**Health and Safety Policy**

***The Health, Safety and Welfare of all those managing, using and visiting Neuadd Goffa Criccieth Memorial Hall (“the Hall”) is paramount at all times.***

**The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.**

The policy of the Committee is to take reasonably practicable measures in relation to the management of the Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. provide healthy and safe working conditions, equipment and systems for everyone who works at or uses the Hall;
2. keep the Hall and equipment in a safe condition for all users;
3. provide all necessary support and information to Hall users, hirers and outside contractors.

The Committee will work in the furtherance of these aims by:

* 1. identifying and assessing risks;
  2. recording assessments and regularly reviewing them;
  3. eliminating or controlling risks;
  4. monitoring compliance and work conditions;
  5. establishing a clear, sensible and practical safety organisation and arrangements.

# DUTIES

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

1. to follow health and safety instructions and to report dangers;
2. to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
3. as regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

# GENERAL

This policy and other relevant documents, including the Terms and Conditions of hire, will available to download from the Hall website - [www.CricciethMemorialHall.com](http://www.cricciethmemorialhall.com). Copies will be kept on site.

All hirers, contractors and committee members will be supplied with a copy of the Fire and Evacuation plan, and are expected to familiarise themselves with it.

All hirers will be expected to read through the whole of the Terms and Conditions of Hire and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Committee members with specific responsibilities for aspects of Health & Safety will report as necessary to The Committee.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

Apart from Officers of the Management Committee and the Caretaker, **no one** is allowed in the building without prior permission from the Bookings Officer EXCEPT cleaning staff with prior permission from the Caretaker. *See also Out of Bounds Areas*

# RESPONSIBILITIES & ORGANISATION PROCEDURES

**General Responsibilities:**

1. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
2. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Committee. iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee.

**Hirers** are responsible for:

1. complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
2. ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
3. designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
4. ensuring that highly flammable substances are not brought into or used in any part of the premises;
5. seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
6. checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

**Contractors** are responsible for:

1. safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability

Insurance;

1. having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
2. advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

**The Committee** are responsible for:

1. ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
2. ensuring that the Health and Safety Policy is fully implemented; iii) monitoring compliance with Health and Safety guidelines; iv) regularly assessing and reviewing risks and recording such risks;
3. keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
4. taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
5. making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
6. making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
7. cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

**The following officials have been delegated by the Management Committee to manage the following:**

| **Item** | **Responsibilities** | **Person Responsible** |
| --- | --- | --- |
| **Annual Testing/Safety**  **Certificates** | Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required. | Buildings Officer |
| **Checking Accident**  **Reports at least weekly or as advised of incidents.** | Caretaker to check weekly, and report to Buildings Officer. | Caretaker  Buildings Officer |
| **Defibrillator** | Weekly check | Caretaker |
| Management, replenishment of pads etc. & liaison with ambulance service | Secretary |
| **First Aid Equipment** | Weekly check | Caretaker |
| Replenishment | Buildings Officer |
| **Fire Risk Assessments/**  **Monitoring** | Complete Fire Risk Assessment, monitor and update as necessary. Report to and advise relevant people to inform hirers/contractors as necessary if amendments are made. | Chair |
| **Implementation of**  **Policy** | Co-ordinate overall management of policy, including amendments and annual review | Chair |
| **Information to Hirers** | For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement. | Bookings Officer |
| **Information to**  **Contractors** | Liaise with contractors (including self-employed persons) before work is started. Gain their  acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities. | Buildings Officer |
| **Inspection of Ladders** | Pre-use inspection | Users |
| Annual inspection | Buildings Officer |
| **Safety Notices** | Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans. | Buildings Officer |
| **Reporting Accidents, Incidents & Hazards** | Reports to be made to Bookings Officer, who will inform appropriate Officer for further action. Accidents to be recorded in the accident book. | Everyone & Bookings Officer |
| **RIDDOR** | Complete RIDDOR forms as necessary. | Chair |
| **Risk Assessments/**  **Monitoring** | Complete Risk Assessment forms, monitor and update as necessary. Report to committee and advise relevant people to inform hirers/contractors as necessary if amendments are made. | Chair |
| **Routine Maintenance, Cleaning & Inspection of Premises** | Routine inspection and maintenance, in accordance with instructions issued. | Caretaker |
| Management | Buildings officer |
| **Stage Equipment** | Authorisation of users of lighting and sound equipment.  Annual inspection of the Tallescope  Annual inspection of the ‘hemp’ flying systems.  Authorisation of users of the ‘hemp’ flying system.  Maintenance of stage lighting & sound equipment.  Safety checks of scenery and staging, as required. | Technical Consultant |

# RAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

## Premises

* Entrance and exit routes must be clear of obstacles and hazards at all times that people are entering or leaving the building.
* Signs must be used to identify wet floors. When the building is open to the public or hirers, they must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
* The premises should be adequately heated, such heating to be used in accordance with manufacturers’ instructions and to be adequately maintained and regularly serviced. Radiators, pipes and electric heaters should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
* Washbasins shall have a maximum water temperature of 41 degrees. Kitchen sinks shall have a maximum water temperature of 60 degrees; they must have a warning notice to this effect, in both English and Welsh.
* Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
* Spills must be cleared up quickly to prevent slipping.
* Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
* Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
* Hirers and contractors should report any electrical faults, such as a tripped circuit, to the Bookings Officer, so that the Buildings Officer and Caretaker can investigate.
* Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
* Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers. Their placement will be marked on the Fire and Evacuation Plan.
* All hirers must make themselves aware of the procedure to follow in the event of fire.
* All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
* As good practice hirers should have a method to account for the number of persons present during their hire.
* Catering equipment, such as cookers, microwaves and hotplates, must not be left unattended. They can only be used in the Main Hall kitchen. The main part of the Green Room may be used, by prior arrangement with the Bookings Officer. The Green Room kitchenette must not be used, as it has no fire detection equipment.
* Kettles should not be over-filled, nor should the leads be left to trail over the edge of the work top.
* Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
* All cleaning solutions etc. must be kept out of the reach of children.
* Due care should be exercised in car park areas.
* All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
* Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
* All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
* Care should be exercised when pulling the loaded trolley from under the stage, where possible two adults should assist with this. When replacing tables and chairs onto the trolley be mindful of the potential for injury to hands/fingers if due care is not exercised.
* Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

## Working Practices

It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

* Do not attempt to lift anything that you know to be beyond your capability.
* Ask for help with large, heavy or awkward items.
* Where possible, lighten the load, separate items so that they are more manageable.
* When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.

Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:

* Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
* Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
* Ask for help if necessary.
* Do not work at height, on steps or ladders until they are properly secured and another person is present.
* Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.
* Ladders should be used properly, in accordance with the best practice guidance ‘Safe use of ladders and stepladders’, as published on the Health and Safety Executive website. Any faults with ladders should be reported to the Buildings Officer

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## Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

* Disposable paper hand towels must be provided.
* Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
* All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
* Hands must be thoroughly washed before food preparation.

## First Aid

First aid kits are available, and the locations are shown on the Fire and Evacuation plan. When they are used, the accident book should be filled in and the Bookings Officer informed.

## Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept by the first aid kit behind the tea bar, in the Main Hall.

The important details to be recorded are:

* the name of the casualty
* the date, time and place that the incident/accident occurred
* the cause of the accident i.e. what happened
* a brief description of the injury (if any) sustained
* the first aid (or other) treatment administered and by whom
* whether or not medical aid had to be sought
* the name of the person who dealt with the incident.

## Feedback and Incident Reporting

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to report it to the Bookings Officer, Buildings Officer or Chair as soon as possible. The Bookings Officer can be contacted on 01766 523672, which diverts to their mobile phone.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or take it out of use by putting a ‘do not use’ sign on it.

# USE OF THE STAGE & STAGE EQUIPMENT

* Members of the public should not be allowed backstage or on the stage unless they are part of a suitably organised group or are supervised by a competent person familiar with the stage.
* Where a hirer requires use of the stage, the Bookings Officer shall ensure that the planned usage is suitable for the venue.
* Where scenery or technical equipment is being used (both Hall and brought in equipment) they will ensure that a suitably competent technician is present.
* The Tallescope should only be used by competent users, and with permission from the Bookings Officer.
* Any staging, scenery or technical equipment erected must be installed in accordance with UK standard theatre practice. The Bookings Officer reserves the right to carry out spot safety checks at any time, or to designate a competent technician to carry them out on their behalf.
* Only persons authorised by the Bookings Officer or Buildings Officer are permitted in the Control Room.
* All stage technical equipment, including the sound, tallescope, stage lighting or hemp flying system, curtains and drapes must be used in accordance with the manufacturer’s instructions, any instructions issued by the Hall and/or UK standard theatre practices.

# OUT OF BOUNDS AREAS

* Hirers and users are only normally permitted in the following areas:
  + Front of House – toilets, main kitchen, corridor and lobby.
  + Main auditorium.
  + Green Room, including the kitchenette, WC by the back door and corridor/lobby.
* Hirers and users are only permitted in the auditorium balcony, the stage and backstage areas with permission with the Bookings Officer.
* Only designated users are permitted to access private store cupboards (as shown on the General Layout plan of the building).
* NO ONE is permitted in any attics, the balcony void, the plant room or on any roof without prior permission from the Buildings Officer.