

Health and safety statement Sonning Common Village Hall

This is the statement of general policy and arrangements for:		Sonning Common Village Hall
Philip Collings, Parish Clerk		has overall and final responsibility for health and safety
Becky Jenkins, Deputy Clerk		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	Parish Clerk	Provide risk assessments, PPE, follow government guidelines. Open door policy for any issues to be raised.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Parish Clerk	Provide risk assessments and training for staff.
Engage and consult with employees on day-to-day health and safety conditions	Parish Clerk	Open door policy- staff encouraged and able to raise any issues as they arise.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Parish Clerk	Fire risk assessment to be completed by Sept 2020
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Parish Clerk	Risk assessments under taken, staff issued with guidance, instructions and training. Locked storage to be used for machinery/substances.

Signed: * (Employer)	Philip Collings	Date:	14/07/20
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Kitchen
First-aid box is located:	Kitchen
Accident book is located:	Kitchen

Risk assessment

Company name: **Sonning Common Village Hall**

Date of risk assessment: **14/07/20**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Users of the hall and car park may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects..	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways. Parking spaces for visitors with disabilities available to the rear of the hall. Good lighting in all rooms and corridors in hall. Users know (through hire agreement) to clear up spillages immediately. No storage in corridors. No trailing electrical leads/cables. No lone working. No lone working at height and or on unsecured ladders.	Arrange for loose flooring tiles tile to be repaired/replaced. Flooring to be monitored for any further maintenance issues.	Booking agent, Clerk, Deputy Clerk.	Sept 2020	
Work at height Eg changing light bulbs, cleaning windows, putting up decorations.	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	Appropriate, commercial stepladder securely stored and available for use. Hall committee members and cleaner know how to use the stepladder safely. Hall users told not to use ladders alone or without properly securing them first.	Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder Step ladder checked by maintenance team regularly.	Booking agent, Clerk, Deputy Clerk, Maintenance team.	Sept 2020	
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it	Entrance/exit to car park clearly marked Car park well lit. Skip/recycling collection takes place at times when hall not in use	N/A public car park	Booking agent, Clerk, Deputy Clerk, Maintenance team		
Hazardous substances Eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Mops, brushes and rubber gloves provided. Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely in cleaner's locked cupboard.	Cleaner reminded to check for dry, red or itchy skin on her hands and, if finding any, to go to doctors for advice and to tell the Clerk.	Booking agent, Clerk, Deputy Clerk, Maintenance team		

Electricity	Users risk electric shocks or burns from faulty equipment or installation	Fixed installation correctly installed by qualified electrician. All repairs by qualified electrician. Portable equipment checked for visual signs of damage before use. Hall users know they are responsible for any equipment used on site via hire agreement.	Make sure hall users know where the fuse box is and how to switch supply off in an emergency.	Booking agent, Clerk, Deputy Clerk, Maintenance team	Sept 2020	
Stored equipment	Stacked equipment could collapse.	User know that they must use racks provided to store tables and chairs carefully.	N/A	Booking agent, Clerk, Deputy Clerk, Maintenance team		
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	Chairs stored on trolleys, tables on racks.	Users to be reminded not to lift heavy items alone via hirer agreement.	Booking agent, Clerk, Deputy Clerk, Maintenance team	Sept 2020	
Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	No risk controls at present.	Asbestos in building- put up signs warning that it is asbestos and is not to be disturbed (and then make regular checks to ensure it remains undisturbed and the signs maintained). Damaged asbestos to be removed by specialist contractors. If hall is ever demolished/refurbished, asbestos should first be removed by specialist contractors	Booking agent, Clerk, Deputy Clerk, Maintenance team	Sept 2020	
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	Complete fire risk assessment	Ensure the actions identified as necessary by the fire risk assessment are done.	Booking agent, Clerk, Deputy Clerk, Maintenance team	Sept 2020	
Covid 19	Gatherings could promote the transmission of infectious illnesses such as Covid19.	Covid 19 risk assessment completed. Signage to remind users of hand washing, hygiene and social distancing implemented. Covid 19 instructions issued to hirers and hirers required to complete their own Covid 19 risk assessments for activities planned.	Keep on top of guidance and update instructions for users as required.	Booking agent, Clerk, Deputy Clerk, Maintenance team	On going.	

Assessment review date: 14/07/2021

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)