

**New Oriel Hall
Health and Safety Policy
(October 2022)**

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SECTION 1: AIMS OF THE POLICY

This policy aims to:

- Provide a safe and healthy environment for staff, volunteers and users of the Hall
- Ensure all machinery, cleaning equipment and clothing, tools and fittings meet the appropriate statutory requirements or codes of practice.
- Ensure all staff and volunteers receive proper training in safe methods of working and are familiar with accident prevention.
- Provide and maintain adequate First Aid facilities.
- Provide opportunities for staff and volunteers to participate in decisions effecting health and safety.
- To assist in highlighting any hazards in the workplace.

The following outlines the duties and responsibilities in relation to the implementation of health & safety in the work place. Ultimate line management responsibility rests with the Management Committee.

<i>Duties & Responsibilities</i>	<i>Person Responsible</i>
Providing adequate resources (human and financial) for health and safety of all persons in workplace	Management Committee
Hazard identification and risk assessment	Named Health & Safety Person
Introducing and maintaining control measures	Named Health & Safety Person
Monitoring and review of health & safety policy	Named Health & Safety Person and Management Committee
Reporting accidents	All staff and Volunteers
Recording accidents	All staff and Volunteers
Investigating accidents	Named Health & Safety Person
Safe working practices (excluding contractors covered by company health & safety guidelines)	Named Health & Safety Person
Administering 'First Aid'	Designated staff – see 'Section 5'
Fire prevention	All staff
Emergency procedures	All staff
Ensuring clear and safe exit routes	All staff
Employee health & safety training	Management Committee
Issuing protective equipment	Management Committee
Housekeeping	Contract Cleaners and Staff

SECTION 2: EMPLOYEE OBLIGATION

Every employee and volunteer will:

- Take reasonable care for health and safety of themselves and other people who may be affected by their acts **or** omissions.
- Never undertake work that would be better undertaken by a professional.
- Use appropriate safety equipment or clothing.
- Take appropriate precautions when carrying or lifting heavy weights.
- Make sensible use of ladders, never using chairs or boxes instead of steps.
- Use any potentially hazardous materials **only** within the specified guidelines listing on the product and store them safely after use.
- Make themselves aware and comply with the Hall Health & Safety Policy.
- Report any accidents, damage or wear and tear to the Administrators or a named representative of the Management Committee.

SECTION 3: OBLIGATION OF NEW ORIEL HALL MANAGEMENT

New Oriel Hall will:

- Provide a clean hygienic environment insofar as it is able to do so.
- Provide staff and volunteers with such safety equipment and protective clothing (as Section 2) as is deemed necessary.
- Monitor and update the policy.
- Provide tools and other equipment to enable staff and volunteers to carry out their jobs safely.
- Ensure that all electrical equipment is regularly maintained

SECTION 4: FIRE SAFETY

The fire alarm, fire detection monitors, fire extinguishers, fire blankets and escape lighting is serviced at regular intervals. **The review and maintenance of the fire safety equipment is the responsibility of:** [Haven](#) Fire & Security Consultants Ltd: 01225 762667

- Fire escape direction signs are placed strategically throughout the building based on the advice of fire officer's.
- Detailed 'Fire Safety Measures' and 'Instructions for the Temporary Responsible Person' are both issued as part of the Terms of Hire to all users of the hall

SECTION 5: FIRST AID

In the event of an accident please complete an '*Incident & Treatment Record*' sheet (see *Section 8, Appendix 1*) contained in the **Accident Book** (located in the Office).

The qualified First Aid personnel at the Hall will be named on the Health and Safety notice Board.

That person or yourself should then do the following:-

- Establish the nature and location of the injury
 - Establish the cause of the injury
 - Do not move the patient unless it is for the patient's further safety
 - Prevent further injury from occurring
- If the injury is clearly minor then move the patient to an office or quiet room.
 - Record the accident in the Hall's Accident Log - situated in the Office

Note:

1. Never give medical advice or diagnosis unless qualified to do so.
2. Never offer medicines or ointments

SECTION 6: ACCIDENTS AND DANGEROUS OCCURRENCES

(see Section 9, Appendix 2 for guidelines)

- In the event of the above, the person reporting the accident should notify the administrator so that the accident book and relevant RIDDOR forms can be completed – copy form inserted in *Section 9, Appendix 3* of this document. Main health & safety file located in the Administrators office.
- A copy of all RIDDOR forms should be kept and filed in the main health & safety file under the relevant section. The original copy will be sent to the appropriate external agency and all monitored on an annual basis by the Hall Administrator.
- All Hirers of the hall, employees and volunteers should read, be aware of and comply with the following Health & Safety guidelines.

SECTION 7. FIRE

1. Hirers of the hall and volunteers should read and be made aware of the fire regulations and evacuation routes and procedures.

This should be clearly written and displayed prominently and attention drawn the regulations for all users of the Hall.

2. Fire exits to be kept clear at all times. Should exits be locked on opening the Hall, they must be unlocked and accessible before any member of the public or child comes into the Hall.
3. Hires of the Hall, staff and volunteers should know the location of all fire extinguishers. Regularly check that they are in place and have not been tampered with.
4. In the event of a fire, DO NOT ATTEMPT TO FIGHT IT. Phone the Fire Brigade. Evacuate the building and stand safely at the agreed assembly point (opposite the Hall on the car park pavement) until the Brigade have given the all clear.

SECTION 8.EQUIPMENT

1. All equipment should only be used for its stated purpose.
2. If using electrical leads, the leads should follow a wall wherever possible. If it is only possible to go across the floor, leads must be taped securely to the floor.
3. Tables and chairs should not be stacked more than is safe and should be placed in such a way so as not to cause injury or obstruction.

SECTION 9: APPENDICES – not included in this document

Appendix 1: Incident & Treatment Record – See Accident Book

Appendix 2: RIDDOR Guidelines – Reportable incidents

(RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations Act 1995 relating to work related deaths, major injuries, accidents resulting in over 3 day's injury, diseases, gas incidents.) See <http://www.riddor.gov.uk/info.html>

Appendix 3: RIDDOR Incident Form

See <http://www.riddor.gov.uk/reportanincident.html> to download an incident report form.

Appendix 4: 'Fire Safety Measures' and 'Fire/Emergency Instructions for the Temporary Responsible Person' (issued as part of the Terms of Hire to all hirers of the hall)