

WILLINGTON OLD SCHOOL TRUST

HEALTH & SAFETY POLICY

This document is the Health and Safety Policy of the Willington Old School Trust.

Our policy is to:

Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members, visitors, hirers and contractors.

Keep the halls in the main premises and equipment in a safe condition for all users.

Keep the prefabricated building in a safe condition for long term tenant.

Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Committee to comply with all Health and Safety legislation and be proactive in preventing injury, ill health or any danger arising from activities and operations within the Hall.

The Trust Management Committee consider the promotion of the health and safety of employees at work and those who use the premises, including contractors who may work there, to be of great importance. Prevention of accidents depends on a committed attitude of mind to safety as well as the operation and maintenance of equipment and safe systems of work. The Trust will encourage employees, contractors, visitors and users to engage in the establishment and observance of safe working practices.

Employees, contractors, visitors and users will be expected to recognize that there is a duty of care on them to comply with the practices set out by the Trust, 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 and others.

The Trust will review this policy annually after each AGM and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the Committee regularly, including any accidents, faults, misuse or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of Committee meetings.

Signed:

On behalf of Willington Old School Trust

Name:

Date:

RESPONSIBILITIES FOR HEALTH AND SAFETY

The Trust Management Committee has overall responsibility for health and safety in the main building and for the fabric, fire escapes in the prefabricated building also for the implementation of this policy. It is the intention of the Trust Management Committee to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations in the Hall.

All users of the Hall are expected to read this Health and Safety Policy Statement as a condition of their hire and to recognize that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions and have seen this policy statement.

It is the duty of all employees, contractors, hirers and visitors to:-

Take care of themselves and others who may be affected by their activities.

Do everything they reasonably can to prevent injury to themselves and others.

Co-operate with the Committee in keeping the premises safe and healthy, including the grounds and car park.

Should anyone using the Hall come across any faults, damage or other situations which might cause injury and cannot be rectified immediately, they should inform a committee member or the Booking 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 reported immediately to the Booking Secretary.

Routine reviews, checks and inspections of safety procedures and equipment are conducted by the Committee or their nominees.

SAFETY INFORMATION:

Fire Precautions and Checks:-

A copy of the Hall Emergency Evacuation procedure is attached as Appendix 1 and is also displayed on the Hall Notice Board. In addition, each group that regularly meets may have its own evacuation and fire drill procedure. A guide to emergency

arrangements is provided to all hirers, as attached as Appendix 2.

The service record for the fire safety equipment is available from the Bookings Secretary upon request and is also displayed on the Hall notice board.

A schematic of the Hall showing the location of fire exits, fire extinguishers and smoke detectors is attached as Appendix 3.

RISK ASSESSMENTS:

The Committee carries out a bi-annual risk assessment to assess and examine all activities; a decision is made as to whether enough precautions are in place or whether more needs to be done. These risk assessments also help the Committee to comply with various laws and regulations contained in a wide range of legislation. A log book recording the results is kept at the Hall.

SAFETY PRACTICES

The following are best practices and should be adhered to in order to minimise risks:-

Make sure that all emergency exits are clear and unlocked during the Hall use.

Do not operate or touch any electrical equipment where there are signs of damage.

Steps, ladders and mini scaffolding should be properly secured before use and must not be used unless another person is present.

Do not leave portable electrical equipment operating while unattended.

Do not bring on to the property any portable appliance which have not been adequately inspected or portable appliance tested by a competent person.

Heavy items e.g. tables and chairs should be moved by two persons.

Do not stack chairs more than five high.

Do not allow children in the kitchen except under close supervision and with own Risk Assessment.

Wear suitable protective clothing when handling cleaning or other toxic materials.

Report any evidence of damage or faults to equipment or the building's facilities to the Booking Secretary.

Report every accident with an accident form and send to the Booking Secretary.

Be aware and seek to avoid the following risks:-

1. Creating slipping hazards on steps or wet floors – mop spills

- immediately.
2. Creating tripping hazards via items left in the foyer, kitchen, halls and storage areas.
 3. Avoid tripping by using adequate lighting.
 4. Risks to individuals while in sole occupancy of the building.
 5. Risks involved in handling kitchen equipment.
 6. Creating hazards by overloading storage cupboards.

IN CASE OF ACCIDENTS

Any person using the hall or carrying out maintenance should always carry a fully charged mobile phone.

The nearest Accident and Emergency dept. is:
Royal Derby Hospital
Derby.

The First Aid Box is located in the kitchen.

The accident Forms are located at the Notice Board. These must be completed whenever an accident occurs and must be reported to the Booking Secretary.

INSURANCE

A copy of the Employer's Liability and Public Liability Insurance certificate for the Hall is displayed on the hall Notice Board.

CONTRACTORS

Before any contractors or person on site begins any work they should:-

- a) Carry out their own risk assessment and issue their own method statement.
- b) Ensure they have adequate liability cover.
- c) Familiarize themselves with this Health and Safety Policy.