

# OMBERSLEY MEMORIAL HALL

## HEALTH & SAFETY POLICY

### General Statement of Policy

This document is the Health and Safety Policy of Ombersley Memorial Hall.

### Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- b) Keep the Memorial Hall and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Ombersley Memorial Hall Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Ombersley Memorial Hall Committee considers the promotion of health and safety of those who use its premises, including contractors, to be of great importance. The Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practices.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises to accept responsibility to do everything they can to prevent injury to themselves or others.

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**Signed: (On behalf of Ombersley Memorial Hall Committee**

**Name:** .....

**Date:** .....

### Organisation of Health and Safety

Ombersley Memorial Hall Committee has overall responsibility for health and safety at the Hall.

It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the hall committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Bookings Secretary on 07936 467390 or [bookings@ombersleyhall.org](mailto:bookings@ombersleyhall.org) as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

## Fire Precautions

All hirers will be sent a **Fire Evacuation Procedures** document with the Hire Agreement showing a map indicating fire exits and assembly point.

## Procedure in Case of Accidents

The First Aid Box and Accident Book are kept in the Kitchen. During COVID-19 these will be kept in the Jubilee Room. The location of the nearest hospital Accident and Emergency/Casualty department is: Worcestershire Royal Hospital, Charles Hastings Way, Worcester, WR5 1DD Tel: 01905 760743 or 733065.

## Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.

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Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Make sure all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and another person is present.
- **Do not** leave portable electrical or gas appliances operating while unattended.
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) – use the trolleys provided.
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- **Wear** gloves when handling cleaning or other toxic materials.
- **Report** any evidence of damage or faults to equipment or the building's facilities to the Bookings Secretary on 07936 467390 or [bookings@ombersleyhall.org](mailto:bookings@ombersleyhall.org).
- **Report** every accident in the accident book to the Bookings Secretary (details above).

### **Be aware and seek to avoid the following risks:**

- Creating slipping hazards on polished or wet floors – mop spills immediately.
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors.
- Use adequate lighting to avoid tripping in poorly lit areas.
- Risk to individuals while in sole occupancy of the building.
- Risks involved in handling kitchen equipment, e.g. cooker, water heater and knives.
- Creating toppling hazards by piling equipment e.g. in store cupboards.

### **Contractors**

Ombersley Memorial Hall Committee will check with contractors (including self employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the Committee.
- The Contractors are competent to carry out the work, e.g. have appropriate qualifications, references, experience.
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes).
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
- Contractors have their own health and safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

### **Review of Health and Safety Policy**

The Committee will review this policy annually. The next review is due **August 2021**.

# END OF SESSION CHECK LIST

- 1.** Search for smouldering fires or cigarettes left burning outside and clear waste paper.
- 2.** Check that cooker, water heater and dishwasher etc are turned off and unplugged.
- 3.** Check that all electrical appliances are turned off and unplugged.
- 4.** Turn out all lights not required for security purposes.
- 5.** Close all internal doors.
- 6.** Secure all outside doors and windows.