

Health And Safety Policy for Fear Hall, Keynsham

The Health, Safety and Welfare of all those managing, using and visiting Fear Hall is paramount at all times.

The Management Committee, although having no legal requirement to record Health and Safety assessments, recognises its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of Fear Hall in order to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. provide healthy and safe working conditions, equipment and systems for our Employees, Committee Members and Hirers;
2. keep the Fear Hall and equipment in a safe condition for all users;
3. provide all necessary support and information to Hall users, hirers and outside contractors.

The Committee will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All Employees, Committee Members, Hirers, Contractors and Users of The Fear Hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) as regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

- i) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii) Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Committee.
- iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee.

Hirers are responsible for:

- i) complying with all conditions of hire, as set out in the Terms and Conditions of Hire, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
- ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) designating a responsible person over 21 years of age at each hiring/event who will take charge of evacuation in case of emergency;
- iv) ensuring that highly flammable substances are not brought into or used in any part of the premises;
- v) seeking the consent of the Bookings Officer before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

- i) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- ii) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- iii) advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Committee are responsible for:

- i) ensuring that all Employees, Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- ii) ensuring that the Health and Safety Policy is fully implemented;
- iii) monitoring compliance with Health and Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;
- v) keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- vi) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) making such representations to Employees, Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- ix) cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

The following persons have been delegated by the Management Committee to manage the following:

Risk Assessment Manager	Trustee responsible for updating policies and risk assessments and presenting them to the Committee for approval.	Richard Dyson
First Aid Box	Check and replenish monthly	Hall Manager
Reporting Accidents/ RIDDOR	Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary.	Users
Checking Accident Reports and Incident Book at least weekly or as advised of incidents.	Instigate any actions necessary to remove risks e.g. repairs. Advise Risk Assessment Manager and report to committee at each meeting or as soon as necessary.	Hall Manager, then Richard Dyson
Information to Hirers	For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	Patricia Veale
Information to Contractors	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.	Richard Dyson and David Veale
Risk Assessments/ Monitoring	Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Richard Dyson
Fire Risk Assessments/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Richard Dyson
Annual Testing/Safety Certificates	Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required.	Hall Manager
Safety Notices	Produce, display and regularly check relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	Richard Dyson and Hall Manager
Implementation of Policy	Co-ordinate overall management of policy, including amendments and annual review	Richard Dyson

PROCEDURES

The H&S policy document will be available to download from the website – <http://www.fearhallkeynsham.org.uk/>

All employees will be required to familiarise themselves with this policy, risk assessments related to their roles, and to undertake any training required to ensure their health and safety.

All hirers will be expected to read through the whole of the Terms and Conditions of Hire of Premises and acceptance of these terms by email or verbally is required. The Terms and Conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Committee members with specific responsibilities for aspects of Health & Safety will report to The Committee at each full committee meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

Smoking and/or vaping are not permitted inside the building or in the entrance or rear areas.

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
- Danger from wet floors must be made apparent through use of the signage provided. Spills must be cleared up quickly to prevent slipping.
- The premises are adequately heated, and such heating must be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority via the Incident Book.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers are provided and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.

- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- Hirers should have a method to account for the number of persons present during their hire.
- If the oven/cooker is in use it should not be left unattended, even for a short time.
- Basic kitchen safety standards should be observed when using kettles and urn.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.
 - If the stage is used, ensure that proper care is taken and all legs are fully extended.

Working Practices

It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.

If working at height

- Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- Ask for help if necessary.
- Do not work on steps or ladders until they are properly secured and another person is present.

Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Furniture

- Plastic stacking chairs should be stacked no higher than 5 chairs. Do not drag the chairs across the floors. A trolley is available to move the chairs. (Trolley is on the left of the stage.)

- Large tables are stored in alcoves by the kitchen. Lift into position, do not drag.
- The folding staging and sliding arch must not be used except by prior arrangement and instruction.

Kitchen

- Any items belonging to The Fear Hall must be returned to storage after use, clean and in safe condition
- All waste, including bottles, packaging and food must be removed by the hirer
- Ensure everything is turned off at the end of the hire
- Use warning signs if the floor is wet, and report any issues such as breakages in the Incident Book, or tell the hiring manager as soon as possible
- Report any accidents in the Accident book
- Children should not enter the kitchen unless closely supervised
- Observe the instructions for use of the microwave
- Remain alert – kettles, urns, cookers and implements represent risk to the public. Hirers are responsible for safe management of the kitchen during their hire

Fire Management and evacuation

An adequate fire alarm system is fitted in The Fear Hall and instructions for raising the alarm and evacuating the building are in each room. Users should familiarise themselves with the nearest exit, and be mindful of any members of their group who might need specific help to leave the building. The main hirer should be aware of the number of people using the facility in their booking.

Fire extinguishers are available in each room, but their use should only be attempted by trained users. Hirers are under no obligation to tackle a fire. Priority should be given to raising the alarm and leaving the building.

- The number of people using the area shall not exceed that agreed at the time of booking. .
- Use of electrical items, equipment and special effects shall be as agreed at the time of hire.
- The assembly point for the building is in the car park at the rear.

Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels are provided.
- Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.

First Aid

A well-stocked and appropriately labelled First Aid Box is available in the main hallway outside the cloakroom.

Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the hirer's cupboard in the cloakroom. Once completed, the page from the book is removed and stored in accordance with GDPR regulations and for the required period of time.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

Incident Book

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident Book for the attention of the Committee. The book is kept in Hirer's Cupboard.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Incident Book for the attention of the Committee.

APPROVED BY THE TRUSTEES BY EMAIL ON 1st July 2022

APPROVED BY THE MANAGEMENT COMMITTEE ON 12th JULY 2022
