



## Hill Rise Hall Community Association

### Controlled Document

**Document Name:** Health and Safety Policy

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Approved by Board of Trustees on: 21<sup>st</sup> November 2023

Review Schedule Every two years

Next review due September 2025

Owner (Responsibility) Toby Robinson Chair

### Document Description

This policy identifies Hill Rise Halls Health and Safety Policy.

### Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

## Health and Safety at Work Act 1974

### This is the Health and Safety Policy Statement of Hill Rise Community Association

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from use of our premises.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling of equipment and substances.
- To provide information, instruction and supervision for employees, volunteers, and hall users.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To advise all hall users and hirers of our health & safety policy and encourage them to comply with it.
- To review and revise this policy as necessary at regular intervals.

### Management Responsibilities

Overall and final responsibility for health and safety is that of the HILL RISE COMMUNITY ASSOCIATION Committee.

Overall responsibility for ensuring this policy is put into practice is delegated to Toby Robinson.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

R Jannaway/T Robinson	Risk assessment
R Jannaway/T Robinson	Safety of Plant & Equipment
R Jannaway/T Robinson	Safe handling & use of substances
Diane Gould	First Aid / Reporting of Accidents
Toby Robinson	Information, instruction & supervision

### Risk Assessment

- Risk assessments will be undertaken by the Health and Safety

Officer

- The findings of the risk assessments will be reported to the Committee.
- Action required to remove/control risks will be approved by the Committee.
- The Health & Safety Officer will be responsible for ensuring the action required is implemented.
- The Health & Safety Officer will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every 6 months or when activities change, whichever is the soonest.

### **Employees' Responsibilities**

It is the duty of all employees under section 7 of the Health and Safety at Work Act to take reasonable care of the lives of themselves and others who may be affected by their acts and omissions.

Every employee MUST:

- Co-operate with the Committee so as to enable it to carry out its responsibilities with regard to health & safety matters.
- To take care for the health & safety of all members of the general public who may be affected by his / her actions or omissions.
- Not interfere with anything provided to safeguard their health & safety.
- Take reasonable care of their own health & safety.
- Report all health and safety concerns to an appropriate person (as detailed in the policy statement)
- Consultation with employees is provided by Toby Robinson.

### **Cleaning Materials, General Machinery and High Risk Areas**

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs.
- Protective clothing and equipment provided must be used as instructed.
- Employees must report any loss of or defect in protective clothing or equipment.

### **Safe Plant and Equipment**

- The Health and Safety Officer will be responsible for identifying all

- equipment/plant needing maintenance.
- The Committee will be responsible for ensuring effective maintenance procedures are drawn up.
- The Health and Safety Officer will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the Health and Safety Officer.
- The Committee will check that new plant and equipment meets health and safety standards before it is purchased.

### **Safe handling and use of substances**

- The Health & Safety Officer will be responsible for identifying all substances which need COSHH assessment.
- The Health & Safety Officer will be responsible for undertaking all COSHH assessments.
- The Health & Safety Officer will be responsible for ensuring that all actions identified in the assessments are implemented.
- Toby Robinson will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Health & Safety Officer will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 6 months or when the work activity changes, whichever is the soonest.

### **General**

- All thoroughfares and exits must be left clear at all times.
- Fire Exits must not be blocked by furniture or equipment.
- Hazards or suspected hazards or other Health and Safety matters should be reported to a member of the Committee immediately or as soon as practical, so that action can be taken.
- If the hazard is of a serious nature immediate action must be taken to protect the area or clear the area to prevent injury to staff or other users.

### **Information, instruction and supervision**

- The Health and Safety Law Poster and leaflets are displayed in the kitchen .
- Health & Safety advice is available from the Health & Safety Executive.
- Supervision of young workers/trainees/volunteers will be arranged/undertaken/monitored by the Health & Safety Officer.

### **Health & Safety Policy for Hirers, Visitors and Contractors**

On arrival all persons should be directed to the appropriate member of

staff or host/hirer of the building. This person will take responsibility for their visitors and assist in the evacuation from the building during an emergency or arrange for help in the event of an accident.

All hirers, visitors, guests, members of the public, contractors and employees have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on the premises.

### **All persons on the premises must therefore:**

1. Comply with safety rules, operating instructions and working procedures.
2. Use protective clothing and equipment when it is required.
3. Report any fault or defect in equipment immediately to the appropriate person.
4. Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
5. Not misuse anything provided in the interests of health & safety.

### **Contractors working in the building.**

Report any concerns relating to your own safety or suspected unsafe working practices by the contractors, to the Health & Safety Officer who will investigate and liaise with the Contractor as appropriate.

## **First Aid and Accident Reporting**

### **First Aid**

- The First Aid Box for the premises located in the Kitchen.
- First aiders must be appointed for public events by the hirer or organiser as there is no resident first aider.
- Hirers are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
- Hirers are responsible for their own first aid administration.

### **Accidents**

- In the event of a serious injury or illness call for an ambulance directly. To call an ambulance – dial 999 and ask for ‘ambulance’
- Details of any accident or incident occurring which did or could give rise to injury must be entered in the Accident Book as soon as possible after the accident or incident, but in any case before the premises are vacated by the hirers after the event.  
A book is provided for this purpose and is located in the First Aid Box in the kitchen.

**The following information should be recorded:**

1. Name address and telephone number of person(s) injured.
  2. Exact time and place of the occurrence.
  3. Detailed description of accident or incident, including a description of any apparatus or equipment involved.
  4. Name, address, and telephone number of any witnesses to the accident.
  5. Signed witness statements should be obtained if possible.
- All accidents must be reported to a member of the Committee immediately or as soon as is practicable after the accident, but in any event within 24 hours.
  - The Health & Safety Officer is responsible for reporting ‘notifiable’ accidents as shown in Appendix A to the enforcing authority.

**Emergency Procedures - Fire and Evacuation**

- The Health & Safety Officer is responsible for ensuring the fire risk assessment is undertaken and implemented.
- All hirers and employees must know the fire procedures, position of fire appliances and escape routes.
- The Fire Exits and emergency lighting system will be tested by a Basingstoke & Deane Borough Council contractor on a monthly basis, and entered in the log book provided.
- The Fire Alarm System and Points, Fire Appliances and Fire Exits will be checked by the Health & Safety Officer on a weekly basis, and entered in the log book provided.
- Fire extinguishers are maintained and checked annually by a Contractor as arranged by Basingstoke & Deane Borough Council.
- Each hirer or user group is responsible for organising and implementing their own fire drill/evacuation procedure.
- The last person securing the premises shall ensure Fire Prevention Close Down Checks are made of all parts of the premises before leaving.

**Monitoring**

- To check our working conditions, and ensure our safe working practices are being followed, we will:
- Monitor at regular intervals and undertake weekly risk assessments.
- The Health & Safety Officer is responsible for investigating all accidents.
- The Health & Safety Officer is responsible for investigating work-related causes of sickness absences.
- The Health & Safety Officer is responsible for acting on investigation findings to prevent a recurrence.

We request that our Hirers and Visitors respect the Health & Safety Policy of Hill Rise Community Association, a full copy of which will be available on demand.

## **Appendices**

### **Appendix A – Accident Reporting**

#### **1. Accidents**

All accidents, which occur during work for the Organisation or on the premises under the control of the Organisation, must be recorded.

#### **2. Accidents to Employees at Work, Contractors or Members of the Public**

##### **(a) For ALL accidents**

Complete Accident Book

#### **3. Reportable Deaths and Major Injuries**

##### **Deaths**

If there is an accident connected with work and your employee, or self-employed person working on the premises, or a member of the public is killed you must notify the enforcing authority without delay.

You can either telephone the Health & Safety Executive Incident Contact Centre on 0845 300 99 23 or go to the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) and complete the appropriate online form (F2508)

**And Notify** the Committee Chair.

##### **Major Injuries**

If there is an accident connected with work and your employee, or self-

employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, you must notify the enforcing authority without delay.

You can either telephone the Health & Safety Executive Incident Contact Centre on 0845 300 99 23 or go to the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) and complete the appropriate online form (F2508) **And Notify** the Committee Chair.

### **Reportable Major Injuries are:**

- Fracture, other than to fingers, thumbs, and toes.
- Amputation.
- Dislocation of the shoulder, hip, knee, or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **Reportable over three-day injuries**

If there is an accident connected with work (including an act of physical violence) and your employee, or self-employed person working on your premises, suffers an over three-day injury you must report it to the enforcing authority within ten days.

An over three-day injury is one which is not “major” but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days. You can notify the enforcing authority by completing the appropriate online form (F2508) and Notify the Committee Chair

### **Reportable Disease**



If a doctor notifies you that your employee suffers from a reportable work-related disease, then you must report it to the enforcing authority.

**Reportable diseases include:**

- Certain Poisonings
- Some Skin Diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis / acne.
- Lung Diseases, including occupational asthma, farmers lung, pneumoconiosis, asbestosis, mesothelioma.
- Infections such as: leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis, and tetanus.
- Other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

A full list of Reportable Diseases can be found on the HSE website.

You can notify the enforcing authority by completing the appropriate online form (F2508A) and Notify the Committee Chair.

**Reportable dangerous occurrences (near misses)**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately. Just complete the appropriate online form (F2508) and Notify the Committee Chair.

**Reportable dangerous occurrences are:**

- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of any substance which may damage health.

A full list of Reportable Diseases can be found on the HSE website.

**IF IN DOUBT REPORT IT**

**Appendix B**

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

## (COSHH Regulations)

### 1. **Assessment** - The assessment must be a systematic review.

What substances are present? In what form?

What harmful effects are possible?

Where and how are the substances actually used or handled?

What harmful effects are given off etc?

Who could be affected, to what extent and for how long?

Under what circumstances?

How is it likely that exposure will happen?

What precautions need to be taken to comply with the COSHH Regulations?

### 2. **Prevention or Control**

Employers have to ensure that the exposure of employees to hazardous substances is PREVENTED or, if this is not reasonably practicable, ADEQUATELY CONTROLLED.

On the basis of the assessment, you have to decide which control measures are appropriate to your work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by:

- Removing the hazardous substance by changing the process.
- Substituting with a safe or safer substance or using a safer form.

Or where this is not reasonably practicable, CONTROLLING exposure by for example:

- totally enclosing the process.
- using partial enclosure and extraction equipment.
- general ventilation.
- using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required.

The regulations limit the use of Personal Protective Equipment (e.g., respirators, dust masks, protective clothing) as the means of protection to those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their employees and, so far as is reasonably practicable, other persons on site who may be exposed to hazardous substances to health while at work, with suitable and sufficient information, instructions, and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction, and training to do the job properly.

## **Appendix C – Fire Prevention**

### **Things to consider:**

Emergency Lighting and its maintenance?

The most suitable way of raising an alarm in the event of fire?

The contents of fire instruction notices?

The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?

The maximum number of people who should be allowed in the premises at any one time.

Are the escape routes usable?

Seating and gangways in the hall / rooms so arranged as to allow free and ready access direct to fire exits?

Exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?

Escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?

Escape routes and exit doors never allowed to become obstructed or hidden by chairs, curtains etc.

Fire extinguishers and fire alarm systems regularly maintained by specialist fire engineering firms.

Equipment kept in its proper position and always clearly visible and unobstructed.

### **Are thorough close-down checks made of all parts of the premises at the end of an evening or session:**

No smouldering fires.

Heaters and Cookers turned off?

Electrical apparatus turned off and unplugged?

Lights off?

Internal doors closed?

Outside doors and windows closed and secured?

**Are all reasonable steps taken to prevent fires:**

Smoking not allowed in the building?

If portable heaters have to be used, are they securely fixed and kept away from combustible materials?

Precautions to ensure that convector type heaters are not covered with clothes and curtains?

Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?

Sufficient socket outlets provided to obviate the need for long trailing flexes?

Damaged leads replaced regularly?

All parts of the premises kept clear of waste and rubbish?

**Appendix D – Health and Safety Inspections**

*(Appendix D is Additional Document 6-4 A2)*

**PRIVATE & PUBLIC EVENTS at HILL RISE HALL**

**SAFETY**

Committee members on duty at functions should decide who will take charge of safety at each event, and appoint a safety officer for each event.

Safety tasks are allotted a number and detailed on cards.

Collect tickets at door or count people in to gather an accurate tally of the number of people present.

Follow the safety points mentioned in the Premises License:-

- Do not obstruct exits and entrances.
- No trailing flexes.

- Chairs to be linked if set out in rows.
- No naked flames etc.

Human safety is our priority.

Before entertainment commences point out Fire exits and procedure for evacuation.

In event of emergency use a whistle to obtain quiet or use microphone if in use. Make an announcement advising people how to leave, especially how to leave the play area, and ask them to go to the assembly point to be counted.

Avoid starting panic, people should be asked to leave quietly and quickly by the nearest exit.

**ASSEMBLY POINT:** - grassed area behind the cloakrooms, near the houses in Bach Close. The car park must be left clear for emergency vehicles.

FIRST AID BOX is in the kitchen.

FIRE BLANKET is by the water heater in kitchen.

SPECIFIC DUTIES Of Committee Members or designated volunteers  
Referred here as staff.

1. **TO TAKE OVERALL CHARGE:** -

- To see that safety procedures are in operation.
- To appoint other staff to tasks.
- If insufficient staff are present give each one two jobs or enlist volunteers.
- To see that the building is evacuated in an emergency.

2. **PHONE THE FIRE BRIGADE & OR OTHER EMERGENCY SERVICES:** -

- Use mobile phone or phone from local housing (link to monitoring station currently being considered)

3. **ALERT GUESTS OF DANGER:** - Large hall.

- Point out exits and ask volunteers to assist in clearing the large hall.
- Report ROOM CLEAR to safety officer if safe to do so.

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- Point out exits and ask volunteers to assist in clearing the large hall.
- Report ROOM CLEAR to safety officer if safe to do so.

5. **CHECK CLOAKROOMS**

- Escort occupants outside.
- Report to safety officer if safe to do so.

6. **CHECK KITCHEN & COLLECT FIRST AID BOX** (if not already in use)

- Escort occupants outside.
- Take the first aid box outside.
- Report to safety officer if safe to do so.

7. **FIRST AID OFFICER**

- Collect first aid box and attend to immediate medical needs.
- Remove patients from danger first if necessary.
- Engage volunteer help if needed.

8. **RECEIVE GUESTS OUTSIDE**

- Keep them calm and together until counted.