



Maynard Place, Cuffley, Potters Bar, Herts. EN6 4JA
Telephone: 01707 875389 Email: info@cuffleyhall.co.uk

Health and Safety Policy

The health, safety and welfare of all those managing, using and visiting Cuffley Hall is paramount at all times.

The Management Committee, as trustees of the Charity and as managers 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 Cuffley 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 our Committee Members, Employees and Hirers;
2. keep the Cuffley 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 to the building;
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, Employees, 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 and be responsible for risk assessments where applicable;
3. to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

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.
3. 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 use of appropriate means (e.g. 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 for hire, as set out in the Terms & Conditions 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 regards 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 procedures;
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 any portable electrical equipment brought onto the premises is safe to use.

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

The Management Committee is responsible for:

1. ensuring that all Committee Members, Employees, 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;
3. monitoring compliance with Health and Safety guidelines;
4. regularly assessing and reviewing risks and recording such risks;
5. keeping a record of any incident or action 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;

6. 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 actions;
7. making such arrangements and releasing funds as may be necessary to assist in the implementation of the policy;
8. making such representations to Committee Members, Employees, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy;
9. co-operating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

PROCEDURES

The Health and Safety Policy will be available on the Hall website – cuffleyhall.co.uk/hspolicy

All hirers will be expected to read through the whole of the Hiring Terms & Conditions and sign the booking form as evidence that they agree and accept these conditions. The booking 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 and Safety Policy, any identified risks and their responsibilities.

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, Employees, Hirers, Contractors and Users of the Hall.

GENERAL GUIDELINES TO BE ADHERED TO

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

Premises

1. The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
2. Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried. Spills must be cleared up quickly to prevent slipping.
3. 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 and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
4. Water should not be heated above 60 degrees Centigrade.
5. Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
6. Any concerns regarding any electrical installation, plug, lead, etc., must be notified to the appropriate person/authority immediately.
7. Any electrical equipment where there are signs of damage, exposure of components, or water penetration, etc., must not be touched or operated.
8. Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
9. Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.

10. All hirers must make themselves aware of procedure to follow in the event of a fire.
11. All hirers should be aware of the positions of Fire Exits and must ensure that these are kept clear at all times.
12. As good practice hirers should have a method to account for the number of persons present during their hire.
13. If the oven/cooker is in use it should not be left unattended, even for a short time.
14. Kettles and urns should not be over filled nor should the leads be left to trail over the edge of the work surface.
15. Children should be closely supervised at all times, and not permitted to enter the kitchen.
16. All cleaning solutions etc. must be kept out of reach of children.
17. Due care should be exercised in the car park.
18. 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.
19. Any free standing equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
20. 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 place on a shelf cannot fall or be knocked and so cause injury.
21. Care should be exercised when removing items stored under the stage, where possible two adults should assist with this. When stacking tables and chairs for storage, be mindful of the potential for injury to hands/fingers if due care is not exercised.
22. The mobile access tower must only be used by persons who have been trained to assemble, use, dismantle and store it safely.
23. The stairlift must only be used under the supervision of a suitably trained person.
24. 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:

1. Do not attempt to lift anything that you know to be beyond your capability.
2. Ask for help with large, heavy or awkward items.
3. Where possible, lighten the load, separate items so that they are more manageable.
4. 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 a wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others acting responsibly. In order to do this the following guidelines should be followed:

1. 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.
2. Use an appropriate ladder or steps 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.
3. Ask for help if necessary.
4. Do not work at heights 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.

Hygiene

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

1. Disposable paper towels are provided in the kitchen.
2. 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 dealing with spilt blood from whatever cause.
3. All surfaces at which food is to be prepared or eaten, must first be thoroughly cleaned with an appropriate cleaner.
4. Hands must be thoroughly washed before food preparation.

First Aid

Well stocked and appropriately labelled First Aid Boxes are available in the kitchen, and in the foyer area by the pay phone.

Incident Book

This book is to be used by hirers and users of the Hall to record potential hazards and equipment faults. All incidents must be reported to a member of staff within 24 hours. In the absence of a member of staff the incident should be recorded in the Incident Book which can be found attached to the notice board in the foyer.

The important details to be recorded are:

1. Date of entry;
2. The name of the person entering the incident;
3. A brief description of the incident;
4. Any action (where appropriate) taken.

Accident Book

This book is to be used to record all cuts, bumps, falls, etc., as well as more serious accidents and near misses. All accidents must be reported to a member of staff within 24 hours. In the absence of a member of staff the accident should be recorded in the Accident Book which can be found attached to the notice board in the foyer.

The important details to be recorded are:

1. The name of the casualty;
2. The date, time and place that the accident occurred;
3. The cause of the accident i.e. what happened;
4. A brief description of the injury (if any) sustained;
5. The first aid (or other) treatment administered and by whom;
6. Whether or not medical aid had to be sought;
7. The name of the person who dealt with the accident.

The Management Committee has delegated responsibility for Health & Safety related tasks as follows:

Risk Assessment Manager	Update policies and risk assessments and present them to the Committee for approval.	Chairman
First Aid Boxes	Check and replenish monthly.	Admin staff
Reporting Accidents and RIDDOR	Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary.	Admin staff
Check Incident Book monthly, or as advised of incidents	Instigate any actions necessary to remove risks, e.g. repairs. Report to Committee at each meeting or as soon as necessary.	Caretaker
Information to Hirers and Users of the Hall	For each booking check that new hirers have read and agreed to T&C. When amendments made to H&S Policy/Risk Assessments, contact all hirers and users to inform and gain their acknowledgement.	Admin staff
Information to Contractors	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the H&S Policy/Risk Assessments and are aware of their responsibilities.	Caretaker
Risk Assessments and Monitoring	Complete Risk Assessment forms, monitor and update as necessary. Report to Committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Caretaker
Fire Risk Assessment and Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to Committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Caretaker
Annual Testing and Safety Certificates	Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers etc. Keep relevant register of testing in Licence File.	Caretaker
Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of the Evacuation procedures and floor plan.	Admin staff
Implementation of Policy	Co-ordinate overall management of H&S Policy including amendments and annual review.	Chairman