

Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Exeter Street Community Hall
ESCH Management Committee
Hall Manager

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Hall Manager	As Below, ensure accident report book location known to hirer and hall manager to report and report in accordance with RIDDOR: http://www.legislation.gov.uk/ukxi/2013/1471/contents/made
To provide adequate training to ensure employees are competent to do their work	Hall Manager	No other employees but if caretaker employed would do so. A significant consideration has been given to this subject b management committee and the hall manager.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Hall Manager	No other employees but if caretaker employed would do so.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Hall Manager	Hall manager or hirer.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Hall Manager	Hall manager to report.

Health and safety law poster is displayed:	Confirmed		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below) Defibrillator	Kitchen – need to ensure any reports of accidents on site. Sufficient trained on defibrillator including manager and near-by paramedic who also stocks first aid kits		
Signed: (Employer)		Date:	Assessment: 18/07/18 and 17/12/18 following volunteers meeting Reviewed 06/04/21 and 22/02/2022 Reviewed 21/04/23
Subject to review, monitoring and revision by:	Safety officer Tim Nichols	Every:	Significant change including to employment or building layout

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: ESCH Reviewed 14/7/20 Reviewed 06/04/21 Reviewed 22/02/22 Reviewed 21/04/23

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Fire safety						
Fire safety	Attendees	<ul style="list-style-type: none"> Fire fighting equipment (kitchen) – CO2, Foam and fire blanket (kitchen) checked annually, alarm tested weekly and occasional practice. Occupant capacity = 215 (max limited by escape width and main hall seated =136 limited by area. Smoke alarm in kitchen. Keep route unobstructed. Wheel chair users and those with impaired mobility need assigned persons to assist in case accessible exit obstructed. Use of tickets or counters to prevent overcrowding. Smoking is unlawful. Currently occupant capacity in practice 100 or 50 for parties, Annual reminder to users of fire action plan 	<ul style="list-style-type: none"> Annual checks of fire fighting equipment, practices, counting entrants. Fire evacuation announcement at start, identify escape routes and assembly point. Nominate person responsible for evacuating building, giving alarm, ending entertainment, raising lighting, explain assembly arrangements and alerting emergency services. Unobstructed means of escape routes. Naked flame and pyrotechnics prohibited. No accumulations of refuse. Electrical sockets should not be overloaded. Provide hirers/organisers a check list. Circulate fire action plan to community groups and hirers annually. Fire drills available on request. 	Hall manager Event organiser.	Continuous	As required
Infectious disease	All users	<p>The occupant capacity of all spaces is being regularly reviewed to allow a degree of social distancing in response to developments in the Covid-19 pandemic.</p> <p>Occupant capacity currently 100 or 50 for parties</p> <p>HEPA filter in rear meeting room</p> <p>Two CO2 monitors. Ventilation increased required at >1,500 ppm</p> <p>Efficient natural ventilation</p> <p>Mechanical ventilation</p>	Counting entrants and leavers. Condition of booking. See also ventilation	Hall manager, event organiser	Continuous	As required
Health and safety						

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip or spillages	Carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned regularly. Spillages cleared as you go.	Any trailing cables should be secured to avoid trip hazards by appropriate means: tape, sleeving, clips, etc.	Hall manager, caretaker	continuous	continuous
Hirers	Attendees by not following contract and hiring conditions	Hall manager/volunteers acquaint hirer with documentation and short tour of facility. An identified person should be appointed in charge to take charge of evacuations, etc.	No	Hall manager	As required	As required
Lone working	Hall manager (e.g. if unconscious), caretaker, cleaner, maintenance volunteers, and members of inspection team.	locking door if alone use of mobile phone	Minimise risk. Please refer to specific lone working policy Feb 2021	Management committee	Consider simple way to check movements of hall manager.	to be considered
Working from height	Any - volunteers	Scaffold tower and ladder in good repair	No lone working for any high risk work. Ladders to be footed Please refer to specific lone working policy Feb 2021	Any - volunteers	Sporadic	As required
Child and vulnerable adult safety	Young people	Electrical socket covers. No exit to street without parent/guardian consent.	No – subject to safeguarding policy.	Hall manager	Occasional check	Any - volunteers
H&S poster, First aid and accident book	All	All provided – hall manager or hirer appointed person to call ambulance	No	None	N/A	Done
Waste management/Refuse disposal	All	Hirers responsible for own refuse; hall refuse to refuse transfer station (tip)	Register for charitable collection if Council allows.	None	N/A	Continuous
Electrical safety	All	PAT testing (every two years) and occasional electrical check (every 10 years). Appliances labelled and dated.	Ensure heating turned off in summer and low in winter when hall not in use	Hall manager	2/10 years	Done
Asbestos	None –asbestos survey revealed no asbestos on purchase.	Even if none present, register should be kept to confirm none. Electrician and management committee report no suspicions.	No	N/A	2/10 years	?
Gas safety	All	Annual check by registered gas engineer	No	Hall manager	Annual	Done
Lighting and ventilation	No-one	Satisfactory. Mechanical ventilation is operational in back room and is to be reinstated to main hall.	CO ₂ monitors should be used to check ventilation levels: opening doors and windows	Hirers	During performance	Done

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			to increase ventilation. HSE advises outdoor levels are around 400ppm and indoors a consistent CO2 value less than 800ppm is likely to indicate that a space is well ventilated. An average of 1500ppm CO2 concentration over the occupied period in a space is an indicator of poor ventilation. Where there is continuous talking or singing, or high levels of physical activity, providing ventilation sufficient to keep CO2 levels below 800ppm is recommended.			
Condition of floors and traffic routes	No-one	floor, or surface of the traffic route shall not be uneven or slippery.	No	N/A		N/A
Unfamiliar hall users	attendees	<p>When booking the hall hirers will be asked to familiarise themselves with this document and agree to adhere to it. Commercial hirers will be asked to assess their own risks and if not already addressed, provide an additional risk assessment.</p> <p>Where private bookings include bouncy castles, hirers will be sent the following disclaimer.</p> <p>Disclaimer re Bouncy Castles</p> <p>These are booked at your own risk. You must: ensure the supplier has Public Liability Insurance provide adequate supervision at all times operate them safely, strictly adhering to the suppliers guidelines asked to ensure the supplier has PLI and will be asked to adhere to https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm</p>	No	Manager/Operators	On hiring	Continuous
Manual handling	all	Stacked chairs max 16 high	Manual handling guidance.			
Food safety						
Food safety	customers	Require chefs to provide food safety policies to include Allergen rules. Experienced chefs should be	No	Manager/Caterers	On hiring	Continuous

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		<p>generally autonomous. Complex catering requires CIEH level 2/Foundation training or above https://www.cieh.org/cieh-for-business/explore-our-training-programmes/cieh-food-safety/ All caterers should undertake simple food safety policies consistent with FSA – Safer Food Better Business: https://www.food.gov.uk/sites/default/files/media/document/sfbb-caterers-pack.pdf Display a list of allergenic ingredients prominently in the kitchen as listed in Annex II of the EU Food Information for Consumers Regulation No.1169/2011 and Commission Delegated Regulation (EU) No. 78/2014 amending Annex II to Regulation (EU) No 1169/2011. Annex II that outlines the 14 allergens There are three categories catering:</p> <ol style="list-style-type: none"> 1. Regular food events 2. Events with external caterers 3. One-off volunteer events 	<p>Manager to require caterers confirm they have food safety policy (HACCP), record suppliers, supervised by level 2 food hygiene trained chef/cook and aware of allergen legislation and give appropriate information/warnings.</p> <p>Where hall volunteers run events incorporating food, the event lead must be level 2 food hygiene trained.</p>			
Licensing						
Licensed sale of alcohol includes the licensable activities of the sale by retail of alcohol; the supply of alcohol	All including members of the public	Sales of alcohol may not be made under a premises licence unless there is a (Designated premises supervisor). DPS must hold a personal licence; and every sale must be made or authorised by a personal licence holder. It is illegal to knowingly sell alcohol, or attempt to sell alcohol, to a person who is drunk. It is also illegal to allow alcohol to be sold to someone who is drunk and children (under 18).	<p>Ensure DPS/manager aware of all conditions attached to licence including discretionary (e.g. member of management committee present and no temporary event notices for hirers.</p> <p>Mandatory conditions include: The premises licence holder or club premises certificate holder must ensure that an age verification policy applies to the premises: challenge 25 and a refusals book.</p> <p>Named bar lead appropriately trained.</p>	DPS	sale by retail of alcohol	continuous
Noise	Neighbours	Noise management policy	No amplified music after 9.30pm. Notices to leave quietly. Consider sound level meter readings in case of dispute.			
COSHH	Hall users	Introducing bleach to allow anti-viral sterilisation.	Ensure bleach is securely stored, used by competent people and in accordance with manufacturers' instructions.	Users	Continuous	