

## **The Tubbs Hall Management Committee (THMC)**

### **Health and Safety Policy for Tubbs Hall, and use of associated rooms**

**Proposed: 5<sup>th</sup> May 2018    Agreed by:**

**Date:**

#### **To be reviewed annually**

Village and community halls provide an important focal point for local residents and are used to host a wide range of events and activities.

HSE advise that ‘Health and safety shouldn’t be a barrier to managing a hall. Taking a sensible, proportionate approach is the key to making sure the hall provides a healthy and safe place for people to use without unnecessary bureaucracy. ‘

The THMC is responsible for managing the Tubbs Hall in this way and we use the HSE’s checklist to help us comply with health and safety law relating to non- domestic premises.

Most of the activities at the Tubbs Hall are managed by clubs and outside agencies as hirers of the hall, although some smaller events are on behalf of the management committee.

The Tubbs Hall Management Committee makes hirers aware of the Tubbs Hall Health & Safety, Child Protection, and Fire Policies and asks them to sign on the booking form that they understand those policies before their first use of the hall.

The building is run in conjunction with the Kings Worthy Parish Council (KWPC) who lease part of the building to THMC. KWPC organise the testing of fire equipment, portable electrical goods , safe environment in icy weather and rodent management. The clerk supervises any works necessary.

The THM Committee takes out appropriate Employee and Public Liability Insurances annually to cover any failure in Health and Safety for the hall and facilities (kitchen and bathrooms).The Employee Liability certificate must be displayed in the building.

The Committee will carry out regular and at least Annual H&S checks as advised by the HSE. (listed below) This is not an exhaustive list and THMC will continue to ask users to identify any other hazards associated with the operation and maintenance of the hall, by use of the Safety Reporting Book

## **The Tubbs Hall Management Committee (THMC)**

### **Health and Safety Policy for Tubbs Hall, and use of associated rooms**

which is clearly displayed in the kitchen, and will be checked by the Caretaker as part of the daily schedule.

Any faults noted will be pointed out to the Caretaker or Parish Council for repair as appropriate.

This Health and Safety Policy requires all users and the Management Committee to comply with current public legislation and to keep abreast of it, by update at committee meetings and through the Charity Commission bulletin for Trustees.

Specific note has been taken of the following information from HSE-

#### **Further information**

HSE's homepage ([www.hse.gov.uk](http://www.hse.gov.uk)) has information on topics to help you decide what you need to do about many common types of risk.

We have also developed an example risk assessment for a village hall that could help you ([www.hse.gov.uk/risk/casestudies/villagehall.htm](http://www.hse.gov.uk/risk/casestudies/villagehall.htm)).

The Foods Standard Agency have published practical advice on food safety and hygiene ([www.food.gov.uk/foodindustry/caterers/](http://www.food.gov.uk/foodindustry/caterers/)).

Information about smoke free legislation can be found at:  
[www.smokefreeengland.co.uk/resources/guidance-and-signage.html](http://www.smokefreeengland.co.uk/resources/guidance-and-signage.html)

The Department for Communities and Local Government is responsible for fire law in England and Wales. It has published practical and specific fire safety risk assessment guidance for small and medium places of assembly ([www.communities.gov.uk/publications/fire/firesafetyrisk7](http://www.communities.gov.uk/publications/fire/firesafetyrisk7)).

If you own or use halls you might also find guidance from other organisations helpful:

■ Community Matters ([www.communitymatters.org.uk](http://www.communitymatters.org.uk));

■ ACRE ([www.acre.org.uk](http://www.acre.org.uk)).

## The Tubbs Hall Management Committee (THMC)

### Health and Safety Policy for Tubbs Hall, and use of associated rooms

#### Health and Safety Executive Checklist:

Questions for the THMC to address:		Yes	Further action needed	N/A
<b>Car park</b>	Is the car park surface maintained to minimise slip and trip risks?			
	Are vehicle and pedestrian routes and car park and site entrance/exits clearly marked?			
	Is the car park well lit?			
	Can emergency vehicles gain access?			
<b>Movement around the building</b>	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?			
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?			
	Have you provided matting to minimise rainwater etc being carried into the building?			
	Do rooms and corridors have sufficient lighting?			
	Are corridors clear of clutter?			
	Are there any trailing electrical leads/cables?			
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?			
	Is internal flooring in good condition, eg are carpets fixed?			
Where any doors contain glass, is this made from a safety material?				

## The Tubbs Hall Management Committee (THMC)

### Health and Safety Policy for Tubbs Hall, and use of associated rooms

	Are all stairs fitted with handrails?			
<b>Electrical equipment and services</b>	<p>If you have any fixed electrical installations:</p> <ul style="list-style-type: none"> <li>■ Are they correctly installed, modified or repaired, then inspected and tested by an electrician</li> </ul> <p>or other suitably qualified person before being put into use?</p> <ul style="list-style-type: none"> <li>■ Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?</li> </ul>			
	<p>If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc):</p> <ul style="list-style-type: none"> <li>■ Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use?</li> <li>■ Has any damaged electrical equipment been taken out of service or replaced?</li> </ul>			
<b>Gas equipment and services</b>	If gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?			
<b>LPG (liquefied petroleum gas)</b>	Not applicable			
<b>Asbestos</b>	Does the hall contain any asbestos?			

## The Tubbs Hall Management Committee (THMC)

### Health and Safety Policy for Tubbs Hall, and use of associated rooms

	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?			
	Is there a system in place (eg fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?			
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by HSE.)			
	Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?			

Questions you should ask		Yes	Further action needed	N/A
<b>Fire</b>	Has a fire risk assessment been completed and are adequate fire safety measures in place?			
	Has an evacuation plan been implemented and tested?			
	Is the fire alarm tested regularly?			

## The Tubbs Hall Management Committee (THMC)

### Health and Safety Policy for Tubbs Hall, and use of associated rooms

	Are fire drills carried out at least once a year?			
	Are regular checks made to ensure escape routes and re exit doors are: <ul style="list-style-type: none"> <li>■ unobstructed; and</li> <li>■ adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?</li> </ul>			
	Are combustible substances or waste stored safely?			
	Is fire- fighting equipment in place and tested regularly in line with the manufacturer’s guidance? Are staff (and others) trained in how to use it?			
<b>Legionnaires’ disease</b>	Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires’ disease.)			
	If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?			
	Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)?			
<b>Responsibility</b>	Do users have all the information about the hall they need to operate safely?			

*Acknowledgement to HSE. Health and safety checklist for village and community halls : Produced in-house by the Health and Safety Executive 03/11*

Signed:

**The Tubbs Hall Management Committee (THMC)**

**Health and Safety Policy for Tubbs Hall, and use of associated rooms**

Role:

Date: