

SAND HUTTON & CLAXTON VILLAGE HALL

1. Health and Safety Policy statement

The Hall's Health & Safety Policy Statement was produced and duly signed by the Chairman in 2011. A copy was framed and displayed in the Hall.

The policy is reviewed annually by the Management Committee and updated as necessary.

1. Health and Safety Process

1.1 Risk assessments

In July 2011 the then Chairman and Vice Chairman of the management committee assessed the risks following the guidance in Five Steps To Risk Assessment.

- To identify potential hazards, they looked at HSE's web pages for free health and safety advice and guidance for small businesses; walked around the hall, car park and other areas with other members of the management committee, and a regular user of the hall, noting things that might pose a risk; and spoke to other users of the hall, and to people who had done jobs at the hall, to learn from their experience and to get their views on health and safety.
- They recorded who could be harmed by the hazards and how.
- They wrote down what controls were in place to manage risks and then compared these to the guidance on HSE's website.
- They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. They decided to tick off each action when it was completed and to record the date when it was done.
- The Chairman discussed the findings with the management committee. The committee decided to put in place all the additional risk controls the Chairman had suggested. They also decided that the risk assessment would be shown to all workers doing jobs at the Hall, and given to all users of the Hall, and that it would be discussed with the representatives of all groups using the Hall. A copy was also put in the kitchen. The management committee decided to review the risk assessments every year, or immediately if any changes occurred to the Hall or how it was used.

Between July 2011 and September 2014

- there were regular checks to ensure the various control measures to eliminate or mitigate risks were in place
- these checks included consideration of the activities taking place in the Hall; accordingly some risk assessments were altered and some new risks were assessed, appropriate control measures put in place and duly included in the regular checks.

V 2.0 of the Sand Hutton and Claxton Village Hall Health and Safety Document was written In October 2014. It incorporated aspects of the work done in July 2011 and the changes made since then, including, in October 2014, a number of revisions to risk assessments and risk assessments for a number of additional risks that were then identified.

V 2.1 of the Sand Hutton and Claxton Village Hall Health and Safety Document was prepared in June 2015 to incorporate a number of points arising since October 2014, particularly in relation to hazardous substances (page 8); smoke alarms and the use of fire extinguishers (page 11).

V 2.6 of the document was finalised in October 2018

V 2.7 finalised 4.July 2021. The key changes were the inclusion of risk assessments and control measures relating to Covid 19 (page 13) and Safeguarding (page 17) and reference to the role of helpers at events and activities.

V 2.8 June 2022 updated general approach to Covid control measures, removal of reference to wheelchair and electric socket safety plugs

1.2 Health and Safety checks

Every six months (January and July) at least two members of the Village Hall Management Committee formally check together that the various control measures to eliminate or mitigate the identified risks (see section 2 Risk Assessments below) are in place and the various related equipment is either functioning as it should or has been checked by a suitably qualified professional at the appropriate time.

The results and any action (taken or still to be done) is summarised and reported to the Management Committee.

In addition

members of the Management Committee are aware that whenever they are in the Hall, for meetings, activities or events, they need to be vigilant and take any necessary action when they see a situation or behaviour that is not consistent with good practice identified below

helpers at Hall activities and events are asked to familiarise themselves with the Health and Safety Policy, this Health and Safety Document, the Safeguarding Policy and the SH&CVH Safeguarding guidance for Trustees and be appropriately vigilant at events and activities

1.3 Guidance for users of the Hall

1.3.1 This is contained in the Standard Conditions of Hire and/or the Users Information Document. These are sent to all Hirers, who need to sign the Standard Conditions of Hire to confirm they have received and read them. Regular Hirers were sent new copies of these documents in October 2015 and asked to sign the revised Hiring Agreement. They will then be sent copies every 2 years (or when there are material changes) and asked to confirm agreement by signing another copy of the Hiring Agreement.

1.3.2 Kept in a folder in the top drawer in the kitchen to the right of the cooker are copies of the following documents/forms:

- Standard Conditions of Hire
- Users Information Document
- Village Hall Hiring Agreement
- Village Hall Equipment Hiring Agreement
- Accident and 'Near Miss' report forms
- Sand Hutton and Claxton Village Hall Health and Safety document (this document)
- Sand Hutton and Claxton Village Hall Safeguarding Policy
- Covid 19 protocol
- plan of the Village Hall

Manuals for the cooker, the Zip Hydrofoil water heater and microwave are also kept in this drawer.

The Standard Conditions of Hire, Village Hall Hiring Agreement, Village Hall Equipment Hiring Agreement, Users Information Document and this Health and Safety Document are also available on line at <http://www.claxton-sandhutton.org.uk/community/village-hall/>

1.3.3 The Hall's risk assessments are set out in section 2, below, of this Health and Safety Document.

Hirers are entirely responsible for the organisation of their event and for the health and safety of everyone attending.

The Hirer is wholly responsible for assessing and taking action to eliminate or mitigate all risks associated with their event.

The Hirer is also responsible as necessary for ensuring that the control measures set out in this document are complied with, as are the guidance and instructions set out in the Standard Conditions of Hire and the Users' Information Document.

Note: Hirers are not permitted, in or from the Hall or its grounds, to run activities such as sponsored walks/rides, contact sports, ball or similar games, firework displays, bonfires, bouncy castles, other inflatable devices and other similar activities. If they would like to run any of these or similar activities at or from the Hall they must first discuss with the BS and get the written agreement of the Trustees before the booking is confirmed. In the event that Hirers are then allowed to organise this type of activity they must make their own insurance arrangements as they would not be covered in any way by the Hall's policies.

2. Current risk assessments

The current risk assessments together with the agreed controlled measures are listed below

Those at risk are

- volunteers or contractors working in the Hall or delivering to the Hall
- people running or attending events/meetings/other activities in the Hall (Hirers or Users)

Note: where particular individuals or groups are at risk this is referred to in the Risk column below

Note on the severity of potential injuries – for all the identified risks it's probably more likely than not that, in the event of an accident, the injury would be relatively minor or, if more serious not that likely to result in long term damage. However, *all* the identified risks have the potential to cause serious long term damage and in certain circumstances some could potentially be fatal. This is more likely to be the case if the person involved is a child or elderly. Accordingly it is important the control measures identified below are in place and checks are made to see they are.

Hazards with the potential to cause injury or illness	Risk nature of possible injuries or illness	Control measures - action to eliminate or mitigate risks	Checks	Responsibility	When
<p>Slips, trips and falls,</p> <p>uneven surface of car park</p> <p>slippery floors</p> <p>wheel chairs & push chairs</p> <p>trailing electrical cables</p>	<p>injuries such as</p> <ul style="list-style-type: none"> - fractures, cuts or bruises - possibly to head in certain instances 	<p>car park surface maintained to be as even as possible</p> <p>de-icing grit available by Hall door</p> <p>Users Information Document requires Hirers, as they see necessary, to use the grit available by Hall door parking spaces for visitors with disabilities available close to Hall entrance.</p> <p>mats at entrances to stop rain water being carried in</p> <p>lighting is good enough and works</p> <ul style="list-style-type: none"> - in car park - all rooms and corridors <p>Hall and other floors are not slippery</p> <p>Users Information Document requires hirers to clear up spillages immediately and advises where the Hall's equipment for this is kept (note - Hirers are asked to clean up spillages in an appropriate manner to avoid damage to the floor and any other risks that might be associated with the spillage)</p> <p>no items stored in corridors.</p> <p>Users Information Document requires Hirers to</p> <ul style="list-style-type: none"> - secure trailing electrical cables (Gaffer tape to secure leads available in Committee Meeting Room cupboard) 	<p>check in 6 monthly inspections - June and December</p> <p>check at June inspection</p> <p>check in 6 monthly inspections</p> <p>check at June inspection</p> <p>check in 6 monthly inspections</p> <p>check at June inspection</p>	<p>Management Committee – at least two together</p>	<p>Six monthly January and July</p>

<p>Roof tiles slip off onto paths</p> <p>Falling items</p> <p>- bookshelves</p> <p>- books from shelves</p> <p>- paintings, notice boards, tapestry fixed to walls</p> <p>- stacked furniture</p> <p>Bowls mat in Committee Meeting Room topples over</p>	<p>Also to people in neighbours' (Bayley's) garden</p> <p>To Bowls Club members when moving mat</p> <p>To other people or unsupervised children who try to move the mat</p>	<p>- keep corridors and all entrances/exits clear at all times during their events</p> <p>- Bayllys informed of risk (June 2014)</p> <p>- tiles are secure</p> <p>- any work done by a competent professional</p> <p>all bookshelves fixed to wall</p> <p>unsupervised children not allowed in Committee Meeting Room</p> <p>- sign in place</p> <p>- referred to in User Information document</p> <p>- books stored sensibly on shelves or in boxes on floor</p> <p>All heavy items securely fixed to walls</p> <p>Hirers know (Users Information Document and signs) and that they must stack tables and chairs carefully so that they do not collapse</p> <p>Bowls Club are responsible for their own H&S with regard to their activities. Nigel Davies (Bowls Club member) says the Club is well aware of the risk, know how to handle the mat and act accordingly</p> <p>signs up telling users</p> <p>- not to touching bowls mat</p> <p>- unsupervised children not allowed in Committee Meeting room</p> <p>Referred to in User Information Document</p>	<p>check (visually) in 6 monthly inspections and after unusually high winds</p> <p>check in 6 monthly inspections</p> <p>check at June inspection</p> <p>check in 6 monthly inspections</p>		
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<p>Furniture Collapses</p>		<p>[note – mat is behind a curtain and there is no reason for people other than Bowls Club members to touch or move it]</p> <p>Hall Hirers/users are asked (Users Information Document) to check condition of chairs and tables whenever put out/away</p> <p>condition of chairs and tables checked</p>	<p>check at June inspection</p> <p>check at December inspection</p>		
<p>Working at height</p> <p>Risk of falling when changing light bulbs, cleaning windows, putting up decorations etc.</p>	<p>injury from fall or due to ladder collapse</p> <p>potentially serious if someone falls from the top of a ladder</p>	<p>appropriate commercial stepladder securely stored in shed and available for use.</p> <p>small steps in kitchen for use when accessing cupboards</p> <p>Hall users know (through Hire Agreement and Users Information Document) they are responsible for using the stepladder safely and where guidance is.</p> <p>Hall committee members and cleaner know how to use the stepladder safely.</p> <ul style="list-style-type: none"> - step ladders in place and fit for purpose - HS guidance displayed with stepladders - steps in kitchen in place and fit for purpose 	<p>check in 6 monthly inspections</p> <p>at June inspection</p> <p>check in 6 monthly inspections</p>		

<p>Childrens' toys and play equipment in shed</p>	<p>to children playing with toys, slide and other play equipment</p>	<p>Users Information Document makes it clear hirers should not use the toys or play equipment stored in the shed</p> <p>notice in the shed forbidding their use</p>	<p>Check at June inspection</p> <p>check in 6 monthly inspections</p>		
<p>Manual handling</p> <p>injuries caused by lifting objects incorrectly or which are too heavy</p>	<p>risk of muscular/skeletal injury</p>	<p>Users Information Document reminds people of the importance to take care when lifting/carrying and getting help when necessary</p> <p>notices by furniture stacks in Hall and shed</p>	<p>check at June inspection</p> <p>check in 6 monthly inspections</p>		
<p>Asbestos</p>	<p>hirers, volunteers, contractors, carrying out normal activities at very low risk</p> <p>Asbestos only poses risk if fibres are released into air and inhaled. maintenance workers most at risk.</p>	<p>advised by Pete Tidball and David Brewer in 2012 (and checked with Pete in October 2014) that they had checked the building (including roof space)and as far as they can tell there is no asbestos in Hall</p> <p>29.5.2018 Report on asbestos check by ITD Yorkshire Ltd. Conclusion – no asbestos as far as could tell but not able to access all of roof space, though no reason to believe different material used in different parts of roof.</p>	<p>Provide all contractors working on building with copy of report and advise them to stop work and report to Hall committee if they think they find any material that may be asbestos</p>		
<p>Fire</p> <p>In any part of the Hall or on site caused by</p> <p>cigarettes or other items</p> <p>highly flammable substances, combustible decorations, decorations near lights/heaters</p> <p>Naked flames</p>	<p>Hirers/users could suffer serious or fatal injuries from smoke inhalation/burns from fire caused by</p>	<p>Smoking is not allowed in the Hall or outbuildings</p> <p>People are discouraged from smoking elsewhere on site and are required to ensure any cigarette butts (or other smoked items) are completely extinguished and disposed of in an entirely safe way</p> <p>Hirers informed in Standard Conditions of Hire and the Users Information Document and by notice on Notice Board</p>			

<p>deep fat frying</p> <p>a fault in the electrical system or with an electrical appliance</p>		<p>Standard Conditions of Hire explicitly prohibit</p> <ul style="list-style-type: none"> - highly flammable substances and combustible decorations - other decorations being put near lights/heaters <p>- naked flames</p> <p>The Users Information Document and a notice in the kitchen explicitly prohibit fat frying in the kitchen</p> <p>See Electricity section of this document</p> <p>General measures to prepare for the event of a fire</p> <p>Standard Conditions of Hire and Users Information Document contain guidance on how Hirers are required to prepare for the event of a fire and what they should do if there is one – this includes the necessary checks and preparation when they enter the Hall. The Hirer is responsible for ensuring these necessary arrangements are in place at the Hall for their event. These (listed in the Standard Conditions of Hire and in the Users Information Document) are</p> <ul style="list-style-type: none"> - nominating and briefing people to <ul style="list-style-type: none"> help in the event of an emergency evacuation (Standard Conditions of Hire and the Users Information Document contain details) familiarize themselves with the location of the fire extinguishers and to use them if needed <p>[information on how to use fire extinguishers is included in the Users Information Document and there are instructions on each extinguisher]</p> <ul style="list-style-type: none"> - ensuring exits and corridors are kept clear - emergency exit lights are switched on 	<p>check at June inspection</p> <p>check in 6 monthly inspections</p> <p>check in 6 monthly inspections</p>		
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		<p>Other control measures are</p> <ul style="list-style-type: none"> - emergency exit lights work - emergency lights (in event of power cut) work - fire alarm works - notices in place - corridors and exits are clear when Hall not in use <p>Fire doors are not propped open</p> <p>Kitchen door closed when kitchen is not in use</p> <p>5 smoke alarms are in place and working</p> <p>3 fire extinguishers are</p> <ul style="list-style-type: none"> - in position - checked by a qualified professional <p>fire blanket in place in kitchen by door</p>	<p>replace batteries annually</p> <p>check in 6 monthly inspections check annually</p> <p>check in 6 monthly inspections</p>	<p>Management Committee - to arrange service engineer</p>	
<p>Biosecurity</p> <p>Legionnaires Disease</p> <p>Legionella bacteria pose a risk in larger water systems; can also live in smaller systems.</p> <p>HSE guidance refers to potential problems with showers or sprayed water as legionella can be spread by the inhalation of water droplets</p>	<p>Serious respiratory illness, potentially fatal in some circumstances</p>	<p>There are no showers or water sprays in the Hall</p> <p>Cold water is direct from the mains supply with no cold water stored on site</p> <p>Because of this there would appear to be no specific risks but the following are checked</p> <ul style="list-style-type: none"> - water (hot and cold domestic system) is not kept at 20-45C (check temperature from cold and hot taps) - hot water from taps is 50 - 60 deg C - heating system header tank covered to prevent vermin access checked by H2O (qualified plumber) 	<p>check in 6 monthly inspections</p> <p>check when in roof</p>		

<p>Covid 19 infection due to inhalation of virus or touching surface on which virus is present</p>	<p>Serious illness with many and varied symptoms, potentially fatal. Older people and those with preexisting health conditions are particularly vulnerable</p>	<p>The Hall has User protocol designed to reduce the risk of Covid 19 infection. It is revised as necessary to reflect the latest government guidance and instruction</p> <p>The protocol requires the use of hand sanitisers and sanitising wipes; these are available in the Hall and checked regularly</p> <p>All Hirers confirm they understand they have read and will follow the protocol</p>	<p>Check and revise when government guidelines and instructions change</p> <p>Check items listed in protocol are in place</p> <ul style="list-style-type: none"> - Hirers asked to report any missing items - 6 monthly inspections <p>Check in 6 monthly inspections</p>	<p>Philip Orton/ John Short</p> <p>Hirer</p> <p>Management Committee – at least two together</p>	
<p>Heating system</p> <p>Leaks or malfunction could cause floors to be slippery or fumes in the kitchen or the Hall to be too cold for certain activities</p>		<p>boiler serviced as required</p> <p>radiators aren't leaking</p> <p>boiler isn't leaking</p> <p>oil tank isn't leaking</p>	<p>check in 6 monthly inspections</p> <p>check in 6 monthly inspections</p> <p>checked by H2O 25.2.2013 and by trustees when in roof space</p> <p>annually</p> <p>check in 6 monthly inspections</p>	<p>Management Committee - to arrange service engineer</p>	
<p>Food Safety</p> <p>kitchen</p> <ul style="list-style-type: none"> - environment - implements and equipment 	<p>To those preparing, serving or eating food or in the kitchen whilst it is being prepared there's risk of</p>	<p>The Standard Conditions of Hire says 'Hirers, shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. In particular dairy products vegetables and meat on</p>	<p>check at June inspection</p>		

<p>Food/drink unfit to eat because of</p> <ul style="list-style-type: none"> - bacterial growth - chemical or microbiological contamination contracted during transportation, preparation, cooking, serving or storage <p>food/drink contains an ingredient or ingredients which may cause an allergic reaction in one or more people</p> <p>General Kitchen Safety</p>	<ul style="list-style-type: none"> - scalding , burns and cuts - illness or infection resulting from bacterial growth in the food or further contamination by micro-organisms, chemicals, etc. - an allergic reaction which may be minor or extremely serious, potentially resulting in death in particular circumstances 	<p>the premises must be refrigerated and stored in compliance with the Food Temperature regulations.</p> <p>For Village Hall events a notice will be displayed by the serving hatch saying "if you have an allergy to a particular food/drink ingredient, or are responsible for someone who does, please note that we are not able to guarantee that the food/drink available at this event does not contain any particular ingredient. If Hirers wish to use this notice a copy is in the Information Folder in the top in the top drawer, to the right of the cooker, in the kitchen (Please return it to the folder after use)</p> <p>equipment provided</p> <p>separate sinks are</p> <ul style="list-style-type: none"> - provided for washing hands and food - appropriate signs in place <p>gloves are available for use when required</p> <p>separate chopping boards are</p> <ul style="list-style-type: none"> - provided for cooked and uncooked food - marked accordingly <p>thermometer provided for checking fridge temperature (in top kitchen drawer to right of cooker)</p> <p>knives and sharp implements stored in drawers</p> <p>volunteers take sensible precautions</p> <p>below are a number of common sense points that volunteers helping at Village Hall events and preparing or serving food in the kitchen are asked to observe</p>	<p>Check 6 monthly</p>		
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<p>cooking</p> <p>serving</p> <p>further storage</p>		<p>uncooked food</p> <p>adequate cooking at safe temperature - check cooking times/temperatures as necessary</p> <p>carry out routine temperature checks as necessary</p> <p>take care with hot dishes</p> <p>advise recipients as necessary when food, dishes or plates are hot</p> <p>separate raw & ready to eat foods</p> <p>cover or wrap foods</p> <p>store at appropriate temperatures</p> <p>check temperatures & carry out visual checks</p>			
<p>Safeguarding of</p> <p>-children under 18</p> <p>- vulnerable adults</p>	<p>1. At Village Hall organised events</p> <p>Trustees see or hear things that lead them to believe</p>	<p>Village Hall has</p> <ul style="list-style-type: none"> - a Safeguarding Policy and actively follows it - the policy is reviewed every two years - a nominated Safeguarding lead trustee 	<p>Check at June H&S check</p>	<p>Management Committee, at least two together</p>	

<p>Added December 2020</p>	<p>- someone is being or at risk of being abused or neglected</p> <p>2. At events run by organisations that hire the Hall and have children under 18 or vulnerable adults at the event organisers don't take the steps necessary to prevent abuse or grooming at the event</p> <p>3.If the Hall were in use by more than one organisation at the same time Children, young people or Vulnerable Adults at one event may be at risk from people at another event</p>	<p>All trustees</p> <ul style="list-style-type: none"> - on appointment sign the SH&C VH Trustee Eligibility form the Trustee Code of conduct - have read and understand the SH&CVH Safeguarding Policy and Safeguarding Guidance for trustees - have completed the Community First Yorkshire Safeguarding training - know when/how to report concerns/ incidents. <p>All trustees will remain alert/vigilant during events/activities to the possibility that they may encounter evidence of a Safeguarding issue</p> <p>Helpers at Village Hall events/activities are familiar with the Safeguarding Policy and briefed on their responsibilities</p> <p>All formally constituted organisations hiring the Hall, have a Safeguarding Policy</p> <p>Hiring organisation confirms, as necessary on Village Hall Hire form for the event</p> <p>Village Hall Booking Secretary checks before confirming the booking</p> <p>[Note: this does not apply to private individuals hiring the hall for private or family events or clubs such as bowls Club or Greenfinger Tips Gardening Clubs which are not formally constituted.]</p> <p>The Hall is not hired out to more than one organisation at a time.</p> <p>Occasionally the Village Hall Committee may wish to use the committee room whilst another activity is taking place in the hall.</p> <p>In any event this will only happen with the agreement of the Hirer. If the other activity involves children or vulnerable adults appropriate arrangements will be made</p>	<p>Check 6 monthly</p>		
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	<p>4. Contractors who haven't been DBS checked working at the Hall when children or vulnerable adults were at an activity in the Hall</p> <p>5. Children, young people and vulnerable adults unsupervised in the car park and area around the Hall are at risk of tripping, from cars and inadvertently wondering onto the road</p>	<p>Contractors do not normally work at the Hall when it's otherwise in use. If it were to be necessary and children or vulnerable adults were expected at the event then appropriate arrangements would be agreed with the hirer.</p> <p>Event organisers made aware of this in the User Information Document and are responsible for taking the necessary precautions</p>			
All Village Hall organised events	<p>In addition to the various risks itemised above there may be some specific risks associated with a particular event</p>	<p>For each event the trustees running the event will</p> <ul style="list-style-type: none"> - review the risks itemised above and see if there are any which require any different control measures for the event - consider the event itself and identify any additional risks. As considered necessary appropriate control measures will be put in place to mitigate each risk 	<p>Check this was done at June H&S check</p>	<p>Management Committee, at least two together</p>	