

THE HALL GET INVOLVED

Health and Safety Policy

The Hall Get Involved Ltd aims to provide a safe and healthy environment for staff, volunteers, visitors and Hall users.

1. Statement of policy

- 1.1 To prevent accidents and provide adequate control of health and safety risks arising from work activities.
- 1.2 To provide adequate training to ensure staff and volunteers are competent to do their work.
- 1.3 To engage and consult with staff and volunteers on day-to-day health and safety conditions.
- 1.4 To implement emergency procedures for evacuation in case of fire or other significant incident.
- 1.5 To provide a safe venue for hire. Hirers are responsible for the health and safety of their event or activity including carrying out risk assessments.
- 1.6 To maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage/use of substances.
- 1.7 To ensure any reportable accidents, incidents or near misses are correctly reported to the HSE under RIDDOR.
- 1.8 To provide a clean and safe food preparation area (see Food Safety Policy).

2. Responsible Person

- 2.1 Overall and final responsibility for health and safety is that of the Chair of THGI Ltd. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Director of Building. Hirers are responsible for the safety of their event or activity.

3. Implementation

- 3.1 Any accidents, incidents or near misses which occur will be entered into the accident book, located in the kitchen.
- 3.2 A basic first aid kit is provided and is located at the entrance to the hall. No qualified First Aider is provided by THGI Ltd – users are advised to resolve their own first aid requirements.
- 3.3 Risk assessments for work activities will be completed and any actions arising will be implemented. Risk assessments for general work activities to be reviewed annually.
- 3.4 Staff and volunteers will be given necessary health and safety induction and provided with any appropriate training (eg COSHH)
- 3.5 Staff and volunteers will be consulted on health and safety matters as they arise, but health and safety will also be a standing item for formal discussion at team/management meetings.
- 3.6 Staff, volunteers, visitors and users will take reasonable care of their own health and safety and not interfere with anything provided to safeguard their health and safety.
- 3.7 Any unsafe equipment or conditions should be reported to the Hall manager so they can take appropriate action.

- 3.8 Escape routes will be clearly signed and kept clear at all times. Evacuation procedures are in place and will be tested from time to time and reviewed accordingly.
- 3.9 Premises will be inspected and a health and safety checklist completed by the hirer and the Hall Manager before hiring out. Event organisers will be made aware of their responsibilities and liabilities via the hiring terms and conditions.
- 3.10 Toilets, washing facilities and drinking water are provided.
- 3.11 Electrical equipment is PAT tested regularly as required.
- 3.12 An annual safety inspection will take place to inspect equipment, facilities and safety measures and ensure that any defects are addressed promptly.
- 3.13 COSHH assessments will take place annually.
- 3.14 DSE assessments will take place for staff and volunteers who are deemed VDU users.

4. Health and Safety Procedures

- 4.1 See separate sections on:
 - A RIDDOR
 - B COSHH
 - C Manual Handling
 - D Working at Height
 - E Display Screen Equipment
 - F Evacuation Procedure
 - G Safety Inspections and Risk Assessments

5. Review

- 5.1 This Policy subject to review, monitoring and revision by Director of Building every 12 months or sooner if any work activity changes.

Signed:

Date: