

 **Parish of All Saints’ Halifax**

**Parish Hall**

**Health and Safety Policy and Procedures**

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**Section A: General Statement of Policy**

This document has been prepared in accordance with the provisions of the

Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy of the Trustees of All Saints’ Parish Hall, so far as is reasonably practicable, is to provide and maintain a safe and healthy environment for all Parish Hall Users and to provide such information and guidance as is needed for this purpose.

**The Parish Hall does not have a caretaker and The Trustees are not able to visit the Hall on a daily basis. The Trustees require the Parish Hall Users and contractors working in the Parish Hall, to have their own Health and Safety Policies in place and to implement them.**

The Trustees' Health and Safety Policy will be updated from time to time as required depending on the type of activities taking place in the Hall. To ensure this, the policy and the way in which it operates will be reviewed at regular intervals. This will be done by including an item on health and safety on the agenda for all meetings of the Parish Hall Trustees.

Parish Hall Users will be consulted in order to seek their views on health and safety matters from time to time.

Signed: Name:

On behalf of the Parish Hall Trustees

Date:

Review date:

**Section B: Organisation and Responsibilities**

**B.1 Responsibility of the Trustees of All Saints’ Parish Hall**

The Trustees have general responsibility for health and safety and it is their aim to ensure that arrangements are in place to satisfy Health and Safety regulations and appropriate Codes of Practice. Specific responsibilities are delegated to individual Parish Hall Trustees or their Representatives.

**Responsible persons**

Health and Safety Officer: Mr. Paul Gunningham

Safeguarding Officer : Mrs. Sheila Batty

Fire Safety Responsible Person Mr. Tony Knowles

Services Inspector: Mr. Paul Gunningham

Buildings Inspector: Mr. Paul Gunningham

Parish Hall Manager: Miss Sue Blackwell

**B.1.1 The responsibility of the Health and Safety officer is to be familiar with**

* the Parish Hall's Health and Safety regulations.
* the Parish Hall's Fire Safety and Evacuation regulations.

**B.2. Responsibility of Parish Hall Users**

All Parish Hall users have a responsibility to adhere to this Health and Safety policy and to take reasonable care of themselves and others whilst on the premises.

**Parish Hall users must therefore:**

* ensure that they know the Parish Hall Trustees’ policies and codes of practice for Health and Safety and Safeguarding Policy for Children, Young People and Adults.
* comply with safety rules, operating instructions and working procedures.
* ensure that First Aid procedures are in place and that a responsible adult is available to deal with minor injuries.
* use protective clothing and equipment when it is required.
* report any fault/defect or damage to the Parish Hall or Trustees' equipment immediately to the Hall Manager **(Tel number by internal front door)**.
* report all accidents (however minor) and injuries in the Accident Book kept in the labelled kitchen wall cupboard and report any potential safety hazards in the Incident book in the labelled kitchen wall cupboard.
* not misuse anything provided in the interests of health and safety.

**Section C: Arrangements (implementation of the policy)**

This section sets out the Parish Hall Trustees’ arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of Parish Hall users, visitors and contractors.

**C.1.** **Accidents and First Aid**

**The Parish Hall Trustees' will provide:**

* a First Aid box which is located in the labelled wall cupboard in the kitchen.
* an Accident Report book which is located in the labelled wall cupboard in the kitchen.

**C.1.1.** From time to time completed Accident Report Forms will be removed from the

 Accident Report Book and stored securely by a Trustee/Representative.

**C.1.2** From time to time the First Aid Box will be replenished with missing items by a

 Trustee/Representative.

**Parish Hall Users must therefore note that:**

* in the event of an accident, the First Aid Box may be used, if required. The details of the accident must be entered in the Parish Hall Accident Report book by a responsible person.
* items used from the First Aid Box must be listed in the Incident Book.

**C.2. Fire Safety**

The Parish Hall Trustees’ Policy is to fulfil their obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, they have undertaken an assessment of the fire risks in the Parish Hall and a Fire and Evacuation Policy has been separately provided.

**C. 2.1. Fire Protection Equipment checks**

Fire extinguishers are kept in the following locations:

 **Location** **Type of extinguisher**  **Capacity**

1. Front hall by front door Water 9 Litre
2. Kitchen CO2 2 Kg
3. Back Lobby Water 9 Litre
4. First Floor Room Dry Powder 2 Kg
* The extinguishers are checked every week by a responsible person to ensure that they are still in place and have not been discharged.
* The fire blanket will also be checked to see whether it has been used.
* The call points will be tested in rotation every week.
* The Emergency Lighting will be tested every six months.
* The whole fire alarm system will be checked annually by PF Services Ltd.

**C.2.2. Parish Hall Users' Responsibilities for Fire Safety**

 **Parish Hall Users must:**

* identify all designated fire doors, which are clearly marked as fire exits using the ‘Running Man’ symbol. These must remain unlocked while the Hall is in use and the exit routes must be kept clear of obstructions at all times.
* check that all doors can be opened.
* familiarise themselves with the access and egress to all parts of the building and have an agreed evacuation plan appropriate to the nature of their group.
* familiarise themselves with the location and deployment of the fire extinguishers and be able to use them if necessary.
* have fire evacuation drills every three months.

In the event of an emergency (fire/bomb threat, etc.), a designated responsible adult must take responsibility for evacuation in accordance with that group’s Health and Safety Policy. He must ensure that everyone evacuates to a Designated Assembly Point (The Trustees recommend the Parish Hall car park) and contact the emergency services immediately.

* **2**

**IF YOU DISCOVER A FIRE (no matter how small):**

* Immediately raise the alarm.
* Evacuate the occupants to the designated Assembly Point
* Telephone the emergency services.
* If you deem it safe to do so, check the building for occupants and direct them to the assembly point.
* Ensure clear access for the emergency vehicles.
* Do not allow anyone to re-enter the building until you are told that it is safe to do so by a member of the emergency services

**C.3. Electrical safety**

 **Misuse and abuse of electricity is a significant cause of fires and injury.**

 **Faulty electrical equipment can kill.**

**3.1. The Parish Hall Trustees' Policy is to ensure that**:

* every 3 months, the Services Inspector will visually inspect the fixed installation, the plugs and cables to ensure that there are no loose connections, worn flexes or trailing leads. Any necessary repairs will be carried out by a Part P electrician.
* every year, all portable electrical equipment will be PAT tested by a suitably qualified person. Any unsafe equipment will be disposed of.
* every five years the whole of the electrical installation will be inspected and tested by a Part P electrician. Any remedial work will be carried out by the electrician.
* a list of all portable electrical appliances owned by the Trustees will be kept by the Services Inspector.
* second hand electrical goods will not be sold on the premises.

**C.3.2. Parish Hall Users’ Responsibility for Electrical Safety**

**Parish Hall Users must:**

* visually check all electrical equipment before use.
* report any faults immediately to the Hall Manager.
* not attempt to use or repair faulty equipment.
* not bring any electrical equipment onto the premises unless

it has been PAT tested by a suitably qualified person.

* ensure that all electrical equipment is switched off and disconnected each time the building is vacated.
* ensure that all flexible cables are positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

**C.4. Gas equipment safety**

It is the Trustees' Policy to test and maintain the gas heaters and gas water heater every year. This will be carried out by a Heating Engineer who is registered with the Gas Safe Register. Any repairs required will be implemented immediately.

**C.5**. **Hazardous substances**

It is the Trustees' Policy to ensure that all hazardous cleaning materials are securely locked in a cupboard and can only be accessed by the cleaner and Hall Manager.

**C.6. Slips, trips and falls – condition of floors, steps and paths**

In order to reduce, as far as is reasonably practicable, the risk of slips, trips and falls, it is the Trustees' Policy to ensure that all floors and stairs in the Parish Hall and its external approaches are inspected by the Buildings Inspector every 3 months. The Building Inspector will instruct a competent contractor to carry out any repairs required as soon as possible. Any moss/algae growth and leaves, close to the entrance of the Hall, will be removed and cleared by the Hall Manager as and when required.

**C.7. Lighting**

In order to ensure that the Parish Hall is adequately lit, it is the Trustees' policy that all lights in the Parish Hall are tested every month to make sure that they are in working order. This inspection will be carried out by the Services Inspector and any bulbs that need replacing will be replaced by a responsible person.

**C.8. Preparation of food**

It is the Trustees' Policy that appropriate levels of hygiene are adhered to in handling and preparing food stuffs.

**Parish Hall Users must therefore ensure that:**

* only people competent in the preparation of food stuffs and who are aware of the appropriate levels of hygiene required for food preparation will be given the responsibility for preparing food stuffs.
* food stuffs are only prepared in the Parish Hall kitchen.

**C.9. Building Maintenance**

The Parish Hall Trustees’ Policy is to ensure that the building, as far as it is reasonably practicable, is safe, and without risks to the health, safety and welfare of all those who use it. Therefore,

* the Building Inspector will carry out an inspection of the inside and outside of the building every 3 months. If any repairs are required of a health and safety nature he will instruct a competent contractor to carry out the work as soon as possible.
* an asbestos survey has been carried on The Hall by a competent contractor to assess the presence or likely presence of asbestos material. Where necessary, asbestos has beenremoved by a licensed contractor. Information regarding any asbestos remaining in the building will be available to all contractors entering the premises and anyone else who may be affected who will be carrying out work on the premises.

**C.10. Safeguarding Policy** forChildren, Young People And Adults

The Parish Hall Trustees have adopted the Church of England National Safeguarding Policy. This Policy is available to all Parish Hall Users on the Trustees’ noticeboard in the Parish Hall and on line on the All Saints’ Church website.

**C.10.1. Parish Hall Users’ Responsibility for Safeguarding Children, Young People and Adults.**

**Parish Hall Users must:**

* have in place a comprehensive Safeguarding Policy relative to their specific activities and must adhere in practice to the principles expressed in the National Safeguarding Policy document .
* keep details of the numbers and ages of the young people involved in each group and names of the adult supervisors.
* take particular care to ensure that conditions of safe working practices are observed: **One adult should not routinely be alone with a group of children/young people or with one child/young person, whether this is in a building, in a car or out of doors**.

**C.11. Personal safety**

All Parish Hall users and contractors working alone in the Hall must assess the risks associated with lone working, and take appropriate steps for their personal safety, including having a mobile phone available in case of emergency.

**C.12. Risk assessments/activities**

Risk assessments will be carried out on all areas of the Parish Hall premises at regular intervals by a responsible person.

**C.13. Contractors**

Anyone entering the Parish Hall premises for the purposes of carrying out work, other than an employee or voluntary worker of The Trustees, will be regarded as a contractor.

**All contractors must:**

* have their own Health and Safety Policy (where required by law) and be able to provide a copy of the same.
* have appropriate Public and Employers’ Liability insurance in place
* comply with all the requirements of this Health and Safety policy, a hard copy of which is available in the Parish Hall and an email link to an electronic version will been provided.
* co-operate with the Trustees in providing a safe place of work and a safe system of operation.
* understand that they will be told where they are permitted to work and the extent of the work they are authorised to undertake.

**C.14. Information and Enforcement**

**Environmental Health Service Information**

**Further information regarding Health and Safety issues *can be obtained from Calderdale Council: Environment, Planning, Building Dept. Tel: 01422 288001 or customer.First@calderdale.gov.uk***