

The accident forms are kept in the kitchen with the health and safety file. One must be completed whenever an accident occurs. Any accident must be reported to the Caretaker or Booking Administrator as soon as possible

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chair, who has nominated this responsibility to the secretary.

### **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 the hiring conditions.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and 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.

A risk assessment is carried out annually or if anything changes within the hall. Those using the hall are responsible for carrying out a risk assessment for the activities of those who attend events and activities they are organising.

The Committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

Make sure that all emergency exit doors are clear and in good working order as soon as the hall is to be used and throughout the hiring.

Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

Do not work on steps, ladders or at height until they are properly secured and another person is present.

Do not leave portable electrical or gas appliances operating while unattended.

Do not bring into the property any portable electrical appliances which have not been Portable Appliance Tested.

Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) work in pairs.

Do not stack more than five chairs or tables.

Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.

Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food for functions). Avoid over-crowding in the kitchen and do not allow running.

Report any evidence of damage or faults to equipment any evidence of damage or faults to equipment or the building's facilities to the Caretaker.

Report accidents in the accident book and to the Caretaker/Booking Administrator.

Be aware and seek to avoid the following risks:

- (a) Creating slip hazards on steps, polished or wet floors, mop spills immediately
- (b) Creating trip hazards such as buggies, umbrellas, mops, and other items in the building.
- (c) Use adequate lighting to avoid tripping in poorly lit areas

### **3.6 Insurance**

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

Zurich Insurance Policy No XAO1220650933: Renewal date: December 2021

### **3.7 Review of Health and Safety Policy**

The Management Committee will review this policy annually.

The next review is due March 2022.

### **3.8 Address and telephone number of organisations that can give advice on health and safety:**

Wrexham Borough Council 16 Lord Street, Wrexham LL11 1LG Tel: 01978 292000

Association of Voluntary Organisations in Wrexham (AVOW) 21 Egerton St, Wrexham LL11 1ND Tel: 01978 312556