

Lindridge Parish Hall
Reg. no. 523164
Health and Safety Policy

The Trustees and Management Committee of Lindridge Parish Hall are committed to creating an operating environment that is as safe as possible for all users, volunteers and neighbouring residents.

LPH is committed to abiding by all applicable health and safety legislation including COSHH, food hygiene regulations, fire safety regulations and others as appropriate. Furthermore, LPH will maintain sufficient records as required by the legislation to demonstrate ongoing compliance.

LPH will be transparent in the way it manages health and safety and will always allow inspections to be undertaken as necessary by duly appointed authorised officials of any regulatory agency.

LPH will maintain the whole building and equipment in a safe condition suitable for all users and will provide appropriate training where necessary for Trustees, volunteers or hirers.

Responsibility

The trustees have overall responsibility for providing a safe environment within and around the Hall, complying with legislation and promoting best health and safety practice, however hirers must be responsible for their own actions and must read this document as part of their hire agreement.

It is the duty of all users to take reasonable care for themselves and others, to do everything they can to prevent accident and injury and to cooperate with volunteers and trustees to prevent accident and injury.

Procedure

The following must be adhered to at all times:

All emergency doors and exits must be kept free from obstructions at all times.

Do not operate or touch any electrical equipment where there are signs of damage, exposed wires or water damage.

Report any faulty equipment to the Hall Secretary as soon as possible and in the meantime do not use it.

Do not work on stepladders or at height without the ladders being properly secured and without another individual present.

Do not leave portable appliances working while unattended.

Do not bring portable appliances into the Hall that have not been PAT tested.

Do not attempt to move heavy or bulky items without proper equipment.

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Do not allow children in the kitchen unless properly supervised.

Wear suitable protective clothing and gloves when handling cleaning or other toxic materials.

Report every accident to the Hall Secretary. Email: secretary@lindridgeparishhall.co.uk

Be aware of and seek to avoid the following risks:

- Creating slip hazards on wet floors or steps. Mop up spills immediately.
- Creating trip hazards such as misplaced buggies, bags, umbrellas and other items left in the corridor and other public areas. Cables and leads must be secured to the floor where necessary.
- Tripping in dimly lit areas. Always put the lights on.
- Avoid, if possible, being in the hall alone.
- Take care in the kitchen with knives and hot materials.
- Store kitchen equipment safely.
- All products must be correctly labelled and cleaning fluids must be stored either above waist height or in the cupboard which has a child lock. Children should not be allowed in the kitchen.

Fire Safety

All volunteers or hirers must make themselves aware of the emergency evacuation procedure; a copy will be provided at the briefing for hirers.

Procedure:

- Sound the alarm; evacuate to the assembly point; ring 999.
- The hirer is responsible for ensuring that everyone has left the building (kitchen and toilets must be checked) and also for taking a register or head count.
- Only minor fires should be tackled with a fire extinguisher – safe escape is the priority. Use the correct fire extinguisher depending on the source of the fire. Details are on the notice board and above the extinguishers at each of the exits.
- Keep away from the car park entrance to allow access for emergency vehicles and do not re-enter the Hall until a Fire Officer says it is safe to do so.
- Alert the Management Chair as soon as is possible.

All fire safety equipment must be maintained in accordance with legal requirements and serviced on a regular basis. The Hall Secretary must keep records of all such maintenance.

Accidents

Treatment: for minor accidents requiring action, a First Aid kit is located in the kitchen along with a First Aid book for reference. The nearest Accident and Emergency Hospital for minor

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injuries is Tenbury or Kidderminster. If uncertain about the course of action, ring 111 for NHS advice.

In the event of a serious accident or illness an ambulance should be called by dialling 999. A defibrillator is located on the outside wall at the entrance to the Hall.

Reporting: Hirers should record any accidents in the accident book at the time of occurrence and also notify the Hall Secretary by email (secretary@lindridgeparishhall.co.uk)

The following more serious accidents must be reported using a RIDDOR form:

- Fractures other than to fingers, thumbs or toes
- Amputation, Dislocation of shoulders, hip, knee or spine
- Loss of sight (temporary or permanent)
- Penetrating injury to the eye (including chemical)
- Electric shock or burn leading to unconsciousness or a hospital stay of 24 hours or more
- Any injury leading to hypothermia, heat induced illness, heatstroke or unconsciousness, requiring resuscitation or requiring a hospital stay of over 24 hours
- Unconsciousness caused by asphyxia or exposure to a 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 which may have resulted from the biological agent or its toxins or infected material.

Hazardous Chemicals

The only substances used in the village hall are cleaning products. These include

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| • Floor Cleaner | • Bleach |
| • Toilet Cleaner | • Polish |
| • Washing Up Liquid | • Hand Sanitiser |
| • Surface Cleaner | |

Manufacturer or distributor data sheets have been obtained for each substance and providing the substances are used in accordance with the manufacturer's instruction, risks are minimal. All the substances are commonly used in domestic settings and will therefore be familiar to anyone using them in the village hall.

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Washing up liquid and surface cleaner are kept in the kitchen. As they could be used, albeit occasionally, by a variety of hall users they need to be accessible. They should be stored by the kitchen sink or in the secure cupboard under the sink.

All other substances are kept in the locked boiler room with access for hall users only. As all products are domestic in nature, purchased from the local supermarket, they remain in the manufacturers packaging with clear instructions on use and potential hazards. None should be transferred to unmarked containers.

The only chemical purchased in bulk and transferred into small containers is hand sanitiser, which is used to fill the 2 dispensers plus 1 small, clearly labelled, spray bottle.

All products are used and only the empty packaging is disposed of in the appropriate bin in accordance with local authority recycling requirements.

Substance COSHH Data Sheets are stored with the cleaning materials.

Insurance

A copy of the Hall's public liability insurance certificate is displayed on the hall notice board and is available on request from the Hall Secretary.

Please contact the Hall Secretary, Pam Marsh regarding ALL health and safety matters.