



Forest Row Village Hall

Health and Safety Policy

General statement of intent

Under Health and Safety law, it is the duty of Forest Row Village Hall as an employer to protect the health, safety and welfare of its employees. This includes other people, including our volunteers who might be affected by our activities.

The policy will be kept up to date, particularly as the organisation changes in nature and size to ensure our responsibilities are met in relation to:

- * Health & Safety at Work Act (1974)
- * Management of Health and Safety at Work Regulations (1999)
- * Health and Safety (display screen equipment) Regulations (1992)
- * Other relevant current legislation.

The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.

To ensure this, the policy and the way in which it has operated will be reviewed annually and reported to the Board of Trustees.

Responsibilities

Overall and final responsibility for health and safety in the organisation is that of Vivien Hill, hereafter referred to as the nominated Health and Safety Officer.

The Health and Safety Officer is responsible for this policy being carried out at the organisation's offices: Forest Row Village Hall, Lewes Road, Forest Row, East Sussex, RH18 5ES. Specifically, the Health and Safety Officer will:

- * Carry out annual risk assessments and implement any actions arising to ensure that accidents and work related ill health are prevented;
- * Provide clear instructions and information and adequate training to employees and volunteers on health and safety matters;
- * Engage and consult with employees on day to day health and safety conditions;
- * Implement emergency evacuation procedures;
- * Display the Health and Safety Law poster where workers can easily read it or provide each worker with the equivalent pocket card;

* Maintain safe and healthy working conditions and monitor that:

- safe stacking and storage methods are followed;
- standards of cleanliness and hygiene are maintained in kitchen areas;
- waste is disposed of safely in appropriate containers;
- corridors and exits are kept clear and free of obstruction;
- equipment in their work area is in good working order.

All staff and volunteers are responsible for bringing to the attention of the Health and Safety Officer any deficiencies in safety arrangements.

Staff and volunteers are also responsible for:

- * Taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;
- * Co-operating with others on health and safety;
- * Correctly using work items provided by their employer, including personal protective equipment in accordance with training or instructions; and
- * Not interfering with or misusing anything provided for their health, safety or welfare.

People with disabilities

If anyone involved in the activities of the organisation has a disability, the risk assessment will be reviewed to ensure that it covers additional risks that might be present for that person.

Accidents

All accidents are to be reported to the Health and Safety Officer and recorded in the organisation's accident book.

The Health and Safety Officer is responsible for reporting incidents, which come within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the appropriate Local Authority's Environmental Health Department. RIDDOR covers the following incidents:

- * work-related accidents which cause deaths;
- * work-related accidents which cause certain serious injuries (reportable injuries);
- * diagnosed cases of certain industrial diseases; and
- * certain 'dangerous occurrences' (incidents with the potential to cause harm).

Dangerous occurrences and damage incidents should be reported to the Health and Safety Officer as soon as they are identified. The Health and Safety Officer will keep suitable records and take appropriate action to avoid any repetition.

Accident records are located in the administrative office of the Forest Row Village Hall, Lewes Road, Forest Row, East Sussex, RH18 5ES.

First aid

First Aid Boxes are located in the Freshfield and Peter Griffiths Halls. The Health and Safety Officer is responsible for the First Aid Boxes.

Fire safety

All new staff and volunteers will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the Health & Safety Officer, practised annually and records maintained by the Health and Safety Officer of the evacuation time.

Electrical equipment

Electrical equipment is inspected annually by a qualified electrician.

The Health and Safety Officer will ensure a risk assessment is prepared and safe work practices are in place to ensure trailing wires are covered and fastened down, portable equipment is placed in a safe position, regular visual checks of equipment are made and equipment faults are reported and corrected.

Faults should be reported to the Health and Safety Officer.

Equipment for hire or use by visitors will be inspected visually prior to the event for loose connections and faults to plugs or cables. Equipment with known faults will not be used.

Electrical equipment will be PAT tested annually.

Display screen equipment

The organisation offers to all display screen users a free eye test with a designated optician on request where this is not related to a regular optician's appointment.

Supervisors will involve staff and volunteers in assessing their workstation and ensuring it meets their individual needs.

Information in adjusting their workstation and good work practices will be available from the Health and Safety Officer following HSE guidance.

Manual handling

Manual handling will be reduced as far as possible. The Health and Safety Officer will ensure a risk assessment is prepared of manual handling tasks and agree with staff and volunteers safe work practices. All staff and volunteers involved in manual handling will receive adequate training in manual handling. Work practices will be reviewed to meet individual needs, particularly where changes in health indicate they are not appropriate e.g. pregnancy, known back complaints. Staff and volunteers must bring to the attention of their supervisor any health problems that may be affected by handling activities.

Training

An induction programme with information about Health and Safety arrangements within the organisation will be provided to new staff and volunteers. Any updates or changes to these arrangements will be discussed at meetings.

Advice

If further information is required, contact the following:

Forest Row Village Hall Management Committee

01342 824961

bookings@forestrowvillagehall.org