

# Health and safety policy

This is the statement of general policy and arrangements for:		<b>Callow End Village Hall</b>
<b>The Trustees of Callow End Village Hall</b>		<b>have overall and final responsibility for health and safety</b>
<b>The Management Committee of Callow End Village Hall</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Sue Cassidy	Share copies of all risk assessments with the cleaner of the hall, sub contractors and users.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Sue Cassidy	Share cleaning schedule, COSHH sheets and checklist with cleaner and performance manage to ensure adherence
Engage and consult with employees on day-to-day health and safety conditions	Sue Cassidy	Discuss with the cleaner any concerns or issues she may have.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Sue Cassidy	Review and update of Fire Risk Assessment completed on 6 March 2023.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	The Management Committee	Keep and adhere to maintenance schedule to ensure all equipment is working safely. Cleaning cupboard is locked. COSHH statement shared with cleaner.

Signed: * (Employer)	Sue Cassidy, for and on behalf of The Trustees	Date:	06/03/23
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You should review your policy if you think it might no longer be valid, eg if circumstances change.  
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Not required
First-aid box is located:	In the kitchen to the right hand side of the bar
Accident book is located:	Underneath the first aid kit

# Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: Callow End Village Hall

Date of risk assessment: 6 March 2023

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit No trailing leads or cables. No trip hazards – Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	New front door mat to be purchased as worn at edge.	Sue Cassidy	2023	
Working at Height	Contractors, users of the hall installing decorations, members of the committee carrying out routine maintenance	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements. Users of the hall and members of the committee should check that the ladder is safe to use as described in HSE leaflet Safe Use of Ladders and Stepladders	Regularly check the ladders in the storeroom for wear and tear. Add a six-monthly check to the Management Committee Agenda	Sue Cassidy	6 March 2023	6 March 2023
Falling Objects	Users of the Hall	Visual inspection of ceiling fan.	Consider formal inspection by engineer	Management Committee	2022	Visual inspection 6/3/23
Poor storage of tables and chairs	Users of the Hall who are setting up or dismantling an event might suffer strains and crush injuries.	Specially designed trolleys used incorporated into T&Cs	None			
Hazardous substances e.g. cleaning products	Hall users, especially young people, may suffer skin irritation or poisoning.	Cleaning products stored in dedicated locked cupboard. Cleaner issued with COSHH sheets. Hand Sanitizer stations affixed to the wall	Further instruction required not to store chemicals in unlocked cupboards.  Ensure wall sanitizer stations are refilled.	Management Committee	asap	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Manual handling	Users may suffer back injury when moving heavy items, e.g. tables and chairs	Trolleys made available to move heavy items.  Committee members with any health issues are discouraged from partaking in these activities.	None			
Lone Working	Cleaner	Cleaner has been working at the hall for many years is experienced and comfortable in the role.  Read and understood the recommendations in the HSE leaflet Protecting Lone Workers and hand a copy to the Cleaner.	Discuss and review lone working risks. Ensure that she feels comfortable and supported and is secure in the environment. Reinforce need to know when she works to improve communication and ensure safety. What would happen if there was an incident?	Sue Cassidy	July 2020	July 2020
Electricity	All users of the Hall risk shocks and burns if equipment or installation were faulty	Fixed wiring periodically inspected, tested and certificated  Portable equipment tested annually  Users made aware they are responsible for their equipment on site and advised of need to check it  Users advised where main distribution board and switches are.	Update PAT stickers Tests completed 12/22 but not all items are stickered.	Management Committee	12/23	
CO poisoning Emission from faulty gas appliances	Users of the Hall	Gas appliances are serviced annually and inspection certificate displayed.  CO monitors installed.	Repeat gas testing every 12 months	Management Committee		4/7/22

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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