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# **HEALTH AND SAFETY POLICY & GENERAL HALL RULES**



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## **SECTION 1**

# **POLICY STATEMENT**



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## Health and Safety Policy Statement

Hellaby Parish Council have prepared this policy statement relating to the Health, Safety, and Wellbeing of all visitors and members of the public, as required by the Health and Safety at Work etc. Act.1974. The responsibility for the implementation and control of this policy rests with the Parish Council.

The Parish Council recognise that they have both moral and legal responsibilities, and as such, the Health, Safety and Wellbeing, of its visitors and contractors are of paramount importance and an integral part of the Parish Councils objectives. As such we will commit to continually improve our Health and Safety performance in all areas.

In addition, it is essential in order to operate the councils and the halls activities efficiently, that we should work to prevent accidents and generally promote the health, safety and wellbeing of all its visitors, contractors and members of the public.

It is therefore the Parish Councils policy to do all that is reasonably practicable to:

- Prevent personal injury.
- Prevent damage to the environment.
- Protect all visitors and members of the public when using the Parish hall and facilities from foreseeable hazards.

The Parish Council expects the total commitment and co-operation and involvement of all visitors, members of the public and persons hiring the hall and using the associated grounds, to ensure they carry out the activities with due regard to the health and safety of those using the hall and could be affected by their activities.

It is also accepted that the final responsibility for Health and Safety is that of the Chairperson of the Parish Council

Signed:

Date:

Chair, Hellaby Parish Council



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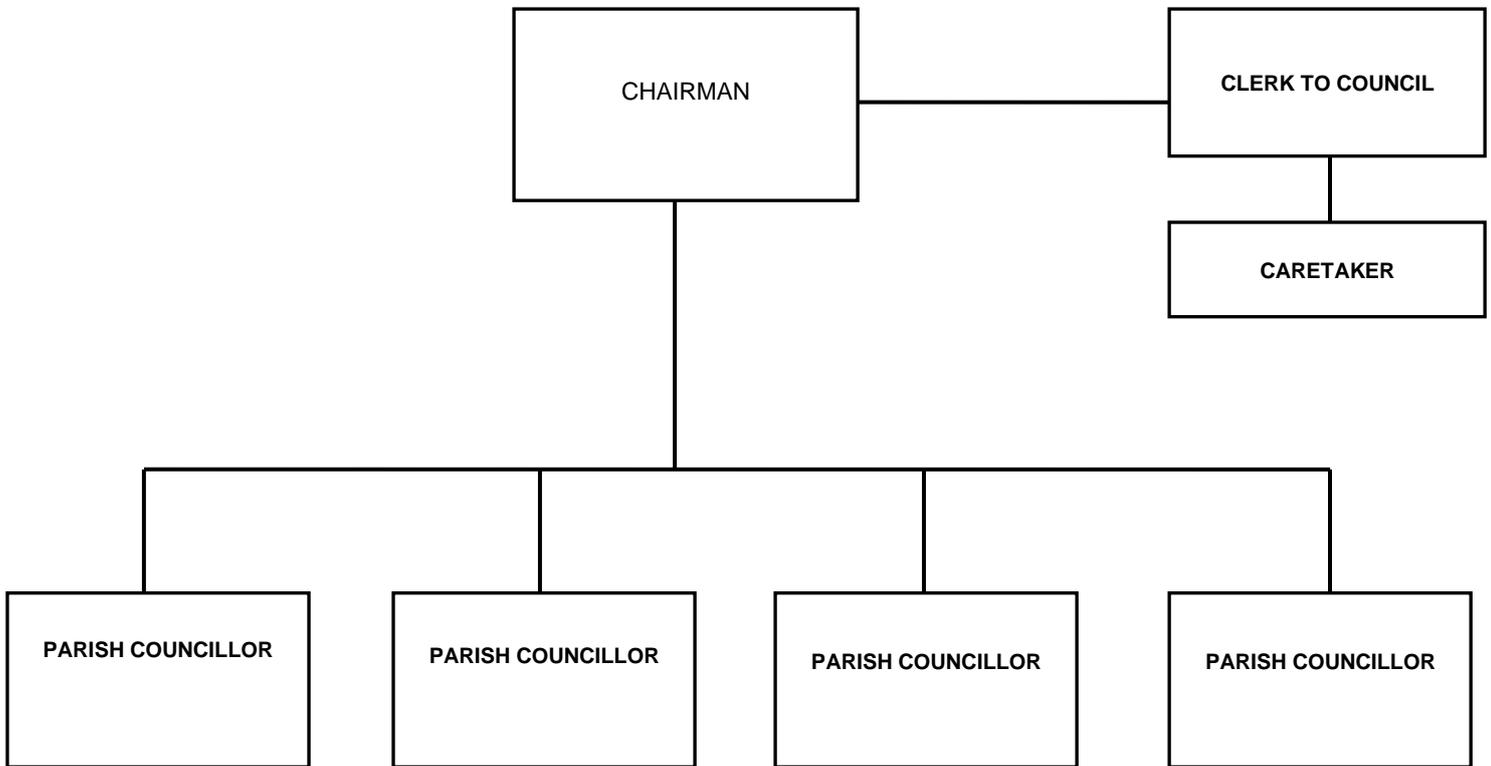
## SECTION 2

# ORGANISATION FOR HEALTH AND SAFETY



# ORGANAGRAM

## Hellaby Parish Council





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## **Section 2.0**

# **THE ORGANISATION AND RESPONSIBILITIES FOR THE MANAGEMENT OF HEALTH AND SAFETY**

The organisation for implementing the Company's Health and Safety Policy and individual responsibilities will be as follows:

### **2.1 Chairperson (Nominated person with specific Health and Safety responsibilities)**

2.1.1 The Chair person has assigned specific responsibility for Health and Safety and as such is responsible for ensuring that the Parish Council manages its activities with minimal risk to Health, Safety, and Wellbeing of all Councillors, employees, visitors and contractors

2.1.3 Allocate adequate resources to implement the Health & Safety Policy and to achieve these objectives, as far as reasonably practicable. Avoid personal injury, minimise the risk of Councillors, employees, visitors and contractor suffering from the effects of long-term ill health as a result of the Parish Councils activities and minimise the risk of damage to property and the environment.

2.1.4 Keep the Parish Councillors informed of the progress made in the area of Health & Safety and encourages their interest in, and enthusiasm for these aspects.

### **2.2 Parish Councillors**

2.2.1 The Human Resources Manager is responsible for ensuring the selection of personnel with the necessary skills and where relevant, qualifications, to implement this policy.

2.2.2 Ensuring that any change in the management structure within the Company does not adversely affect the implementation of this policy and the management of Health and Safety on site. This will be achieved by following the Management of Change policy.

2.2.3 Ensure that all Employees are made aware of their responsibilities under the Health and Safety at Work etc. Act 1974, identified within this policy.

2.2.4 Ensure that all, necessary documents and records are kept up to date and retained for the required period as set out by the relevant legislation.

2.2.5 Will ensure through the Human Resources Management structure that all new Employees receive a Health, Safety and Environment induction before commencing work within the Company.

2.2.6 The site Human Resources Manager will keep a record of any necessary training documents and ensure that training records are kept up to date.

2.2.7 Maintain responsibility for the management of employment and employee issues throughout the company.

### **2.3 Clerk to the Parish Council.**

- 2.3.1 Is responsible for advising the Chair of the Parish Council and Parish Councillors of the relevant Health, Safety and Environment information that applies to the Parish Councils activities (including hall hire).
- 2.3.2 Liaise with Authorities, Insurers and other relevant organisations to maintain effective and co-operative relationships.
- 2.3.3 To monitor accident statistics within the Parish.
- 2.3.4 Produce monthly minutes which include a report on the Health and Safety issues

### **2.4 Caretaker**

- 2.4.1 To carry out task with high regard to health and safety
- 2.4.2 Report any issues that could affect the health and safety of themselves or persons using the hall or walking in the immediate area of the hall
- 2.4.3 To ensure that the hall is secure when not in use so as not to increase the risk of anyone using the hall
- 2.4.4 Carry out checks / inspections to ensure that the hall remains safety and without risk to visitors or person hiring the hall

### **2.5 Visitors and persons hiring the hall**

- 2.5.1 Will liaise closely with the relevant Senior Management team such as: The Engineering Manager, Department Managers and the Health, Safety and Environment Manager to establish their exact specifications for new and second hand machinery, plant and equipment.
- 2.5.2 Will ensure that via the procurement team there is a Health and Safety Data Sheet for all substances purchased and that the data sheets are forwarded to the relevant Manager using that equipment. Where new or updated data sheets are provided, these will be forwarded to the Health, Safety and Environment Manager prior to the introduction of the new material for consideration.
- 2.5.3 Ensure that all new and second hand machinery purchased displays a CE mark and conforms to the relevant BSEN standard.
- 2.5.4 To ensure, where possible, that any machinery purchased, does not produce noise levels above the 2<sup>nd</sup> action level of 85 dBA, and if they do, question the manufacturer regarding the use of the engineering control measures that could be implemented to minimise these noise levels.
- 2.5.5 To ensure effective liaison with the Logistics Managers and the Procurement team to maintaining safe levels of stock in the Warehouse.

*Nb. The responsibility for the Health & Safety of visitors and contractor's rests in the first instance with themselves and the Manager and/or Supervisor directly in charge of them.*



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## **SECTION 3**

# **THE ARRANGEMENTS FOR HEALTH AND SAFETY**

## **Section 3.0**

### **THE ARRANGEMENTS**

#### **3.1 Hire Charges**

##### **Hire Charges**

###### **Standard Charges**

Hellaby Resident - £6.00 per hour

Group/ Non Hellaby Resident - £12 per hour

###### **Regular Bookings**

Regular bookings where the standard cost of hire would be £12 per hour will be eligible for a rate reduction to £9 per hour. (Definition of regular booking is more than one booking per month).

##### **Returnable Deposit**

A deposit of £50 is required for private function bookings, returnable providing the Hall is left in a clean and tidy condition.

##### **Cancellation Policy**

More than 1 weeks' notice of event cancellation – full refund of hire cost

More than notice of event cancellation – 50% refund of hire cost

Less than 24hours notice of event cancellation – no refund of hire cost

#### **3.2 Conditions of Hire**

##### **Hall Opening and Closing**

The Hall opens at seven am and closes at 10.30 pm.

##### **Access for All**

Access is through the main doors. There is a ramp and toilet facilities for lesser-abled visitors.

Baby change facilities are available in the Disabled WC.

##### **Capacity**

The Hall has a maximum capacity of 70 persons.

The kitchen has a maximum capacity of 3 persons. This is to ensure a safe working environment.

#### **3.3 Smoking**

There is to be NO SMOKING whatsoever within Centenary Hall.

#### **3.4 Fire Prevention**

The use of naked flame is prohibited within any area of Centenary Hall, other than for the gas hob in the kitchen.

Firefighting appliances must not be used for any purpose other than for fighting fires.

Doors marked as fire doors MUST be kept closed at all times. It is an offence to prop open a fire door.

It is an offence to block a fire evacuation route. Fire exits MUST be kept clear at all times.

### **3.5 Fire Evacuation Procedure**

#### **3.5.1 Assembly Point**

- Inside the main gates by the notice board.

#### **3.5.2 Action of Discovery of a Fire**

- Sound the alarm by shouting to all in the building and informing the person in charge of the group.
- Leave the building by the nearest fire exit.
- Do not re-enter the building until told safe to do so by the emergency services.
- Report to the assembly point.

#### **3.5.23 Actions for the responsible persons in charge of the group, usually the person making the booking**

- Sound the alarm by shouting to all in the building to leave the building by the nearest fire exit.
- If it is safe to do so, check all rooms have been evacuated and assist any lesser abled persons leaving the building.
- Leave by the nearest fire exit.
- Do not re-enter the building until told safe to do so by the emergency services.
- Report to the assembly point and conduct a roll call of your group.
- Call 999 or 112 to alert the fire brigade by mobile phone.
- Inform Hellaby Parish Council by calling 07724 758821
- Liaise with the emergency services upon their arrival.
- Do not put yourself at risk.

### **3.6 First Aid**

There is a First Aid box and record book located in the kitchen. All accidents **MUST** be recorded in the accident book.

### **3.7 Use of Kitchen**

The use of the kitchen is currently free of charge.

Please ensure all equipment used is cleaned before being put away correctly.

Breakages **MUST** be recorded for inventory purposes.

### **3.8 Use of Tables and Chairs**

The use of tables and chairs is currently free of charge.

Please ensure that tables are stacked tidily at the end of the hall and that chairs are stacked against the wall, **NO MORE THAN 4** chairs to a stack.

Breakages **MUST** be recorded for inventory purposes.

All tables and chairs are cleaned on a weekly basis.

### **3.9 Decorations**

Decorations may only be attached to doors, wooden door and window frames or the window grills. Under no circumstances may Blu-Tack, Sellotape (or similar products), or pins and staples and other such means of attachment be used on the walls, ceilings or floors within Centenary Hall. This is to keep the standard of the overall decoration at its highest.

### **3.10 Clearing Up and Refuse**

It is the event organisers responsibility to ensure Centenary Hall is left in a condition no worse than when it was occupied for the event.

Additional time and cleaning will be charged if the above is not observed.

Please ensure **ALL** refuse is removed at the end of the event. Your rubbish is your responsibility.



### **3.11 Alcohol on the Premises**

Alcohol may be consumed on the premises according to English law, however may not be sold on the premises under any circumstance.

No alcohol to be consumed by persons under the age of 18.

### **3.12 Parking**

On street parking is available. Please park with consideration for the neighbours, please do not obstruct driveways.

### **3.13 Security**

Hellaby Parish Council will not, under any circumstance, be liable for the security of vehicles and property of those visiting Centenary Hall, at any time. Please ensure vehicles are locked and possessions are removed from sight.

### **3.14 Animals**

No animals are allowed within Centenary Hall at any time, other than registered assistance dogs (Guide Dogs for the Blind etc), or by prior agreement such as dog training classes, charity events etc.

There is a dog waste bin situated outside the main gates and MUST be used. Your dog is your responsibility. It is an offence not to clear up properly after your dog.

Be aware that there is a public footpath passing in front of the hall, ensure all dogs are kept under control when using the hall and surrounding areas.

### **3.15 Third Party Activities**

If third parties have been invited to provide services by the hire of the hall, it is the organisers responsibility to ensure that those activities are provided so to ensure the safety of the hall users and if applicable, for outdoor activities, without risk to members of the public passing by.

### **3.16 Noise**

Please ensure that is any music or other sources of noise from the use of the hall is controlled and maintained so not to cause nuisance or distress to the neighbours and surrounding areas.

### **3.17 Behaviour and Conduct**

It is the responsibility of the person hiring the hall to ensure that the behaviour of those using the hall is controlled so as not to cause nuisance or distress to neighbours and the surrounding properties, and that no damage is caused to the hall, its fixtures and fittings or surrounding grounds. Any cost for damage may be pursued by the Parish Council.

### **3.18 Electrical Equipment**

3.18.1 The fixed electrical installation will be inspected and tested in accordance with the IEE Wiring Regulations (17<sup>th</sup> Edition).

3.18.2 All portable electrical equipment on the premises is to be periodically tested in accordance with the Electricity at Work Regulations 1989. The item of equipment must then be identified as having passed the above test by an approved tag / label which shall be securely fixed to the item.

3.18.3 A register of portable electrical equipment will be compiled and maintained by the person carrying out the PAT testing. This will be updated when new equipment is brought into the hall, and will form the basis of the equipment checklist used at the annual inspection.

3.18.4 The use of private items of electrical equipment is permitted, however this should be visually checked for electrical defects, such as: loose plug tops, damaged cables, broken switches etc. before being used.

3.18.5 Any equipment thought to be faulty must be switched off, if safe to do so. All faults must be reported to their Parish Clerk or a member of the Parish Council.

3.18.6 Drinks or other vessels containing liquids must not be placed on electrical equipment.

3.18.7 All electrical cables should be so placed, to prevent any tripping hazard, where cables have to run across walkways; suitable cable ramps should be used.

### **3.6. Hazardous substances**

3.6.1 It is the Parish Councils policy to assess all risk under: The Control of Substances Hazardous to Health Regulations 2015, from work associated with hazardous chemicals. The outcome of such assessments will be used to determine the method of work deployed, to minimise the risk of exposure so that it is as low as is reasonably practical, and thereby minimising the risk of ill health to those working with these substances.

3.6.2 All hazardous substance must be stored and used in accordance with the manufactures instructions and the C.O.S.H.H. assessment.

3.6.3 Persons hiring the hall must ensure that Children do not gain access to any kitchen / cleaning chemicals

### **3.7 Hygiene and Housekeeping**

Good housekeeping is fundamental. Persons hiring the hall are expected to assist the Parish Council in maintaining the high standards required and must ensure that the kitchen, hall and toilet facilities are left in a clean and usable condition.

### **3.8 Spillage's**

All spillages must be cleaned up immediately using absorbent material and disposed of safely

### **3.9 Manual Handling**

Care must be taken when lifting items i.e. tables and chairs when hiring the hall to ensure that you minimise the risk of manual handling injury. Do not attempt to lift any item of equipment that may have the potential to cause you an injury.

### **3.10 Safety Inspections**

The Parish council will ensure that fire checks and other safety inspections are carried out monthly basis and the results of such examination documented.

### **3.16. Statutory inspections**

The Parish Council will ensure that all statutory inspections are carried out within the specified intervals. Examples of such:

- a) Gas installations.
- b) Electrical wiring.
- c) Fire extinguishers.



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Copies of any certificates relating to such examinations or inspections must be retained and be produced upon request.

### **3.17 Contractors (including sub-contractors)**

The Parish Council will ensure the safety of contractors working on its premises from any risk arising from the Parish Councils or Hall activities, and equally protect hall users and members of the public from the actions of any Contractor's operations.

Contractors are not allowed on site until they have been given permission to start the contract by the Parish Clerk / Chair Person