

# **FOREST HILL WITH SHOTOVER PARISH COUNCIL**

## **HEALTH and SAFETY POLICY**

### **1. PURPOSE**

This Health and Safety Policy has been written in compliance with the Health and Safety at Work etc Act 1974 to provide a clear statement of intent with respect to health and safety.

### **2. POLICY STATEMENT**

The aim of this Policy is to provide and maintain a healthy and safe working environment and to ensure the following:

- . A safe work place is provided
- . Arrangements are in place to ensure the safety of all personnel
- . Safe working practices are identified and implemented
- . Hazards and security are assessed and addressed
- . The roles and responsibilities of employees, contractors, users and visitors are clear
- . Personal responsibility for safety is identified

Health and safety will be regularly reviewed and actions taken to improve safety procedures and systems as appropriate.

### **3.SCOPE**

This Policy extends to all of the Parish Council facilities namely:

- . The Village Hall complexes (including kitchen and storerooms)
- . The Recreation Grounds/Playing Fields/Play Equipment
- . The Cemetery
- . Public Open Space

### **4. RESPONSIBILITIES**

#### **The Village Hall Managing Trustees**

The Village Hall Managing Trustees have responsibilities in relation to health, safety and security associated with Forest Hill Village Hall. In addition leaders of groups and organisations using the facilities have responsibility to comply with this Policy and associated health and safety procedures and guidelines.

Individuals will be made aware of their roles and responsibilities, with the aim of ensuring that there is a commitment to maintaining a positive approach to health and safety.

## **The Parish Council**

The Parish Council is responsible for ensuring that health and safety issues are routinely addressed by the Village Hall Managing Trustees. In addition, it is responsible for authorising the Health and Safety Policy and ensuring that the Policy is regularly reviewed and formally revised as appropriate.

## **Village Hall Officers**

### **The Village Hall Managing Trustees**

The Village Hall Managing Trustees have overall responsibility for ensuring the implementation of the Health and Safety Policy. The Village Hall Managing Trustees are also responsible for ensuring that appropriate competent persons are appointed to undertake specific responsibilities for health and safety in compliance with the Policy.

### **Chairman of the Village Hall Managing Trustees**

The Chairman of the Village Hall Managing Trustees has responsibility for ensuring that the requirements of the Health and Safety Policy are implemented for the Village Hall complex and that appropriate procedures and guidelines are in place to ensure the health and safety of persons using it.

## **Contractors**

Contractors must be given information on and be required to comply with the Village Hall Health and Safety Policy, procedures and guidelines as appropriate. Contractors must ensure that their activities comply with current Health and Safety Legislation and take reasonable care for the health and safety of themselves and others that may be affected by their actions.

## **Village Hall Users**

### **Leaders of Organisations using the Village Hall/Recreation Ground facilities**

Must be given information on and be required to comply with any Health and Safety Policy, procedures and guidelines as appropriate. They must ensure that they take reasonable care for the health and safety of themselves, members of their organisation and others that may be affected by their actions or the activities of their organisation.

### **Hirers of Hall Facilities**

When hiring the facility, Hirers must be given information on and be required to comply with the Village Hall Health and Safety Policy and procedures. Hirers must ensure that they take reasonable care for the health and safety of themselves, hall users and others that may be affected by their actions or the activities associated with the period of hire.

## **General Village Hall Users and Visitors**

Are required to take reasonable care for the health and safety of themselves and others that may be affected by their actions.

## **Control & Location of Village Hall and Ground Health and Safety Documentation**

This Health and Safety Policy document will be reviewed by the Managing Trustees at twelve monthly intervals, revised as necessary and all revisions will be signed by the Chairman of the Trustees before formal re-issue.

Supporting safety procedures and guidelines will be issued as appropriate.

The Village Hall Health and Safety Policy together with procedures and guidelines are kept by the Chairman of the Village Hall Managing Trustees. Upon request they can be viewed during normal office hours.

Copies of the Health and Safety Policy and other safety documentation will be issued to named Village Hall Officers only. A register will be maintained to ensure all copies issued are formally updated as appropriate.

## **Recreation Ground**

The Parish Council is responsible for all Health and Safety matters relating to the Recreation Ground and contact should be made via the Clerk or Cllr Andrew Waite Brown. Users of the facility have the same expectations and responsibilities as set out above.

## **Cemetery**

The Parish Council is responsible for all Health and Safety matters relating to the Cemetery and contact should be made via the Clerk or Cllr Andrew Waite Brown. Users of the facility have the same expectations and responsibilities as set out above.

## **SITE EMERGENCY PROCEDURES VILLAGE HALL**

### **1. Fire**

#### **In the event of discovering a fire:**

- . Immediately raise the alarm by shouting "FIRE" ensuring that all users hear the alarm.
- . Ensure that the area is evacuated by the nearest safe exit route.
- . Contact the fire brigade by telephoning 999
  - . *the nearest phone is located by the pub*
- . Only tackle the fire if it is safe to do so, using any fire extinguishers provided they are of the appropriate type.
- . Ensure you maintain a safe exit route and leave the building or site without delay.

#### **In the event of hearing a fire alarm:**

- . Where possible switch off electrical equipment.
- . Do not delay to collect personal items.
- . On leaving, close doors and windows, but only if safe to do so.
- . Escort persons in your charge out of the building by the most appropriate safe exit route.
- . Report to the assembly point on the Forecourt adjacent to the Village Hall, or if safer to the field at the rear of the Hall.
- . Keep the drive and carpark at the front of the Village Hall free for emergency Vehicles.
- . Group Leaders and or Village Hall Hirers are to carry out a roll call of their groups.
- . Report if any of your group is missing to an appropriate person in charge.
- . Do not re-enter the building until the all clear is given.

### **2. Other Site Emergencies (gas escape, flood, etc)**

- . In the event of other site emergencies, follow the direction given by the group leader or Village Hall Officer.
- . Switch off electrical equipment if safe to do so.
- . Collect personal items only if safe to do so.
- . Evacuate the building in an orderly fashion by the nearest exit Route.
- . Report to the assembly point on the area adjacent to the Village Hall (or pavement Opposite).
- . Keep the drive and car park at the front of the Village Hall free for emergency vehicles
- . Group leaders are to carry out a roll call of their groups
- . Report if any of your group is missing to the Group Leader or an appropriate person in charge
- . Do not re-enter the building until the all clear is given

## **FIRST AID AND ACCIDENT PROCEDURES VILLAGE HALL**

### **1. In the Event of requiring First Aid**

- . A first aid box is kept in the Village Hall kitchen.
- . If you require first aid and are unable to carry out first aid yourself, contact one of the Village Hall Officers, or your group leader.
- . When using first aid equipment ensure you take appropriate precautions.
- . If using first aid equipment, please inform the person who gave you the key.
- . In the event of a serious injury requiring more than first aid phone 999 and ask for the ambulance service.
  - . The nearest phone is located by the pub

#### **Actions Post Incident**

- . In the event of a serious injury the Chairman of the Village Hall Managing Trustees or other appropriate Officer must be informed
- . Managing Trustee Officers will investigate any serious incident.

### **2. In the Event of An Accident**

- . In the event of injury see the procedure for First Aid as appropriate
- . Ensure that any hazards that have caused the accident are removed to a safe location.
- . If necessary to warn others of a hazard and use warning cones located inside the
- . In the event that a hazard cannot be made safe or warning cones are inadequate, ensure that personnel are restricted from the area of the hazard.
- . All accidents must be reported to the person from whom the key was collected.

#### **Actions Post Accident**

- . In the event of a serious accident the Chairman of the Managing Trustees or other appropriate officer must be informed.
- . Managing Trustee Officers will investigate any serious incident.
- . Appropriate measures will be taken to ensure that wherever possible hazards are removed to minimise the likelihood of similar accidents.

## **SECURITY PROCEDURE VILLAGE HALL**

### **1. General**

- . Security of the facilities will be managed by appropriate Managing Trustee Officers.
- . The Village Hall doors will normally be locked when not in use.
- . The Hall complex will be open during periods when in use.

### **2. Personal Security**

- . Ensure you are familiar with the Village Hall Emergency Procedures.
- . Be aware of emergency exit routes.
- . Ensure you are familiar with the location and nature of fire extinguishers to ensure they are correct for the particular circumstances.
- . If using the facilities when others may not be around, ensure that someone is aware where you will be and what time you intend to return.
- . If using the Village Hall when others are not around, ensure the door is locked after you.
- . Take care to ensure the security of children under your control.

### **3. Security of Belongings**

- . Ensure you take care of your personal belongings.
- . Do not leave objects where they may cause a tripping or other hazard to others.

### **4. Security of Vehicles**

- . Ensure that vehicles park in designated areas only.
- . Do not block driveway in case access is required for emergency vehicles.
- . Do not block entrance to Village Hall/Pavilion.
- . Lock vehicles and do not leave valuables in unattended vehicles.
- . Anyone with agreement to use the carpark must ensure that employees/or other personnel use the carpark in accordance with agreement.

## **GENERAL SAFETY PROCEDURE VILLAGE HALL AND RECREATION GROUND**

### **1. General**

- . Ensure that you take reasonable care for the health and safety of yourself and others that may be affected by your actions.
- . Ensure you are familiar with the Village Hall Emergency Procedures and those that may apply to the Recreation Ground.
- . Be aware of emergency exit routes and ensure that routes are kept clear.
- . Ensure you are familiar with the location of fire extinguishers.
- . Ensure you are aware of the Village Hall First Aid and Accident Procedures and the need to report separately in respect of issues relating to the Recreation Ground.
- . Be aware of the location of the first aid box and the defibrillator.

### **2. Use of Equipment**

- . Be sensibly dressed for the particular task being carried out.
- . Use correct lifting procedures, particularly when lifting heavy objects.
- . If moving heavy or awkward objects ensure sufficient people are available to assist to ensure safety.
- . Ensure that you are familiar with the safe use of equipment before using.
- . Check all electrical equipment before use; do not use if there are signs of damage.
- . When using electrical equipment, switch off at the mains if signs of overheating or the equipment is noisy when running.
- . If any equipment is defective, attach a 'do not use notice' and report the defect to the person from whom the key was collected
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### **3. Risk Assessments**

Written risk assessments must be produced for all activities where there may be significant risks to health and safety. These will be the responsibility of the Village Hall Managing Trustees or the Parish Council as appropriate.

Examples of activities where risk assessments will be required are:

- . Working at heights
- . Using substances that may be hazardous to health
- . Certain repair and maintenance activities
- . Emergency evacuation procedures

### **Proposed Guideline Documents**

1. Undertaking risk assessments
2. Routine Inspection / repair
  - . Electric wiring
  - . Electrical equipment - annual inspections
  - . Heating systems
  - . Plumbing systems

3. First Aid - precautions and use of equipment incl. defibrillator
4. Checking fire protection equipment
5. Using contractors
6. Arrangements for health and safety voluntary help
7. Use of kitchens
8. Hall complex cleaning
9. Storage of equipment and materials
10. Use of lawn mowing and gardening equipment
11. Health & Safety guidelines for Holidays
12. Checking defibrillator

**This Health and Safety Policy was reviewed and agreed by resolution of the Parish Council at the meeting held on Thursday 12 May 2022, min 2022/6v**

Signed  
Andrew Waite Brown, Chairman