

Guilden Sutton Community Association

Charity Number 510231

HEALTH and SAFETY POLICY

FINAL

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Guilden Sutton Community Association.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the Village Hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers, and users.

It is the intention of Guilden Sutton Community Association 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.

Guilden Sutton Community Association considers 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 and safe systems of work. To this end, it will seek to encourage employees, trustees and Hall Management Committee and users to engage in the establishment and observance of safe working practices.

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 agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of Guilden Sutton Community Association)

Name: Mr Derek Hughes

Position: Chairman of Trustees

Date:

Part 2: Organisation of Health and Safety

The Guilden Sutton Community Association has overall responsibility for health and safety at Guilden Sutton Village Hall. The person delegated by the Trustees to have day to day responsibility for the implementation of this policy is the Chairperson of the Guilden Sutton Community Association trustees.

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 cooperate with the Trustees in keeping the premises safe and healthy, including the grounds. 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 person above, or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where 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 Committee Room near to the filing cabinet.

Chairperson of the Guilden Sutton Community Association trustees or persons delegated with his/her written authority have specific responsibilities for:

First Aid Box:

Reporting of accidents.

Fire precautions and checks.

Training in use of hazardous substances and equipment

Risk assessment and inspections.

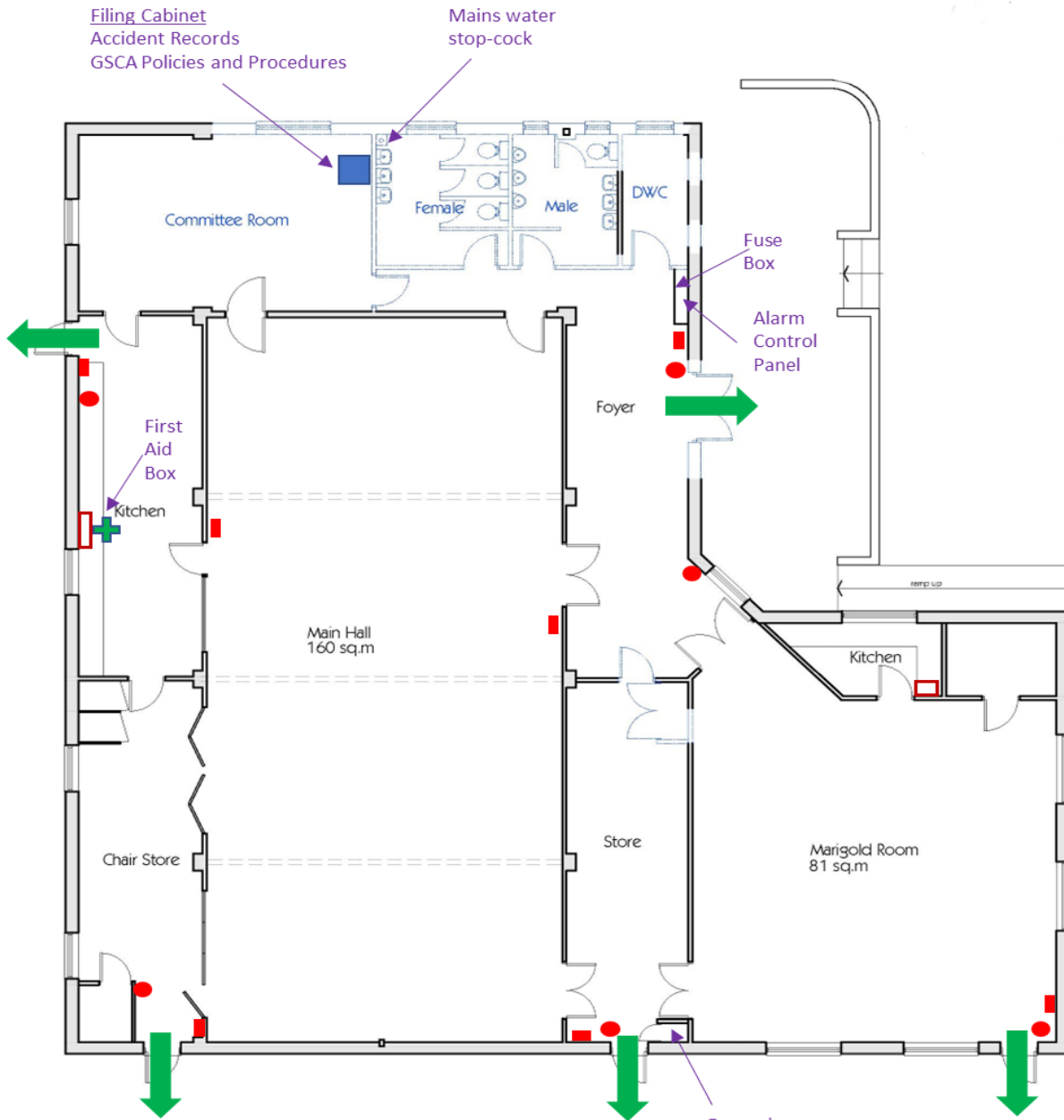
Information to contractors.






Information to hirers.

Insurance.

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs and loft access.

Guilden Sutton Village Hall



- Key**
- Emergency Exit 
 - Fire Extinguisher 
 - Fire Blanket 
 - Fire Alarm 
 - First Aid Box 

Part 3: Arrangements and Procedures

3.1 Licences

The Village Hall does not have Premises Licences authorising the following regulated entertainment and licensable activities. It is the responsibility of individual user to ensure they have the necessary and relevant licences for their activities in the hall, including:

- The performance of plays
- The exhibition of films
- Indoor sporting events
- Boxing or wrestling entertainment
- Performance of live music
- The performance of dance
- Making music
- Dancing
- Provision of hot food
- Sale of alcohol

3.2 Fire Precautions and Checks

See GSCA Fire Risk Assessment on GSCA Website

https://guildensutton.org.uk/GS_Community_Association.html

Person on the trustees with responsibility for testing for the fire risk assessment: Derek Hughes

Local Fire Brigade contact name: **Community Fire Station, St Anne St, Chester CH1 2HP**

Fire Brigade contact tel: 01606 868700

Company hired to maintain and service fire safety equipment:

Name: Cross Border Fire Solutions Ltd

Address: Office 1 CoWorkz Business Centre, Minerva Avenue, Chester, Cheshire CH1 4QL

Tel No: 07923 121621, 01244 257999

Location of service record: Committee Room Filing Cabinet

List of Equipment and its location - See Fire Log Book, electrical cupboard.

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is:

Countess of Chester Hospital
Liverpool Road
CH2 1UL

The location and telephone no. for the nearest doctor's surgery is:

Heath Lane Medical Centre
Heath Lane
Chester
CH3 5UJ
01244 563105

The First Aid Box is located in:

Main Hall Kitchen drawer next to sink

Accident Reporting

Blank accident reporting forms are kept in the first Aid Box and foyer. These must be completed whenever an accident occurs. Completed Accident Report Forms shall be filed in the Committee Room Filing Cabinet.

Any accident must be reported to a member of the trustees responsible and subsequently to the Chairman of Trustees.

The person responsible for completing RIDDOR forms and reporting accidents is the Chairperson of the Trustees.

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes
- 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 requiring 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.

Relevant examples of reportable dangerous occurrences include:

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

Safety Rules

Hirers

It is the intention of Village Hall 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. Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

All hirers will be expected to read and sign the GSCA Booking Form with Standard Conditions as evidence that they agree.

All new hirers will also be provided with the Hall Users Safety Instructions by the booking secretary about safety procedures at the hall which they will be expected to follow.

If the booking is on behalf of an organisation, then users must conduct their own risk assessments with actions appropriate to their activities and use of the hall.

Contractors

The trustees will require contractors (including self-employed persons) before they start work to confirm on quotations, their quotes and work instructions that:

- the contract is clear and understood by both the contractors and the trustees
- 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)
- 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
- the contractor knows which member of the committee is responsible for overseeing that their work is as asked 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.

Insurance

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name of Insurer: Allied Westminster (Insurance Services) Ltd

Address: Allied Westminster, Allied House, Holgate Lane, Boston Spa, LS23 6BN

Policy No: VH 88/0047440/BS72001

Date of Renewal: 22nd June 2023

Treasurer to advise any risks excluded or special conditions that users should be aware of.

Review of Health and Safety Policy

The trustees will review this policy annually. The next review is due in May 2024

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive

Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

0300 003 1647

The Fire Authority

Cheshire Fire and Rescue Service
Winsford
Cheshire
CW7 2FQ
Tel: 01606 868700

The local environmental health department

<https://www.cheshirewestandchester.gov.uk/business/environmental-health>