



**OSWALDKIRK**

VILLAGE HALL

Registered Charity No 1199570

## **Health & Safety Policy 2022**

### **1. Statement of Intent:**

The Trustees of the Oswaldkirk Village Hall CIO 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.

### **2. 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: .....

Date: 3<sup>rd</sup>, October, 2022.

**Chair, Oswaldkirk Village Hall CIO**



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## Health & Safety Plan.

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 defects, 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.

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	Trips on car park surface	The surface of the car park was resurfaced in 2021. The potential hazard has therefore been minimised.  Lighting is on a time switch and can be turned on permanently when an event is to take place.	None.  Low level personal lights on PIDs have been incorporated at the entrance gate.
		Vehicular movements	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.	None.







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		equipment.	equipment. This is stated in the hirer's agreement.	
Manual Handling	All users	<p>Issues around lifting/moving</p> <p>Transporting tables and chairs</p> <p>Moving piano around the hall.</p>	<p>Chairs are normally stacked no more than five at a time and are moved using a special trolley.</p> <p>Trolleys specifically designed for the tables are provided on which the tables are stacked and wheeled in to the store.</p> <p>Piano is fitted with castors and glides effortlessly across the floor.</p>	<p>None.</p> <p>None.</p> <p>None.</p>
Fire	All users	Fire and Smoke	<p>All usable spaces have fire exits, egress is very simple.</p> <p>All fire safety equipment is serviced annually and checked regularly.</p> <p>Disposable towels are provided in toilets which</p>	<p>None</p> <p>None</p>



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			<p>avoids the use of electric dryers.</p> <p>The hall is a no smoking area.</p> <p>Emergency lighting is installed, checked monthly and maintained annually.</p>	<p>None</p> <p>None</p> <p>None.</p>
Falling from height	Caretaker and some users	Anyone working at height could fall	<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>Projector access ladder is only used by trained, competent persons carrying out projector maintenance.</p>	<p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p>
Trips and falls	All users	Trailing leads	None present in the Hall - users to ensure that they do not create hazards with their own	None



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		Uneven floors	equipment. The Hall floor is not uneven.	Hall floor levels are adjusted at doorways with low firing pieces to prevent trips.
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