

ALEXANDRA HALL LLANGAMMARCH WELLS

HEALTH AND SAFETY POLICY

Statement of Intent

The Alexandra Hall Management Committee (AHMC) is committed to the achievement of the highest possible standards of health, safety and welfare and therefore accepts the obligations imposed by all relevant health and safety legislation and approved codes of practice to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, students, volunteers, visitors and contractors.

AHMC will take all reasonable and practicable steps to ensure the health, safety and welfare of the individual according to the particular circumstances of their visiting the Alexandra Hall.

This will be achieved by :

- Providing and maintaining premises, plant, equipment and systems of work, which are safe and without risk to health.
- Ensuring the safety and absence of risks to health in connection with the use, handling, transportation and storage of articles and substances
- Ensuring that all workplaces are safe without risk to health and that access to and egress from the workplaces are safe and without risks.
- Providing and maintaining a working environment that is safe and that adequate facilities and arrangements for the welfare of staff, volunteers, students, and visitors exist.
- Providing such information, instructions, supervision, and training as is necessary to ensure the health, safety and welfare of employees, volunteers, students, visitors and contractors.
- Providing or making necessary arrangements for competent technical advice to be available on health, safety and welfare matters as and when required.
- Maintaining accurate records, monitoring, assessing and auditing performance to ensure effective implementation of policy and the employment of correct procedures.
- Establishing and supporting arrangements for consulting employees, volunteers, students, visitors and contractors in respect of health and safety matters.
- Fostering the cooperation of all employees, volunteers, students and visitors in adoption of safe working practices and the reporting of potential hazards.

AHMC is further committed to ensuring continuous improvements in all aspects of health and safety and considers health and safety of paramount importance to the community it serves.

Reviewed and adopted by the AHMC on

Signed

Chair AHMC

Date

ORGANISATION

AHMC has the responsibilities of an employer and a controller of premises. There are four levels of responsibility involved within the implementation of this policy. They are :-

The Management committee

The Chair

The Health and Safety Advisor

User groups, organisers and all visitors and users of the premises

The AHMC will make every effort to provide sufficient resources, advice and training to ensure that this policy can be carried out effectively.

The AHMC will establish and support user groups, organisers and all users of the Alexandra Hall in order to foster cooperation, aid consultation and make recommendations to improve conditions relating to health and safety.

The health and safety adviser will conduct the auditing of this policy with reports forwarded to the Chair as appropriate.

The Health and Safety adviser, as required, will arrange external auditing of this policy

THE CHAIR

The chair bears executive responsibility for ensuring the implementation of this policy. The chair will designate a health and safety adviser

HEALTH AND SAFETY ADVISER

- Ensure that those for whom they are responsible understand their responsibilities and discharge their duties.
- Ensure that all information relating to health and safety is brought to the attention of users over whom they have control
- Inspect all areas to discern whether the health and safety policy is effective, that risks to health are avoided and that appropriate control measures are being complied with.
- Report any concern to the Chair who may act upon recommendations and advice concerning any working practices which are considered unsafe.
- Consult with the chair over any doubts regarding health and safety
- Ensure the provision of suitable and sufficient storage facilities for all hazardous substances
- Ensure that a suitable assessment of risk is carried out before working with hazardous substances and / or process emissions
- Ensure the provision and use of any necessary protective clothing and equipment
- Ensure that no members of staff or users/ visitors/ volunteers use equipment unless they have been given specific instructions and training in their use.
- All equipment is maintained in a safe condition with records of such maintenance being retained
- Ensure that all items of portable electrical equipment are inspected and tested regularly and that records of such are maintained
- Ensure that the working environment for staff, volunteers and those who use the premises is not a danger to health and safety.

- Remove from use equipment considered to be unsafe and report any area of the working environment considered to be unsafe
- Resolve any complaints regarding health and safety including, where appropriate, reporting such complaints to the chair.
- Bring to the attention of the chair the need to train any members of their staff.
- Ensure first aid/ accident procedures are in place and displayed in the hall and made known to staff and volunteers/ users / visitors
- Ensure Accident Report forms are available in the Alexandra Hall to be returned to the Health and Safety adviser
- Ensure that a record is kept of all accidents occurring in the Alexandra Hall or connected with any user group under the Alexandra Hall auspices.and a report on accidents is made available to the chair
- Ensure that arrangements for a First Aid response are available
- Ensure that first aid box is in place, suitably and adequately stocked.
- Undertake workplace risk assessments as required by the Management of Health and Safety at work regulations together with assessments required by the following regulations :-

Control of substances hazardous to health

Manual Handling operations

Personal Protective Equipment at work

Noise at work

Provision and use of work equipment

Workplace health, safety and welfare

Health and safety (Display Screen Equipment)

- Undertake any workplace risk assessments if considered appropriate under all other Health and Safety Legislation.
- The Health and Safety adviser shall be empowered to cause work to cease whenever it is considered that there is an immediate and significant risk to health safety or welfare. This action will not be taken without prior consultation with the chair unless there is such an imminent risk that it precludes such consultation.

ALL OTHER STAFF

- Carry out, at all times, instructions, directions and advice regarding safe working conditions
- Ensure that work is not undertaken in a manner that may cause danger to themselves, colleagues.and any other person attending or visiting their premises.
- Use and ensure others use the necessary protective clothing and equipment and ensure that such equipment is maintained in a clean and usable condition
- Report all equipment and working environments which they consider to be unsafe
- Report all accidents / incidents to themselves and volunteers/ users/ visitors under their control to the Health and Safety Adviser on the Accident Report Form

VOLUNTEERS/VISITORS/ORGANISERS OF ACTIVITIES/ EVENTS

- Comply with all established health and safety arrangements and procedures together with instructions, directions and advice regarding health and safety matters
- Ensure that work is not undertaken in a manner that may cause danger to themselves, fellow users/ volunteers, staff or any other person attending or visiting the premises

- Report all equipment and working environments that they consider to be unsafe.
- Report all accidents to themselves and other visitors/ users/ volunteers

The tampering or interference with health and safety arrangements or procedures is forbidden.

GENERAL

As part of the induction training, a copy of this policy will be made available to all staff and volunteers

All users, volunteers, organisers and visitors will have their attention drawn to this policy document during their induction into usage of the Alexandra Hall and copies are available for reference

ARRANGEMENTS

It is AHMC's intention to secure a high standard of health and safety in the Alexandra Hall. All employees, volunteers, students, visitors and contractors must conduct their activities in a safe manner to ensure the health, safety and welfare of not just themselves but anyone else who may be affected by their actions. Procedures and requirements to achieve this are set out in this section of the policy.

1. Management of Health and Safety

AHMC has an obligation to manage health and safety within Alexandra Hall and on behalf of any user groups. This is achieved by ensuring compliance with any relevant legislation that is in force such as:-

Health and Safety at work act 1974

The Management of Health and Safety at Work Regulations 1992 and any subsequent amendments

The main tool for ensuring that AHMC adequately manages health and safety aims is to reduce all risks to the lowest acceptable level and to ensure that any risks are adequately controlled

AHMC's health and safety systems will be subjected to regular reviews by the Health and Safety Adviser . These will take the form of inspections and audits.

2. Workplaces

AHMC will strive to ensure that all employees, volunteers, students, contractors and visitors are provided with a safe place of work. With regard to applicable legislation, AHMC will provide safe access and egress, a safe place of work, a good level of housekeeping, adequate heating, lighting and ventilation.

3.Machinery

AHMC will provide as far as is reasonably practicable safe plant and machinery and ensure that it complies with any relevant legislation such as Provision and Use of Work Equipment Regulations 1998. All machinery provided for use at work will be suitable for the task and well maintained. The risks associated with its use will have been assessed, controls put in place and all persons using the machinery will have had adequate information, instruction, training and supervision.

4.Handling and transportation

AHMC will ensure the safety and absence of risks to health in connection with the use, handling

and transportation and storage of articles and substances. Where practicable all manual handling will be eliminated. Where this is not possible, all risks associated with manual handling will have been assessed and reduced to an acceptable level. Control measures will be put in place and information, instruction, training and supervision as appropriate will be afforded.

5.Noise

AHMC will assess areas of noise as per the Noise at Work Regulations 1989 and instigate suitable control measures.

6, Electricity

AHMC will aim to provide electrical equipment and electrical installations that are free from risks to health. Electrical Equipment will be well maintained and all portable electrical equipment will be tested at suitable intervals to help ensure that it remains free of risks.

7. Harmful Substances

AHMC will ensure that in accordance with the Control of Substances Hazardous to Health Regulations 1994 (COSHH), all substances used by the Organisation will have a suitable and sufficient assessment of the risks completed.

The findings of the risk assessment will be communicated to all concerned and control measures will be put in place to ensure that employees, volunteers, students, contractors and visitors are not exposed to unacceptable risks. Personal protective equipment will be issued where required but must be considered the lowest level of control in the hierarchy of control measures.

8. Safe Systems of Work

All work conducted by those using the Alexandra Hall will be done so in a safe manner in order to ensure, as far as is reasonably practicable, the absence of risks to health.

9. Accidents and Emergencies

AHMC has in place an Accident and Emergencies policy which gives guidance on what to do in the event of an accident or emergency. AHMC will strive to comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Adequate First Aid arrangements are available and notices informing of who the first aider in any given area, are displayed.

10. Personal Protective Equipment

AHMC will ensure that, where an assessment of risk has been carried out and it is deemed necessary for personal protective equipment to be used, that this will be supplied and be used.

11. Display Screen Equipment

AHMC will strive to comply with the Health and Safety Display Screen Equipment Regulations 1992. All users will be provided with advice regarding the use of computers and display equipment

12. Fire Precautions

AHMC has in place a Fire Evacuation Procedure policy regarding fire precautions. AHMC will, at regular intervals, conduct fire evacuation drills. It will also ensure that any fire detection equipment and any fire fighting equipment will be maintained to a high level and be kept in good working order.

13. Health Care

AHMC will ensure that it provides adequate welfare facilities for all employees, volunteers,

students, contractors and visitors

HEALTH AND SAFETY ORGANISATION -

THE ALEXANDRA HALL LLANGAMMARCH WELLS

Prime responsibility lies with the Chair of the Alexandra Hall Management Committee

CHAIR:-

The following have been appointed for for period to

HEALTH AND SAFETY ADVISOR

FIRST AIDERS

EMERGENCY EVACUATION OFFICERS – all organisers of any activity held in the Alexandra Hall