

**Oswaldkirk Village Hall.**

**Health & Safety Policy 2020 updated for Covid 19**

**Statement of Intent.**

The Trustees of the Oswaldkirk Village Hall recognise their responsibilities, under the Health and Safety at Work Act, for ensuring so far as is reasonably practicable, the health, safety and welfare of all users, volunteers and employees of the facility.

The Trustees attach the greatest importance to health and safety considering it to be a management responsibility ranking equally with other functions pertinent to the organisation.

It is the policy of the Trustees to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and to provide an environment which safeguards all users. To this end, the Trustees will, as far as is reasonably practical, allocate the necessary resources to ensure that all identified risks are mitigated.

The objectives of the policy are:

- To ensure that a good standard of health and safety is being maintained within the environs of the Village Hall.
- To ensure that the policy is communicated in an appropriate way to, and adopted by, all Users, Volunteers and Employees.
- To ensure that Users are aware of their responsibilities, under the particulars of the health and safety policy document, by providing the necessary information to them.
- To actively identify, analyse, control and monitor the health and safety risks arising from activities within the village hall.
- To ensure that the cleanliness, hygiene and housekeeping are maintained to a high standard.
- To provide and maintain all necessary safety devices and equipment for Users, Volunteers and Employees to enable them to perform their function, without causing harm to themselves or those around them.
- To ensure that Trustees, Employees [including Contractors] and Volunteers are competent and trained to undertake their tasks.
- To ensure that hazardous materials are stored, handled and used safely.
- To welcome comment from all parties and where necessary to implement any improvements deemed to be relevant.
- To review the policy annually, reassess all potential hazards / risks and to introduce new controls as appropriate - to be undertaken by a competent person and updated or amended where necessary.

**Signature.** ..... **R Dexter-Smith** ..... **Date.** ..... **22 August 2020** .....

Oswaldkirk Village Hall.

Health & Safety Plan.

As a general rule the Trustees will aim to ensure that the Village Hall is well maintained, clean and free from obstructions. They will endeavour to ensure that the environment is fit for purpose and will check for any defects whenever they are present, they will also require the caretaker to report any breakages or potential Health & Safety issues to the Chairman or the Secretary at the earliest possible opportunity. **Items in red are updates relating to the current Covid 19 pandemic, the entries take account of government guidelines and have been highlighted in red for ease of amendment as policy and guidance change.**

A first aid kit is supplied and maintained within the Hall. It is located in the kitchen and is clearly labelled.

<u>Hazard</u>	<u>Who is affected?</u>	<u>What hazards have been identified?</u>	<u>Existing controls and mitigating factors.</u>	<u>Further action</u>
External areas.	All users	<p>Trips on car park surface</p> <p>Vehicular movements</p> <p><b>Covid 19 carrying debris such as tissues could be dropped in the car park and could transfer the virus</b></p>	<p>The surface of the car park is being managed by sweeping any fragmented tarmac. A scheme has been adopted which will involve resurfacing within the year but the situation will be monitored.</p> <p>Lighting is on a time switch and can be turned on permanently when an event is to take place.</p> <p>The car park is used occasionally but the number of vehicles that can access it at any one time is limited and speed is very restricted by the layout.</p> <p><b>The car park is always kept clean. Extra care will be taken by all when the area is cleaned. Appropriate cleaning equipment and PPE is provided.</b></p>	<p>Monitoring, repairs or resurfacing within year ending August 2021.</p> <p>Lighting could be improved with a mix of floodlight and low level personal lights on PIDs. Proposed to be incorporated in the car park resurfacing scheme.</p> <p>None proposed.</p> <p><b>None proposed.</b></p>

<u>Hazard</u>	<u>Who is affected?</u>	<u>What hazards have been identified?</u>	<u>Existing controls and mitigating factors.</u>	<u>Further action</u>
COSHH – [control of substances hazardous to health]	All users but particularly the caretaker.	Spillages of chemicals  Inappropriate use of chemicals	All chemicals used are basic domestic products.  Chemicals are stored away in the locked cleaner’s store at high level to prevent children from gaining access.  The cleaner has been instructed in the use of the chemicals and on remedial action to be taken in the event of a spillage.  The cleaner has been instructed not to mix chemicals.  Cleaning equipment is colour coded to segregate uses.	None  None  None  None.
Asbestos	All users	No asbestos identified in building	None required.	Construction of the 2019/20 extension and associated demolition work failed to reveal any asbestos.  No further action required.
Water - scalding	All users	Hot water comes from temperature controlled water heaters and a water boiler	Water heaters are located in the loft. The boiler is insulated and cool to the touch. Otherwise it is treated as a kettle. A notice warns users of the danger of scalding water.	None.
Water - Legionella	All users	System unused for a prolonged period permits growth of spores	Normally this is not an issue but as a result of Covid 19 it may become so.	Whilst the pandemic is prevalent and if periods between hirings are prolonged, the system will be opened and outlets left running for 5 minutes before the hall is used.

<b><u>Hazard</u></b>	<b><u>Who is affected?</u></b>	<b><u>What hazards have been identified?</u></b>	<b><u>Existing controls and mitigating factors.</u></b>	<b><u>Further action</u></b>
<b>Electrical shock.</b>	<b>All users</b>	<p><b>Faulty equipment</b></p> <p><b>Faulty circuits</b></p> <p><b>Users/children playing with sockets.</b></p> <p><b>Users introducing untested equipment.</b></p>	<p><b>Portable appliance tests are carried out annually.</b></p> <p><b>System tests are carried out every five years and when any changes are made to the circuitry.</b></p> <p><b>Blanks are inserted into any socket not being used.</b></p> <p><b>Users are responsible for the safety of their own equipment. This is stated in the hirer's agreement.</b></p>	<p><b>None.</b></p> <p><b>None.</b></p> <p><b>None.</b></p> <p><b>None.</b></p>
<b>Manual Handling</b>	<b>All users</b>	<p><b>Issues around lifting/moving</b></p> <p><b>Transporting tables and chairs</b></p> <p><b>Moving piano</b></p>	<p><b>Chairs are normally stacked no more than five at a time and are moved using a special trolley.</b></p> <p><b>Trolleys specifically designed for the tables are provided on which the tables are stacked and wheeled in to the store.</b></p> <p><b>Piano is not lifted and moves easily on the wooden floor.</b></p>	<p><b>None.</b></p> <p><b>None.</b></p> <p><b>None.</b></p>
<b>Fire</b>	<b>All users</b>	<b>Fire</b>	<p><b>All usable spaces have fire exits, egress is very simple.</b></p> <p><b>All equipment is serviced annually and checked regularly.</b></p> <p><b>Disposable towels are provided in toilets which avoids the use of electric dryers.</b></p> <p><b>The hall is a no smoking area.</b></p>	<p><b>None</b></p> <p><b>None</b></p> <p><b>None</b></p> <p><b>None</b></p>

<u>Hazard</u>	<u>Who is affected?</u>	<u>What hazards have been identified?</u>	<u>Existing controls and mitigating factors.</u>	<u>Further action</u>
			Emergency lighting is installed, checked monthly and maintained annually.	None.
<b>Falling from height</b>	<b>Caretaker and some users</b>	<b>Anyone working at height could fall</b>	<p>Individuals working at height must be accompanied.</p> <p>A step ladder is provided for cleaning and general maintenance. This is maintained in good order.</p> <p>Any special work at height would be contracted out or specific risk assessments put in place and equipment hired as necessary.</p> <p>Caretaker is competent in the use of the step ladder.</p>	<p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p>
<b>Trips and falls</b>	<b>All users</b>	<p><b>Trailing leads</b></p> <p><b>Uneven floors</b></p>	<p>None present in VH - users to ensure that they do not create hazards with their own equipment.</p> <p>Not an issue to date but will be monitored</p>	<p>None</p> <p>Hall floor will be replaced and will be rebuilt to new levels to match new floors in store and toilets. In the meantime, small firing pieces prevent trips.</p>
<b>Covid 19</b>	<b>All users</b>	<b>Cross contamination from surfaces</b>	<b>The hall will be closed and will only be opened when a pre-booked activity is to take place.</b>	<b>Anyone carrying out cleaning activities on behalf of the trustees will be provided with appropriate equipment and PPE. The trustees will also ensure that people doing the work are fit to do so.</b>

<u>Hazard</u>	<u>Who is affected?</u>	<u>What hazards have been identified?</u>	<u>Existing controls and mitigating factors.</u>	<u>Further action</u>
			<p>A discussion will be held with prospective hirers to discuss the reason for the hire and any issues arising. One objective will be to identify areas that can be isolated from the hire – potentially stores, kitchen, limiting access to only one toilet.</p> <p>The hirer will be required to identify and minimise what equipment is used</p> <p>Cleaning and sanitising materials will be provided for hirers who will be asked to satisfy themselves that they are minimising surface contacts and if thought appropriate to wipe down/clean surfaces being used during their hire</p> <p>Cleaning after a hire of the hall.</p> <p>The level of cleaning will be dependent on the actual usage</p> <ul style="list-style-type: none"> <li>- If the kitchen is used the hirer will be asked to clean all surfaces – VH will repeat</li> <li>- If crockery etc is used the hirer will be asked to place all used items in a dishwasher – VH will ensure the cycle is completed</li> <li>- If equipment is used the hirer will be asked to leave it in the hall – VH will then clean or isolate the equipment for a minimum of 72 Hrs</li> <li>- Toilets. Notices will be placed stating that the cleaner’s store and new toilets are out of bounds barring an emergency. Only the disabled toilet</li> </ul>	<p>By following these principles, we would aim to minimise the chances of cross contamination and the resultant cleaning following a hire.</p> <p>By following these principles, we would aim to minimise the chances of cross contamination and the resultant cleaning following a hire.</p> <p>None</p>

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			<p>will normally be available. Hirers will be required to leave it in good order – VH will clean</p> <p>For the foreseeable future the piano will be “out of bounds”. All general information sheets and pamphlets will be removed from the hall to avoid the chance of contamination being passed on.</p>	None
<p>Person to person infection</p>	<p>All users</p>	<p>Cross contamination from personal contact or airborne transmission</p>	<p>Hirers will be required to ensure that their groups do not include suspected carriers of the virus</p> <p>Hirers will, when possible, be asked to improve ventilation by opening the fire doors and to leave the main and lobby doors open during their hire</p> <p>The hirer, will be responsible for ensuring those attending the activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall. The guidelines are attached on a poster which is attached to this document and is displayed in the lobby. Using the hand sanitiser supplied when entering the hall, following the “Catch it, Kill it, Bin it” strategy and isolating anyone who becomes ill whilst attending a function are all procedures to be followed.</p> <p>Hirers will be instructed as to the procedure to follow if someone becomes ill whilst attending a function</p>	<p>Monitoring</p> <p>None</p> <p>None</p> <p>None</p>

<u>Hazard</u>	<u>Who is affected?</u>	<u>What hazards have been identified?</u>	<u>Existing controls and mitigating factors.</u>	<u>Further action</u>
<b>Library – handling books</b>	<b>All users</b>	<b>Breaking of social distancing rules due to large numbers of people and pinch points</b>	<p><b>In the foreseeable future booking will only be taken from small groups. Numbers attending any function will be agreed with the hirer and will be limited and adjusted to comply with guidelines provided by HMG/CFY.</b></p> <p><b>Hirers will be required to ensure that when entering and exiting the building social distancing guidelines are followed. Use of the main entrance and fire escapes facilitates ventilation and a can provide a one-way system.</b></p> <p><b>Hirers will be asked to maintain a record of attendees for a period of 21 days. This will include name address and telephone number and will only be requested if the “Track and Trace” procedure needs to be instigated.</b></p>	<p><b>None</b></p> <p><b>None</b></p> <p><b>None</b></p>
		<b>Surface contamination being transferred</b>	<p><b>Users will be asked to wash or sanitise hands prior to handling books.</b></p> <p><b>Returned books or donations will be placed on the floor and only returned to the shelves once they have been sanitised.</b></p>	<b>None</b>

1 September 2020