



# Saltford Community Association

Registered Charity Number 1162948

## Health and Safety Policy

Updated 1<sup>st</sup> February 2012

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# Health and Safety Policy

## 1 Organisation of Health and Safety

The Saltford Community Association (SCA) Management Committee has overall responsibility for Health and Safety at Saltford Hall.

The person delegated by the Committee to have day to day responsibility for implementation of this policy is: The Hall Manager, currently **Chris Pope**.

The Health and Safety Officer is currently **David Sawyer**.

The Fire Officer is currently **David Sawyer**.

The Treasurer is currently **Chris Essex**.

It is the duty of all users - hirers, visitors, employees and volunteers - to take care of themselves and others who may be affected by their activities and to co-operate with the SCA Management Committee in keeping the premises safe and healthy.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified they should inform the Booking Office as soon as possible so the problem can be dealt with. Where equipment is damaged it should be entered in the maintenance log kept in the Foyer and a notice should be placed on it warning it is not to be used.

The maintenance of the following is maintained by:

The First Aid Box - Hall Manager

Risk Assessments - Health and Safety Officer

Fire Risk Assessments - Health and Safety Officer

Information to contractors - Hall Manager

Information to hirers - Hall Manager

Employers Liability Insurance and other appropriate insurance - Treasurer

Health and Safety Policy – Health and Safety Officer

## **2 Introduction**

A Health and Safety Policy is a legal requirement for employers with more than five employees [the SCA has three] however the SCA Management Committee have drawn up this policy to clarify procedures and areas of responsibility in ensuring the health and safety of its employees / users.

## **3 Policy Statement**

The SCA Management Committee is responsible for running Saltford Hall and wants to ensure the safety of users.

## **4 Scope of the Document**

This document therefore includes the explanation of the statutory requirements and of the documentation required to address the requirements.

The emphasis of legislation is to use risk assessment techniques to prevent accidents from occurring through risk assessment. The key actions taken are to set up a routine look at the premises and equipment, assess the possible risk of accidents occurring and take steps to reduce the risk.

## **5 Responsibilities of the SCA Management Committee.**

The Trustees have a duty of care under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. The SCA Management Committee has a statutory duty under the Health and Safety at Work Act 1974 to take reasonable practicable steps to ensure the health and safety of all Hall users.

District Councils and Unitary Authorities Environmental Health Departments and the Health and Safety Executive have responsibility for enforcing health and safety requirements. The Local Authority can make inspections to ensure that playgroups and nurseries meet OFSTED standards. These inspections are valuable in ensuring the premises are safe.

It is of extreme importance that the SCA Management Committee takes steps necessary to ensure that the Trustees do not become liable under health and safety legislation or that their insurance is not invalidated through their own negligence.

**No one can guarantee total protection against accidents.**

## 6 Mitigation of Risk

To mitigate risk the SCA Management Committee:

- Has appointed a Health and Safety Office.
- The Health and Safety Officer will carry out a full risk assessment every two years or sooner if deemed necessary by the Committee of at least:
  1. Substances Hazardous to Health
  2. Display Screen Equipment
  3. Welfare
  4. Fire Precautions
  5. Manual Handling
  6. Electrical Hazards
  7. First Aid
  8. General Hazards
    - Will ensure that there is a Health and Safety file located in the Booking Office.
    - Will ensure that the Booking Office ensures that all hirers are made aware of the Health and Safety Policy and the Fire Evacuation Procedures.
    - Will ensure that hall hirers sign a written agreement to abide by the terms and conditions.

### 6.1 Health and Safety Legislation.

This section covers a brief description of legislation and how it would apply. This is carried out by a thorough risk assessment and good house-keeping.

#### 6.1.1 Health and Safety at Work Act, 1974

The fundamental legislation requires that the SCA Management Committee as the Trustees of the premises, ensure the Health and Safety of all Hall users.

It encompasses every aspect of the premises including equipment, escape routes, signs, steps and path surfaces.

#### 6.1.2 Management of Health and Safety at Work Regulations 1999

This is by ensuring that the legislation is implemented. The risks are identified and appropriate action is prompted to eliminate or minimise the risk.

#### **The SCA Management Committee must:**

- Provide a safe environment for people to operate by identifying and assessing all risk of the hazards associated with the premises or activities held there, which may have an effect on the health and safety of others that use the premises.
- Carry out a risk assessments using persons that are competent.
- Take action to eliminate or reduce hazards.
- Demonstrate that arrangements are in place.
- Review arrangements when changes occur.
- Co-operate with hirers if their employees or volunteers share the same risk.
- Provide training and information on health and safety.

- Provide appropriate supervision to ensure the health and safety and welfare of others.

### 6.1.3 The Workplace (Health and Safety and Welfare) Regulations 1992

These regulations are designed to protect employees, volunteers, and hirers' health from injury or long term illness by providing for comfort whilst using the hall and includes:

- Adequate ventilation
- A reasonable temperature not below 16°C
- Suitable lighting and seating
- Office staff to have a comfortable and healthy working position with a well adjusted keyboard and VDU
- Clean premises with no tripping hazards
- Suitably maintained machinery and equipment
- No undue stretching or reaching or bending when using equipment or machinery
- Safe storage of materials and goods
- The use of safety glass when appropriate.
- Sufficient toilets with hot and cold running water, soap and towels/hand driers
- Accessible drinking water and suitable facilities for rest and eating

### 6.1.4 Manual Handling Operations Regulations 1992

These regulations support a safe system of work when hirers, employees or volunteers have to pull, push, lift or carry items that are part of their work or hire. Any manual handling operations which involve the risk of injury should be avoided.

- Volunteers, employees or hirers must not lift loads that are too heavy, too bulky too difficult to get hold of, too hot or too hazardous.
- Be aware that individuals with health problems or who are pregnant should be safe at all times.
- Consider if moving an object involves twisting, pulling, pushing, bending reaching upwards and made a safe decision whether to do so.
- The area where the job is to be undertaken must be free from risk with sufficient space to work eg store rooms, back stage areas.

## **7 The Control of Asbestos Regulations 2006**

Those who manage non-domestic premises must protect others who work or use the premises from the risks to ill-health caused by exposure to asbestos.

The SCA Management Committee must:

- Take reasonable steps to find out if there are any asbestos-containing materials in the premises, how much, where it is and what condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make, and keep up-to-date, records of where the asbestos-containing materials are and what condition it is in.
- Assess the risk of anyone being exposed to fibres from the materials.
- Prepare a detailed plan to show how the risks from these materials will be managed;
- Put the plan into action;
- Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
- Tell anyone who is liable to work on or disturb the materials where they are and its condition. There is also a requirement on anyone to co-operate as far as is necessary to allow the SCA Management Committee to comply with the above requirements.

## **8 Personal Protective Equipment (PPE) at Work Regulations 1992**

Personal Protective Equipment must be used when substances or contact cannot be controlled by any other means.

Eye protection must be used when there is a risk of splashing or creation of aerosol through the use

of chemicals or body substances.

- Household gloves must be used when handling waste materials including sanitary protection or if handling blood or other body substance.
- Protective clothing should be used if there is a risk of contaminating personal clothing.
- The use of PPE in conjunction with effective hand washing before and after use improves personal protection.
- Equipment supplied must be replaced if it deteriorates.

## **9 COSHH Regulations 1994**

(The Control of Substances Hazardous to Health Regulations)

These regulations require the Committee to ensure that the risk to others by using these chemicals is removed or minimised. The label on the substance or wrapping should identify the risk e.g., toxic, corrosive, highly flammable, explosive, harmful or oxidising.

- Data sheets will be obtained and displayed.
- COSHH assessment will be conducted annually.
- All substances must not be left unsupervised whilst in use. After use they must be stored safely in a locked cupboard dedicated for this purpose.
- Cleaning substances must always be used in a well-ventilated space
- Chemicals should be used in accordance with instructions
- Chemicals must never be mixed with other chemicals in toilets or buckets

## **10 RIDDOR Regulations 1995**

(Reporting of Injuries, Diseases and Dangerous Occurrences)

The SCA Management Committee and others in control of premises are required under RIDDOR to report some work related accidents, diseases and dangerous occurrences.

The following must be reported:

- A Death or Major Injury
- An injury resulting in someone unable to work for more than three days.
- A work related disease

- A dangerous occurrence
- Any injury that results in a member of the public having to be taken to hospital.
- Hirers must report any accidents to the Hall Manager.

## **11 Recording Accidents and Incidents**

All accidents and or incidents including near misses should be recorded in an Incident Book located in the Foyer. By investigating these events actions may be taken in preventing further accidents.

## **12 Electricity at Work Regulations 1989**

These regulations require that all electrical systems and equipment are installed and maintained in a safe condition. Installations are professionally checked annually and a written, dated label attached.

Portable Appliance Testing (PAT) involves a combination of visual checks and the use of test apparatus. All portable electric equipment is tested to ensure that both the Electricity at Work Regulations and the Health and Safety at Work Act are complied with. Each one will then have a written dated label attached.

Any faulty equipment must be reported to the Health and Safety Officer and taken out of use until repaired or replaced.

## **13 The Regulatory Reform (Fire Safety) Order 2005**

This order became law in 2006 and requires the following:

- The Appointment of a Fire Safety Officer by the SCA Management
- A Fire Risk Assessment
- Precautions to be put in place where necessary and where it is reasonable to do so. The main emphasis of this Order is to reduce any fire risk and prevent a fire occurring.

Hazards that must not be used in the Hall without authorisation by the SCA Management Committee are:

- Flammable liquids
- Electrical equipment producing heat
- Candles

Hazards that must not be used in the Hall under any circumstances are:

- Damaged electrical flexes and plugs
- Overloaded electrical sockets
- Storage of combustible material near a source of ignition
- Emergency heating and lighting unless this is the Hall's emergency lighting

The results of a risk assessment are recorded and available to be viewed.

- Preventative and protective measures are taken in accordance with the Order.

- Inflammable substances must either be replaced or when this is impossible measures taken to control the risk.
- Emergency exits and routes to them must be kept clear at all times
- Appropriate Fire Fighting Equipment is provided
- Fire Equipment is maintained and checked annually
- Others including hirers and volunteers have access to the Health and Safety Policy and the Risk Assessments.

## **14 The Occupiers Liability Act 1984**

Under this Act the SCA Management Committee owes a duty of care to its users, even if they are trespassers if:

- It is aware of a danger or has reasonable grounds to believe it exists
- It is aware or has reasonable grounds to believe that a trespasser is in the vicinity of the danger concerned or that the trespasser may come into the vicinity of the danger (eg at the top of the fire escape, the roof over the entrance).  
“Climbing on this roof is dangerous. Do not do it”

And

- The risk from the danger is one from which in all circumstances we may be expected to offer the trespasser some protection.

The SCA will take such care as is reasonable in all the circumstances to see that the non-visitor does not suffer injury on the premises by reason of any danger that it is aware of or has reasonable grounds to believe it exists.

Further the SCA will take such steps as are reasonable in all the circumstances of the case to give warning of the danger concerned or to discourage persons from incurring the risk. These warnings will be clear enough to ensure that the risk is obvious to the trespasser. We note here that warning notices are often considered inadequate for children, who may be either unable to read or unable to appreciate the danger.

## **15 The Children’s Act 1989**

The purpose of the Act is to promote and safeguard the welfare of children. Organisers of care provision for children that lasts more than 2 hrs must register with the Local Authority Social Services Department and are subject to inspection by the Office for Standards in Education (Ofsted).

The SCA Management Committee welcome inspection as a useful means of identifying points that need attention to ensure that the premises is safe.

## **16 Children in kitchens**

Small children are not allowed in the kitchen when caterers or volunteers are busy serving hot food or drink. This is to avoid the risk of scalds, burns, cuts and other injuries occurring.

## **17 Important issues associated with Health and Safety at Saltford Hall**

### **17.1 Working Alone**

Employees, volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. When jobs are assessed as being of 'less risk' checks should be made. A mobile phone and telephone number of someone who can administer first aid should be available.

### **17.2 The Accident/Incident Book**

An HSE Accident/Incident Book is located in the Foyer. Its purpose is to record minor incidents and accidents. Under the Data Protection Act 2004 accident books should not enable people to read personal information of others. To ensure that this does not occur individual records are removed and held separately by the Secretary. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

### **17.3 Hiring Procedure**

Every hirer of the premises must have a written hire agreement. This must make clear Health and Safety Policies that hirers are obliged to follow. A hard copy of the Hall's Hire Agreement is located in the Booking Office and it is also available on the SCA website.

### **17.4 Role of the Booking Office / Hall Manager**

The Booking Office plays an important role in implementing the Health and Safety Policy and carries this out by:

- Ensuring all hirers complete a booking form.
- Ensuring that all hirers are aware of the Health and Safety Policy as well as the Hiring Agreement
- Ensuring that all hirers are aware of the fire exits and the evacuation procedure
- Maintains the First Aid Box and Accident/Incident records
- Ensuring that all hirers are aware that any portable electrical equipment brought into the Hall must be PAT tested.
- To report any damage or faults.
- Stores Risk Assessment documentation
- Stores Fire Risk Assessment documentation
- Stores details of Health and Safety Training undertaken

## 18 Safe Working Practices

### 18.1 Chairs and Tables

#### 18.1.1 Chairs

##### 18.1.1.1 Folding Chairs

- Hall  
Chairs to be stored on double height portable racks positioned in the corners at the foyer end of the hall.
  - These racks, when loaded are very heavy and need 2 people to move them. It would be advisable to remove some chairs and position them, before rolling the rack.
  - When chairs are required, auditorium style, they can must be clipped in rows.
  - All chairs must be suspended facing the same direction.
- Avon Room  
Store on single height racks - 1 in Ladies toilet anti-room and 1 in Avon Room.
  - These racks, when loaded are heavy and need 2 people to move
  - All chairs must be suspended facing the same direction.

##### 18.1.1.2 Plastic Stacking Chairs

- Somerset, Kelston and Wansdyke Rooms
  - Stored in stacks to a maximum of 6 high.
  - Chairs must not be dragged across the varnished floor, but lifted into position (maximum 3 per lift).
  - A wheeled appliance is available to move stacked chairs.

#### 18.1.2 Tables

- Storage for Hall and Avon Room
  - Large tables stored in foyer alcoves.
  - Small tables stored in foyer cupboard under the stairs.
- Storage for Somerset and Kelston Rooms
  - In Old Office
- Storage for Wansdyke Room
  - Collapsed and stood on long edge under the serving hatch.
  - Tables must not be dragged across the varnished floors, but lifted into position.

### 18.1.3 Tables in External Store

- Some older, heavier folding tables are available through the Booking Office.
- Two people required to handle each table.

### 18.1.4 Portable Staging

Details of erection and use are held in the Booking Office.

## 19 Use of Kitchen

- Cups, saucers, small plates, trays and plastic cutlery are available. These must be cleaned and re-stored after use.
- All food must be cleared from the refrigerator at the finish of the activity. Sugar must not be left uncovered and should be disposed.
- Waste sacks are available, which must be used and placed in the refuse bins outside the western end of the building.
- Empty bottles and cans to be removed by the users.
- The urn should be emptied carefully after use and returned to its storage position.
- Take care with hot pans and kettles.
- No metal object to be used in the microwave oven.
- Supplied tea towels should only be used for drying crockery and cutlery.
- Stainless steel cutlery is available for hire by arrangement with the Booking Officer.
- Breakfast Plates, Dinner Plates and Bowls are available for hire by arrangement with the Booking Office.
- Cleaning equipment is available in the kitchen store.
- All articles and surfaces should be cleaned and left tidy.
- Ensure that cookers, urns and ventilation fans are turned off at the end of the function.
- If the floor is wet, warning signs should be positioned (available in Ladies Toilet).

### 19.1 Children in kitchens (repeated for thoroughness)

Small children are not allowed in the kitchen when anyone is busy serving hot food or drink. This is to avoid the risk of scalds, burns, cuts and other injuries occurring.

### 19.2 The Food Safety Act 1990

This law is designed to ensure that food is rendered safe for human consumption from the point of origin to the point of final supply to the consumer.

### **19.3 Registration**

The Health and Safety Officer will ensure that we are registered, if the current legislation requires it.

### **19.4 Hygiene Training**

There is obviously a need to maintain good standards of food hygiene, and training will be appropriate for those permanent staff or volunteers who are involved in food preparation.

## **POLICY STATEMENT**

**This document is the Health and Safety Policy of Saltford Community Association  
And should be displayed in the foyer of Saltford Hall**

Our policy is to provide healthy and safe working conditions, facilities, equipment and systems of work for all users - hirers, visitors, employees and volunteers. This will be done by ensuring that Saltford Hall facilities and equipment are maintained in a safe condition for all users and to provide training and information as necessary to all users.

It is the intention of the Saltford Community Association Management Committee to comply with all Health and Safety legislation and to act positively where it is reasonable to do so to prevent injury, ill health or any danger arising from its activities.

Hirers, visitors, employees and volunteers are expected to recognize that they have a duty of care to comply with the practices set out by the Committee, with all safety requirements set out in hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed for and behalf of: **Saltford Community Association**

Signature:

A handwritten signature in black ink, appearing to read 'S. Johnson', written over a horizontal line.

Steve Johnson  
Chairman, Saltford Community Association Committee

Date: 1<sup>st</sup> February 2012