

Sunningdale Village Hall

Health & Safety Guidance Document

This Guidance document applies to all Trustees, Staff, Hirers, Service Providers and Contractors.

Notes:

- Hirers – this Guidance Document should be read in conjunction with the Large Hall: Conditions of Hire available on the SVH Website
- Trustees & Staff – this Guidance Document forms part of the Employee Information Pack which also includes SVH Policy Documents.

Introduction:

Sunningdale Village Hall (SVH) is a Charity (Charity Commission Registration Number 299966) managed by a Board of Trustees with overall responsibility for all aspects of governance and setting the strategic direction for the charity.

SVH is located in the heart of 'old' Sunningdale village and has been functioning as an important village facility since 1909. The charitable mission of the SVH is the provision and maintenance of a village hall for the use of the inhabitants of the parish of Sunningdale and the local neighbourhood for all kinds of recreational and leisure activities. SVH actively looks for ways to extend the use of the facilities to the public, seeks ways to play a part in community initiatives, and strives to be a 'good neighbour' at all times.

Day to day management of the charity is the responsibility of the Operations Committee which is comprised of two Trustees and SVH Staff Members. See also: Operations Committee Terms of Reference (TOR).

Sunningdale Village Hall (SVH) facilities consist of the Main Hall, the Small Hall and the Car Park. The Small Hall is rented by Sunningdale Pre-School under the terms of a long-term Hirers Agreement. The Pre-School have their own H&S policies. If there is any conflict between the Pre-School policies and the SVH Policies, then SVH Policies will take precedence.

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RESPONSIBILITY FOR COMPLIANCE

The Operations Committee delegates day-to-day responsibility to the Operations and Bookings Manager and the Warden named below for organisational compliance with statutory Health and Safety Legislation as well as organisational guidance and policies.

These guidance notes and policies form part of our Employees' Terms and Conditions of employment. The guidance notes and policies are regularly reviewed and updated in line with changes in legislation.

Operations & Bookings Manager: Chelsea Willetts
Warden: Stuart Wingate

Signed	Date	Printed Details – name & role

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Health & Safety – General Policy Statement

Sunningdale Village Hall Charity ('the Charity') recognises that it has responsibilities for the health and safety of staff whilst at work, members of the community who hire the Village Hall, and others who could be affected by our activities. We will assess the hazards and risks faced by our staff in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our Trustees, employees, hirers and contractors are made aware of their individual responsibilities and are required to take all reasonable precautions to ensure the safety, health and welfare of our staff and anyone else likely to be affected by the operation of the Charity.

The Charity intends to meet its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and adequate control of identified health and safety risks;
- Providing and maintaining safe services and equipment;
- Ensuring the safe handling and use of substances;
- Providing information, instruction and training where necessary for our employees, taking account of those who may not have English as a first language;
- Ensuring that all employees are competent to do their work and giving them appropriate training;
- Taking the necessary measures to prevent accidents and cases of work-related ill-health;
- Actively managing and supervising health and safety at work;
- Having access to, and taking, competent and/or professional advice where necessary;
- Aiming for continuous improvement in our health and safety performance and management, through regular (at least annual) review and revision of this policy and any other related policies;
- Provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and work with other employers and their workers when they come onto our site to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment during the induction period.

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1. Fire and Emergency Statement

The maximum capacity of the Village Hall is considered to be **100** seated, or **150** standing in the Large Hall, and **60** standing, or **40** seated in the Small Hall provided the Hirers ensure that:

- They take responsibility for the safety of their group.
- They are familiar with the exits, escape routes (the escape plan) and location of fire alarms and firefighting equipment.
- Particularly, they are familiar with the safe exits and exit routes (the escape plan) for any person with disabilities in their group, and make them aware of the provisions made for their safe escape in any emergency.
- Exits and exit routes are clear of any obstructions.
- Their group know the location of the assembly point and the need to report there in the event of an emergency.
- They call the appropriate emergency services when it is safe for them to do so.

The assembly point is at the front of the Hall by the disabled carparking space. All key persons are advised of its location.

Hirers are advised that they are required to take responsibility for chaperoning their own group out of the building if it is safe for them to do so, and inform the senior emergency response person present that their group has, or has not, safely evacuated the premises.

2. Facility Management

- No persons under the age of 12 are permitted in the large hall kitchen. Those between 12 and 16 are permitted with adult supervision. This is a condition of a Village Hall Rental booking and clearly stated in the booking form.
- No persons under the age of 12 are permitted in the Small Hall kitchen. Those between 12 and 16 are permitted with adult supervision. This is a condition of a Village Hall Rental booking and clearly stated in the booking form.
- No children under 16 are allowed on stage unless part of a planned activity under adult supervision. A sign indicating this is displayed.
- The Hirer is responsible for checking the condition and safety of any toys brought into the Hall. Periodic checks are required by the Hirer to ensure the toys are undamaged and suitable for the age group for whom they are intended.

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3. Equality & Disability

- Designated disabled parking space is available near to the entrance of the building.
- Access ramp to the main door.
- Easy Access toilet facilities are provided.
- Assistance must be provided by the Hirer, if required, in any emergency affecting any disabled person using the facilities.

4. First Aid & Accident Reporting

- Hirers are made aware of the location of First Aid facilities and visitors will be permitted to use them on a self-help basis unless a willing trained first aider is present who will then administer first aid as required.
- A First Aid box will be kept in the Kitchen of both the Large and Small Halls of Sunningdale Village Hall.
- Accidents and near misses must be recorded in the provided Accident Register.
- Accidents and near misses are reported by the Operations Team to the Trustee Board on a regular basis.
- The Warden is responsible for monitoring the Registers on a routine basis and ensuring First Aid boxes are kept fully stocked with up-to-date supplies.

5. Electrical appliances

- Hirers are responsible for ensuring any and all portable appliances they bring with them are checked and/or regularly PAT tested before use to ensure they are fit for purpose and undamaged.
- Hirers must inform the Operations & Bookings Manager in advance if they intend to bring portable appliances for use in either of the Halls.
- Electrical appliances provided by SVH e.g. electric kettles in the kitchens are subject to annual PAT testing.

6. COSHH

- Under the recommendations of the Control of Substances Hazardous to Health (COSHH) legislation only hand cleanser is provided in public areas for use by Hirers.
- All other cleaning products are only to be used by designated cleaners, or someone authorised by the Operations & Bookings Manager or the Warden. These products are to be stored in a secure location.

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- Where a fridge is provided for use of Hirers it is maintained to current standards. This includes monitoring the temperature to ensure it does not rise above 5°C for more than a few minutes after opening for access.
- A system is in place to ensure no perishable items of food or drink are left in the fridge after the Hirer has vacated SVH. This system is monitored by the Operations & Bookings Manager or the Warden.

7. Asbestos

- An asbestos survey has been carried out and the asbestos in the Building identified. It is properly controlled by a policy of non-disturbance.
- If any other suspected asbestos is identified in the building, the approved process is that it will be sampled and analysed by a company competent to do so. It is then controlled or removed as appropriate. Until analysis is completed, and only if the risk is considered to be significant, then the area will be sealed and put out of bounds.
- Any contractors working in the areas where there is known or suspected ACMs (Asbestos Containing Materials) will be informed of the hazard and this will be documented in the Permit to Work issued to them by the Operations & Bookings Manager.
- There is an Asbestos Register maintained by the Operations & Bookings Manager.
- The Asbestos Register is consulted before contractors are permitted to carry out work to ensure they do not disturb it without suitable precautions.

8. Contractors

- Standard Codes of Practice are considered to be sufficient.
- These include:
 - The need to ensure contractors are suitably qualified/competent to carry out the work.
 - The need to discuss Health and Safety with the contractor prior to them starting work.
 - The need to document any identified hazards, and who will be responsible for minimising the risk from those hazards. (Permit to work)
- The approved Policy is that if any significant risks are identified then a Permit to work will always be produced.

9. Manual Handling & Operating Machinery

- The aims of the manual handling rules for SVH are:
 - To avoid hazards wherever possible
 - To properly assess and manage hazardous tasks where they are unavoidable
 - To reduce the risk of injury as far as is practicable
- When undertaking the manual handling e.g. moving material on or off shelves, or moving bulky or heavy items, both the physical and mental condition of the person moving the

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items will be taken into account before asking them to perform that task. Despite their willingness, they will not be permitted to move the item if they are not considered to be competent. The decision will be made by the Operations & Bookings Manager or the Warden.

- As a general rule no item that cannot be lifted by one hand will be stored on a shelf above shoulder height unless there is a safe means of placement and removal, and the risk of it falling is very low. A step ladder is not considered a safe means of placement of heavy or bulky items.
- Only persons trained and experienced in its use may operate machinery or any item where inexperience or lack of training may lead to an injury. Authority must be given by the Operations & Bookings Manager or the Warden before allowing use of machinery or other hazardous equipment.
- Safe operating instructions must be made available via Manufacturer's handbooks, or locally produced work instructions; or on-the-job training must be provided.

10. Working at Height

- The use of ladders is only permitted with the authority of the Operations & Bookings Manager or the Warden.
- Permission will not be granted unless the person is deemed competent to use the ladder. Competence can be demonstrated through a variety of means including practical and theoretical knowledge, training and experience.
- Permission will not be granted unless the ladder is the most appropriate equipment to access the height where work is to be carried out, the work is low risk, and of less than 30 minutes duration.
- No person will work on a ladder unless a second person is supervising/ helping, and the ladder has been checked to ensure it is undamaged and fit for purpose.
- Ladders must be properly secured at all times to prevent unauthorised access and use.

11. Young Persons

- No persons under the age of 18 are to be employed by SVH either as volunteers or paid employees.
- Should, by exception, a young person (16-17 years old) be given the opportunity to undertake work experience, a basic risk assessment must be completed and approved by the Operations & Bookings Manager or the Warden.
- Should, by exception, a Child (under 16) be given the opportunity to undertake experience, a risk assessment must be completed by the Operations & Bookings Manager or the Warden, and parental permission in writing obtained.

12. Lone Working

- SVH Policy is that Lone Working is only allowed in exceptional circumstances.

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- If Lone Working is unavoidable the Operations & Bookings Manager or the Warden will perform a check at the end of the working day to ensure no person who is known to have been working alone is still in the building but has safely vacated it.
- Should it be suspected that a person may still be in the building an attempt to phone the individual will be made or, if necessary, a physical check of the building will be conducted.
- All persons working alone will be requested to carry a mobile phone and their contact number noted on the sign in sheet.
- No person, despite the above, will be permitted to work on their own if the task is considered to be hazardous e.g. working up ladders, or with heavy machinery.

13. Storage

- Storage areas are to be kept accessible, clean and tidy, and items no longer required will be disposed of. Electrical distribution cupboards cannot be used for storage.
- No item that cannot be lifted with one hand will be stored above shoulder height unless suitable and sufficient means of placement and removal is provided, and the risk of that item falling is very low.
- Where SVH users e.g. regular Hirers have been permitted to store equipment in the Hall then it is a requirement that the Hirer takes full responsibility for damage or loss.

14. Pregnant Workers & New Mothers

- It is important to provide a safe working environment for staff who are pregnant or have recently given birth.
- The legal protections also apply to some transgender men, non-binary people and people with variations in sex characteristics, or who are intersex.
- When informed of pregnancy by an employee it is the responsibility of management to conduct an individual risk assessment and make any necessary changes required to support that employee and ensure safe working conditions.