

BURTON MEMORIAL HALL

HEALTH AND SAFETY AT WORK POLICY

The Burton Memorial Hall Management Committee seeks to provide a facility where there is a healthy and safe environment for all its users, an environment where all users feel they have a "duty of care" towards other users and all statutory requirements for public health and safety are met. The Management Committee is ultimately responsible for the *Health and Safety Policy* and for its implementation within the Hall environment. The Policy will be reviewed annually and as required by changes in legislation.

This policy should be read in conjunction with the Burton Memorial Hall *Safeguarding Policy*.

MANAGEMENT COMMITTEE RESPONSIBILITIES

The Management Committee recognises its duty to volunteers, employees, hirers and users of the hall, and others who may be affected by its activities, and aims to protect them from risks to their health and safety as far as is reasonably practicable.

The above will be achieved by ensuring that all users:

- Identify and assess risks to which people in their activity are likely to be exposed.
- Introduce specific measures as appropriate to minimise these risks.
- Adopt safe working practices.
- Receive instruction and training to enable them to perform their activities safely and effectively.

The Management Committee will:

- Ensure that appropriate Employers' and Public Liability Insurance cover is in place.
- Maintain systems to effectively implement, monitor, review and improve health and safety on an on-going basis at its regular committee meetings.

VOLUNTEERS STAFF AND USERS RESPONSIBILITIES

Every hirer, user and user group is responsible for ensuring their activities do not pose an unacceptable risk to themselves or others, and for ensuring these activities will not jeopardise the health and safety of themselves or others.

The Management Committee recognises that volunteers, employees and hirers play a key role in maintaining safe and healthy premises. All persons on the premises are required to recognise and cooperate with the arrangements outlined below for implementing the H&S Policy and to operate in a way that meets the H&S standards established by the Management Committee. A copy of the H&S Policy will be issued to all user groups and hirers.

In particular, all users should:

BURTON MEMORIAL HALL

- Comply with the Health & Safety at Work Act
- Operate safely and efficiently and use any equipment provided according to instructions.
- Report and record all incidents on the premises that have or may lead to injury or damage.
- Make suggestions to improve health and safety in the workplace.
- Ensure agreed measures are introduced to reduce or manage identified health and safety risks.
- Carry the appropriate insurance cover for their members and their equipment.

NOTE: SMOKING AND VAPING IS FORBIDDEN THROUGHOUT THE PREMISES

GENERAL ARRANGEMENTS

Accidents and Incidents

A qualified First Aider is not provided by the Management Committee. User groups are advised to consider and resolve their own First Aider requirements.

- First aid boxes are located in the kitchen areas in the Reception Room and the Main Hall.
- The person with responsibility for maintaining the first aid boxes is HELEN DAWSON (Tel: 01524 782277)
- The person responsible for reporting incidents is the hirer or user group organiser for that group.
- An accident/incident record book is located on the notice board in the north entrance hall, and all accidents must be recorded in it and the Hall's Chair or Secretary/Manager informed by phone as soon as possible. The accident book will be checked weekly by a member of the Management Committee and entries recorded in the monthly committee meeting minutes.

Fire Safety

The Management Committee is responsible for ensuring the installation and maintenance of fire extinguishers and the clear marking of escape routes.

- Fire extinguishers will be checked and maintained by the manufacturers once a year.
- All users should ensure they know the location of fire exits and fire extinguishers.
- Fire exits must be kept clear at all times.
- Normal exits used as fire exits must be left unlocked whenever the building is occupied.
- User groups should carry out their own fire drills at 6 monthly intervals.

The fire routine is as follows:

- On discovery of a fire the person concerned must raise the alarm verbally by shouting **FIRE!** and ensure that everyone evacuates the premises, then call the Fire & Rescue Service by dialling 999 (land line) or 112 (mobile) as appropriate. (A copy of the full **In Case of Fire Notice** is displayed near to each room entrance. There is no fire alarm in the premises. The nearest public call box is located 100m south in The Square alongside the Royal Hotel.)

BURTON MEMORIAL HALL

Hirers, Users and User Groups

- The Management Committee will ensure that, so far as is reasonably practicable, people who enter the premises will not be exposed to any health or safety hazard.
- All doors and windows must be closed and secured when leaving the premises and any lighting and electrical equipment properly switched off and unplugged (except for those normally left on such as the emergency exit signs and the fridges.)
- Hirers and user groups must maintain a record of the names of persons attending their activities within the premises and such a record must be made available to the emergency services in the event of a fire or other incident.
- All hirers and user groups are responsible for the health and safety of their members during hire periods and for compliance with the Hall's **Health and Safety Policy** and its **Fire Risk Policy**.
- Children are to be supervised at all times. The Hall has many features such as kitchens, steps, stage, and storage cupboards which, while necessary for users' activities, potentially offer hazards to unsupervised children.
- Users are encouraged to fill in a *Suggested H&S Improvement Form* if they believe something is needed to be done. A stock of these is kept on the notice board in the entrance halls and they can be posted into the Covid log collection boxes by each exit.

HAZARDS

Risk Assessments

Risk Assessments will be carried out periodically by the Management Committee and a copy will be made available on request to any hirer or user group. Every user group must carry out at least annually its own Risk Assessment to identify and address any hazards from their activities or equipment to their users, a copy of the annual Risk Assessment should be sent to the Hall's Secretary/Manager.

Tripping Hazards

Any users needing to trail cables across the floor must minimise this need and must take care not to create tripping hazards.

Damage to flooring, carpets, mats or other surfaces which may create a tripping hazard must be reported to the Secretary/Manager as soon as it is noticed.

Working at Height

For work needing to be carried out at height, a step-ladder and a portable scaffold tower are provided. The ladder is kept in the north end store room. The scaffold tower is locked in the bin store and access to it may be arranged by contacting the Secretary/Manager or the Chair.

Fixed Equipment

The Memorial Hall's electrical facilities are regularly inspected every three years by a qualified electrician and a certificate issued.

BURTON MEMORIAL HALL

Anyone noting any possible defect with electrical or gas facilities should report it immediately to the Secretary/Manager or Chair and where appropriate cease using it.

Defective or broken items such as lights, locks, etc. should be reported in the premises' Hazards Log Book which is kept in the north end entrance hall.

In the event of a power failure the emergency internal and exit lighting will be triggered and users should evacuate the building.

Safety Equipment

Safety equipment must not be tampered with. If any faults are observed they must be reported as soon as practical to the Secretary/Manager or the Chair.

Portable Electrical Appliances

All portable electrical items used within the premises must be safety tested annually (i.e. PAT testing) as recommended in H&SE publication, *Maintaining portable electrical equipment in offices and other low-risk environments*. This applies both to items provided by the Hall and items brought in by hirers or users for use in the Hall. **A copy of the PAT certificate must be deposited with the Secretary/Manager for any electrical item brought into and used within the premises.**

Items without a valid PAT testing sticker must not be used in the premises.

The Management Committee will arrange one day per year when user groups may bring their portable electrical appliances for testing by an approved tester, this service will be billed to user groups at a rate to be agreed by the Management Committee.

User groups who do not use this service must ensure their items are tested independently each year, they must advise the Management Committee of the date on which they have done so, and provide proof of this by way of a certificate or logbook to the Secretary/Manager.

If an appliance is found to be faulty, the appliance should be labelled immediately, taken out of use and the fault reported to the Secretary/Manager or Chair.

Flammable or Combustible Items

- Flammable or combustible decorations must not be used in the premises.
- All items used near or with hot or stage lighting must be fire-proof.
- Ignition sources such as naked flames or candles must not be used on the premises.

Use of the Kitchen Areas

- Care must be taken when preparing food and using boiling water and when handling hot utensils or appliances.
- The cooker must be switched off when not in use. The oven/hob should be supervised at all

BURTON MEMORIAL HALL

times when in use. It remains hot for a long time after being turned off.

- Unsupervised children under the age of 16 are not permitted to enter the kitchen areas.
- Any hirer intending to provide catering (beyond cold or hot drinks and cold proprietary packaged biscuits/cakes) must ensure that the person responsible for food preparation holds a current food hygiene certificate.
- Any food or drink provided should be listed on an allergen sheet in case of queries about ingredients by allergy vulnerable persons.
- Users must remove all food and drink from the kitchen at the end of their booking.

Alcohol

Event organisers are permitted to serve alcohol on the premises up until midnight 7 days a week, but if any money is going to be exchanged for alcoholic beverages during the event (either by payment or donation) then they must request the use of the Hall's alcohol license and pay the fee in effect at the time by contacting the Secretary/Manager at least one week prior to the date of the planned event.

Use of the Stage

Care must be taken at all times with the front of stage due to its sheer drop to the floor of the Main Hall. Similarly care is needed on the stairways to the back of the stage area.

- Unsupervised children are not permitted on the stage at any time.
- Only authorised persons may operate the curtain opening devices.
- The front of stage curtains should be left open at all times unless the stage is in use by an authorised group.

Noise

All users must respect our neighbours and keep noise levels to a minimum. All doors and windows must be closed by 10pm if music is being played on the premises.

House-keeping

The Cleaner attends daily.

All hirers and user groups are required to clean up any spills and debris made as a result of their use of the premises. Equipment for this is kept in the north end store room.

Bins used by hirers should be emptied at the end of the Hire session and the waste placed in the large commercial waste bin at the north end of the car park. A new bin liner should be put into the bin, to leave it ready for the next Hirer.

If a room or kitchen has been left in a dirty, unhygienic or unsafe state by a previous booking it must be reported to the Secretary/Manager as soon as practicable.

BURTON MEMORIAL HALL

Storage

- Care must be taken in moving tables and chairs from and into storage areas.
- Large tables require two persons to carry them.
- Standard chairs must not be over-stacked.
- Folding chairs on trolleys must be stacked safely and must never exceed the height of the trolley handle.
- No electrical equipment belonging to a user group is to be stored in the premises in such a way that other user groups could mistake it for equipment provided as part of the Hall booking.

Authorised Persons Only Areas

- Some rooms/cupboards are locked and access is for authorised persons only as stated on the doors. No attempt should be made to access these areas by unauthorised persons.

Car Park

- The car park is provided for the use of Hall users only.
- Overnight parking is not permitted.
- The car park has two entrances and currently operates a one-way system with the entrance at the south end and the exit at the north end.
- Care must be taken by drivers at all times, with special awareness of pedestrians and in particular children.
- Vehicles should be parked in a safe and considerate manner and must not obstruct the hatched areas in front of the main doorways or the Defibrillator Cabinets near the south end door.
- The disabled vehicle spaces should not be occupied by vehicles belonging to able-bodied persons.

Outside the Building

- The sensor operated lights on the outside walls of the premises should come on at dusk. Any found to be defective should be reported as soon as possible via the Hazards Log in the north end entrance hall.
- No rubbish should be left outside the building.
- The pathways from the rear emergency exit must be kept clear at all times.

Contractors

The Management Committee requires any contractor undertaking work on the premises, either directly or on behalf of a user group, to have adequate Public Liability Insurance and the appropriate training and qualifications needed to undertake the work required. Evidence of these will be required before awarding of contracts for work. A separate Risk Assessment for any contract work required will need to be undertaken.

Policy adopted 22nd April 2010, reviewed and updated 23rd November 2015, reviewed & updated 26th October 2021.