



Broad St Hall

Broad Street Hall, Broad Street, Coventry CV6 5BG  
Telephone: 024 76

## **Health and Safety Policy**

### **General statement**

Broad Street Hall [BSH] are committed to the Health, Safety and Welfare of our members of staff, our volunteers and the members of the public that use our premises. Our aim is to ensure that our premises are a safe work and recreational environment for all by controlling the hazards in and around our premises and the hazards caused by what we do. We aim to prevent work-related injuries and ill health.

We have completed Risk Assessments and will regularly review them. We will consult with staff, volunteers and hall users about Health and Safety and provide them with the information, instruction, supervision and training that we consider is necessary.

We will make sure that staff, volunteers and hall users are kept safe by carrying out inspections and performing health surveillance as required. We will maintain equipment and the premises and provide any Personal Protective Equipment [PPE] that we consider necessary for staff, volunteers and hall users Health and Safety.

Staff, volunteers and hall users are asked to help us maintain a healthy and safe work and recreational environment by reporting hazards, accidents and dangerous occurrences. Staff, volunteers and hall users are asked to look after the safety equipment we provide and to follow safety instructions and signs. Staff, volunteers and hall users are reminded that they are responsible for their own safety and the safety of others who use these premises

This policy will be reviewed regularly and revised as necessary.

### **Organisation and Responsibility.**

The overall responsibility for Health and Safety lies with BSH Community Coordinator and BSH Caretaker  
Broad Street Hall [BSH] Trustees will be responsible for discussing matters surrounding Health and Safety. The Trustees meet regularly, and Health and Safety issues is a standing agenda item.

### **Procedures and Safety Arrangements:**

#### Chemicals

Hazardous chemicals, identified by an orange warning symbol, will be assessed for safety using a COSHH (Control of Substances Hazardous to Health) assessment. This will be completed by the Community Coordinator and will be reviewed annually. COSHH assessments are kept in the Health and Safety Folder

No hazardous substance is to be used or stored on the premises that does not have a COSHH assessment.

All chemicals are kept in the cleaner's cupboard. The door to the cleaner's cupboard is always locked shut and all chemicals are correctly stored in the cupboard.

### Electrical equipment and wiring

The electrical wiring within the building(s) will be inspected at a duration that has been suggested by the contractor performing the tests. A NICEIC contractor will perform the periodic inspection and test in accordance with BS7671 (formerly the IE Wiring Regulations).

No person is to make any alterations to the electrical installation without prior agreement from the trustees

Portable electrical appliances will be maintained, inspected and tested routinely. This will be done annually, or at a duration that has been suggested by the contractor performing the tests.

Certificates of wiring inspections, alterations and portable appliance test records will be kept in the Health and Safety Folder.

Staff, volunteers and hall users will be asked to ensure that electrical equipment is used safely, following the manufacturer's instructions. And not to overload sockets, avoid using extension leads and take care to prevent tripping hazards when laying cables

### Fire Extinguishers

The Fire Extinguishers within the premises will be periodically examined and tested. The Service Company will also advise on the purchase of replacement or supplemental equipment. The certificate for the inspection and test will be kept in the Health and Safety Folder

Fire extinguishers will be examined for damage and use monthly by the caretaker

Extinguishers must not be removed from their locations except in an emergency, or for the purposes of carrying out maintenance.

Fire extinguishers should only be used by persons competent and trained in their safe use.

## First Aid

A number of first aid kits are available throughout the building and are clearly marked. If the contents of any first aid kit is used, the Caretaker must be informed.

Suitable trained and competent persons should only administer first aid.

First aid kits will be checked monthly by the Caretaker to ensure that the contents have not been used, that none of the contents have expired and that no medicines or other preparations are contained within the kit.

## Risk Assessment

The Community Coordinator will identify hazards and perform a Risk Assessment. The outcome of this assessment will be recorded and kept in the Health and Safety Folder. The significant findings of this assessment will be made available to Staff and Volunteers through information, instruction and training.

Where actions are needed to reduce or eliminate risk, the Community Coordinator in discussion with the Trustees, will decide a time scale by which the corrective actions are to be completed. This will be based on the principle of "As Low As Reasonably Practicable".

Any person discovering a hazard must inform the Community Coordinator, Caretaker or a Trustee as soon as possible. In the case of serious and immediate danger, the correct emergency procedures must be followed.

## Accident Recording and Reporting

The Trustees must be informed of all serious accidents and incidents. The Trustees, or an appointed person, will then complete the appropriate forms in relation to the accident where necessary.

Accidents and incidents will be investigated by the Trustees or a nominated person. The level of investigation is determined by the severity of injury sustained or potential for serious injury or loss. This will assist in the identification of remedial actions to prevent reoccurrence.

The notification of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accidents, dangerous occurrences and work-related ill health will be undertaken by the Trustees or their nominated person.

Accident reports and related information will be held by Broad Street Hall for a minimum of 3 years from the date of the accident or 40 years in the case of work-related disease.

## **Responsibilities**

The Board of Trustees is responsible for ratifying and reviewing this policy and ensuring that staff and volunteers set up and follow procedures, and take action to implement the policy.

All staff, volunteers and users are responsible for behaving in accordance with this policy and other related documentation.

Resources will be provided to ensure all staff, volunteers and users are fully aware of this policy and related documentation, understand it and will be able to implement it.