

**General statement**

Broad Street Hall [BSH] are committed to the Health, Safety and Welfare of our staff, volunteers and the members of the public that use our premises. BSH 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 the organisation does. BSH aims to prevent work-related injuries and ill health.

BSH 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.

BSH will make sure that staff, volunteers, hall users and visitors 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, hall users and visitors 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

**Organisation and Responsibility.**

The overall responsibility for Health and Safety lies with BSH Community Coordinator

Broad Street Hall [BSH] Trustees will be responsible for discussing matters surrounding Health and Safety and ensuring that the organisation meets its legislative and regulatory Health and Safety requirements. The Trustees meet regularly, and Health and Safety 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 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 Board of 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, monthly by the relevant member of staff or volunteer. 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

First Aid kits are available in the kitchens on both floors. If the contents of any first aid kit is used, a member of staff or Trustee must be informed. First aid kits will be checked weekly by the relevant member of staff or volunteer 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.

Suitable trained and competent persons should only administer first aid.

### Risk Assessment

The Community Coordinator will identify hazards and perform a Risk Assessment for the premises and the activities carried out by BSH. Hall user groups are responsible for carrying out risk assessments for their activities/services and sending a copy to BSH. The outcome of these assessments 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 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, hall users and visitors 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.

#### **Related Policies & Procedures:**

Fire Safety Policy

Agreed on *[Date]*.....

Signed.....

Name *[Print full name]*.....

Position.....