

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	ESCH Management Committee	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	ESCH Management Committee	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	ESCH Management Committee	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)	ESCH Management Committee	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	ESCH Management Committee	Hall manager to report. Standing item on monthly MC agenda.

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 provided (on front external wall)	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: Initial Assessment: 18/07/18 Last Reviewed: 18/10/24
Subject to review, monitoring and revision by:	ESCH Management Committee 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

Reviewed October 2024

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; 06/04/21; 22/02/22; 21/04/23; 19/02/24; 18/10/24

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 - see also separate Fire Safety policy & Fire Action Plan (FAP) for emergencies (FAP is exhibited throughout the building)	Attendees	<ul style="list-style-type: none"> Fire fighting equipment (kitchen) – CO2, Foam and fire blanket (kitchen) checked annually, alarm tested weekly. 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. Occupant capacity = assessed for fire regulations as 136. However, for our events, the capacity for comfort levels is currently assessed as 120 standing and 80 seated. Max capacity for private parties is 80. 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. Hall Manager to support individual hirer groups to conduct fire drills according to risk assessment by Manager, hirer & ESCH Management Committee. 	Hall manager Event organiser.	Continuous	As required
Infectious disease	All users	<ul style="list-style-type: none"> Occupant capacity = assessed for fire regulations as 136. However, for our events, the capacity for comfort levels is currently assessed as 120 standing and 80 seated. Max capacity for private parties is 80. HEPA filter in rear meeting room Two CO2 monitors. Ventilation increased required at >1,500 ppm. Efficient natural ventilation and mechanical ventilation. 	<ul style="list-style-type: none"> Counting entrants and leavers. Condition of booking. See also ventilation 	Hall manager, event organiser	Continuous	As required

Health and safety						
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	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), cleaner, maintenance volunteers, and members of inspection team.	<ul style="list-style-type: none"> Locking door if alone Use of mobile phone 	Minimise risk. Please refer to specific lone working policy Feb 2021	Management committee	Continuous	Continuous
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	Continuous	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 and recycling system in place with charity council collection.	No	None	N/A	Continuous
Electrical safety	All	PAT equipment purchased and trained volunteer available. PAT testing (every year) and electrical wiring check (every 5 years). Appliances labelled and dated.	Ensure heating turned off in summer and low in winter when hall not in use	Building Team	1/5 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	Done
Gas safety	All	Annual check by registered gas engineer. Carbon monoxide alarm in Community Room.	No	Hall manager	Annual	Done

Lighting and ventilation	No-one	Satisfactory. Mechanical ventilation operational in main hall and Community Room.	CO ₂ monitors should be used to check ventilation levels: opening doors and windows to increase ventilation. HSE advises outdoor levels are around 400ppm and indoors a consistent CO ₂ value less than 800ppm is likely to indicate that a space is well ventilated. An average of 1500ppm CO ₂ 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 CO ₂ levels below 800ppm is recommended.	Hirers	During session/ event	Done
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	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. Where private bookings include bouncy castles, hirers will be sent the following disclaimer. Disclaimer re Bouncy Castles 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 https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm	No	Manager/ Operators	On hiring	Continuous
Manual handling	all	Stacked chairs in cupboards not to exceed 16 high	Manual handling guidance.			

Food safety						
Food safety	Customers, volunteers	<p>Require chefs to provide food safety policies to include Allergen rules. Experienced chefs should be 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 of catering:</p> <ol style="list-style-type: none"> 1. Regular food events 2. Events with external caterers 3. One-off volunteer events 	<p>No - see also Food Safety Policy.</p> <p>Manager to require external caterers to confirm they have food safety policy (HACCP), record suppliers, supervised by level 2 food hygiene trained chef/cook, 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>	Manager/ Caterers	On hiring	Continuous
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	<p>Sales of alcohol may not be made unless there is a member of the MC on the premises. 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 under 18. Named bar lead appropriately trained. All bar volunteers appropriately trained.</p>	<p>Ensure MC aware of all conditions attached to licence including discretionary (e.g. member of management committee present and no temporary event notices for hirers). 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>	MC	Sale by retail of alcohol	Continuous
Noise	Neighbours	Noise management policy	No amplified music after 9.30pm. Notices to leave quietly.			
COSHH	Manager, cleaner, users, volunteers	Ensure bleach and other dangerous products securely stored, used by competent people and in accordance with manufacturers’ instructions.	No	Manager	Continuous	