

HEALTH AND SAFETY POLICY/PROCESS

Woodford Cum Membris Parish Council [“the Council”] intends to comply with all relevant Health and Safety legislation and to act positively, where it can reasonably do so, to prevent injury, ill health or any danger arising from its activities and operations.



POLICY

The policy of the Council is to take reasonably practicable measures in relation to the management of the Village Halls [Memorial Centre, Station Road, Woodford Halse & Village Centre, School Street, Woodford Halse] to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- Provide healthy and safe working conditions, equipment and systems of work for members, hirers, users and other visitors
- Keep the village hall and equipment in a safe condition for all users.
- Provide such advice and information as is necessary for members, hirers, users and other visitors.

To do this the Council will:

- a) identify and assess risks;
- b) record assessments and regularly review them;
- c) eliminate or control risks;
- d) monitor compliance and work conditions;
- e) establish clear, sensible and practical safety arrangements.

The Council is responsible for ensuring that all Councillors, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy, ensuring that the Policy is fully implemented and to monitor compliance with Health and Safety guidelines.

When the Council is aware of a hazard, it will take such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action.

DUTIES

The Council recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and

safe systems of work.

The Council will encourage its members, hirers, users and other visitors to establish and observe safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the safety requirements and practices set out by the Council, and to accept responsibility to do everything they can to prevent injury to themselves or others.

General Responsibilities:

- i) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii) Anyone who observes a practice, or a potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and to report such incidents in the Incident Book for the attention of the Council.
- iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Council.
- iv) Hirers are responsible for complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices.
- v) Contractors are responsible for safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance.

VILLAGE HALLS HEALTH & SAFETY PROCEDURE

Daily

Visual check of halls - if possible, and reasonable

Weekly

- Visual check of each hall
- Fire alarm test – test noted in the fire book

Monthly

- Emergency lighting “one minute” test – test noted in the fire book
- Health and safety “walk about” which will identify any issues. These are recorded on the health and safety checklist. Any issues dealt with immediately if they represent a serious potential risk.
- A report on health & safety issues will be presented monthly to the Estate Committee – including any outstanding work from previous months.

Any incidents or accidents will be reviewed by the Committee to ensure that action is taken as necessary to prevent any further incidents.

6 - monthly

- Fire Alarm test by specialist contractor
- Emergency Lighting test by specialist contractor
- Firefighting equipment test by specialist contractor Annually
- FRA review
- Gas certificate
- Review asbestos report and monitor any areas of asbestos for damage

Every 5 years

- Full Fire Risk Assessment
- Fixed wiring test

As they occur

- False fire alarms – details entered in the fire book
- Accidents – Accident book completed as necessary

Contractors

The Council will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the Council

- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes, asbestos reports)

Estate Committee 12 February 2019