



## **THE WORTHYS JUBILEE HALL CIO**

### **HEALTH AND SAFETY POLICY**

#### **References**

- A. The Worthys Jubilee Hall – Constitution of a Charitable Incorporated Organisation dated 21 June 2021.

#### **BACKGROUND**

1. Under Reference A, the Objects of the Worthys Jubilee Hall Charitable Incorporated Organisation (CIO) are to provide and maintain the Hall so that it may be used by all members of the local community for a variety of leisure, recreational and other activities. In order to achieve this, the Hall's facilities are hired to individuals and groups for specified periods and activities.

#### **GENERAL STATEMENT OF POLICY**

2. This document is the Health and Safety Policy of the Worthys Jubilee Hall CIO and will be reviewed every year by the Trustees.

3. The Hall's Policy is to:

- Provide healthy and safe working conditions, property, equipment and systems of work for our employees, Trustees, volunteers, committee members and Hirers.
- Keep the Hall's premises, building, property and equipment in a safe condition for all users.
- Provide such advice, information and training as is necessary to employees, volunteers and users.

4. It is the intention of the Worthys Jubilee Hall CIO Trustees ("The Trustees") to comply with all 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.

5. The Trustees consider the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise 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, use of property and safe systems of work. To this end, it will seek to encourage employees, volunteers and users of the Hall to engage in the establishment and observance of safe working practices.

6. Employees, volunteers, Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the Hiring Policy and Standard Conditions of Hire, and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

### **ORGANISATION OF HEALTH AND SAFETY**

7. The Trustees have overall responsibility for health and safety at the Worthys Jubilee Hall.

8. It is the duty of all employees, volunteers, Hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises safe and healthy, including the grounds.

9. Should anyone using the Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Hall's Administrative Assistant as soon as possible so that the problem can be dealt with. Where property or equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the backstage dressing room.

### **FIRE PRECAUTIONS AND PROCEDURES**

10. The Trustees are responsible for ensuring that the Worthys Jubilee Hall complies with the requirements of Regulatory Reform (Fire Safety) Order 2005 and that appropriate fire precautions and other fire safety duties have been implemented.

11. Following the outcome of previous Fire Risk Assessments there are two sets of double fire doors, one on the front wall of the building opening from the main hall and one on the rear wall opening from the Committee Room. Both open directly into the car park, as do the main front doors and the kitchen and dressing room outer doors. Fire Safety Procedures draw attention to these, which are accompanied by illuminated Fire Exit signs.

12. A number of fire extinguishers are available in the Hall for dealing with minor incidents and these are maintained by Mid-Hants Fire Protection Ltd.

13. Smoking is not allowed inside any part of the Hall building. Portable electric fires are not to be used inside the building without prior permission from the Trustees, when they must never be left unattended.

14. Full details of the Hall's fire protection measures are contained in the Worthys Jubilee Hall's Fire Safety Procedures and Risk Assessment.

### **PROCEDURES IN CASE OF ACCIDENTS**

15. All accidents that occur inside the Hall or on its external premises, and involve injury to one or more people, must be recorded in the Hall's Accident Report Book which can be found above the First Aid Box on the kitchen wall.

16. There are two First Aid Boxes in the Hall, one in the kitchen and one in the front porch. They are maintained by the Hall's Administrative Assistant who also monitors the Accident

Report Book and takes any follow-up action required and informs the Trustees when necessary.

17. The nearest Accident and Emergency Department is located at the Royal Hampshire County Hospital, Romsey Road, Winchester, SO22 5DG, telephone number 01962-863535. All Hirers must ensure that one of their party has a charged mobile phone that is available to be used in case of emergency.

### **REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES - RIDDOR**

18. Incidents involving any of the following serious injuries must be reported to the Health and Safety Executive (HSE) using a RIDDOR form:

- A fracture, other than to fingers, thumbs or toes.
- Injury leading to amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight – temporary or permanent.
- Any penetrating injury to the eye, including chemical.
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin.
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

19. Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion.
- Collapse or partial collapse of scaffold over 5m high.
- Unintended collapse of a building under construction or alteration, or of a wall or floor.
- Explosion or fire.

### **SAFETY RULES**

20. It is the intention of the Trustees to comply with all 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.

21. Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in this document and the Worthys Jubilee Hall CIO Hiring Policy, including the Standard Conditions of Hire, and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves and others.

22. The Trustees have carried out Health and Safety Risk Assessments (the latest is at Annex A) which have identified appropriate mitigating actions. The following practices must be followed by all Hall users in order to minimise risks to themselves and others:

- Make sure that all emergency exit doors are clear on both sides as soon as the Hall is to be used and throughout the Hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not attempt to move stacks of chairs without the use of the chair trolley provided.
- Do not stack more than eight chairs.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (eg for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen.
- Report any evidence of damage or faults to the Hall's property or equipment to the Hall's Administrative Assistant on completion of the Hiring or when returning keys.

23. Be aware of and seek to avoid the following risks:

- Creating slipping hazards on un-carpeted floors. Allow time for floors to dry following mopping.
- Creating tripping hazards by leaving personal items or Hall property in walkways through the front porch, kitchen and other parts of the building, particularly electrical cables to portable electrical appliances.
- Use adequate lighting to avoid tripping in poorly lit areas.
- Risks involved in handling kitchen equipment, eg cooker and gas hob, water heaters and knives.
- Creating toppling hazards by piling up property and equipment, eg in store cupboards.
- Creating a toppling hazard by over-stacking chairs.

24. When setting out chairs and tables in the main hall or the committee room sufficient space must always be left for people to move around them without unnecessary tripping hazards and to easily evacuate the building if required to do so. If more than fifty chairs are being set out in rows then they must be connected together by the tags provided. A maximum of nine chairs may be connected in a single row spanning the width of the main hall, and a maximum of ten rows is permitted. Space must be allowed at both ends of the rows, between rows and at the front and rear of the seating area for people to evacuate the building easily in the event of fire.

## **CONTRACTORS**

25. The Trustees 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 Trustees.
- The contractors are competent to carry out the work, eg have appropriate qualifications, references, experience.
- Contractors have adequate public liability insurance cover.

- Contractors have been made aware of any hazards which might arise (eg electricity cables or gas pipes).
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
- Contractors have their own health and safety policy for their staff.
- Contractors know which Trustee or appointed agent is responsible for overseeing their work to ensure it meets the requirements and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

26. The Trustees must ensure that appropriate measures have been taken to minimise any additional risk to other Hall users while contractors are working on the premises, and that permitted users have been fully warned in advance of any additional risk.

27. This Policy has been approved by the Trustees.

### Annex

A. The Worthys Jubilee Hall CIO Health and Safety Risk Assessment Version 1.0 dated 2 May 2023.