



## HEALTH & SAFETY POLICY AND SAFETY ARRANGEMENTS

### Policy

In adhering to the Health & Safety at Work Act 1974, the Trustees' statement of general policy is to:

- Provide adequate control of the health and safety risks arising from activities within these premises;
- Provide and maintain safe and healthy working conditions, equipment and systems of work for all our Trustees, volunteers, hirers & guests;
- Provide such information as they need for this purpose;
- Consult with all Trustees, volunteers, hirers & guests on matters affecting their health and safety;
- Prevent accidents and cases of work-related ill health;
- Review and revise this policy as necessary at regular intervals.

### Please note:

- All persons have the responsibility to cooperate with Trustees to achieve a healthy and safe place and to take reasonable care of themselves and others;
- Section 7 of the Health and Safety at work Act 1974 places a duty on persons to cooperate with Trustees in terms of meeting the duties under the act, including the use of any protective equipment provided. Any negligent act or non-cooperation will be taken very seriously;
- Whenever a Trustee / User identifies a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person;
- Consultation between Trustees and User is provided by Sue de Prez, Secretary, via Email: [caerwystownhall@gmail.com](mailto:caerwystownhall@gmail.com)

### Safety Arrangements

#### Accidents, first aid and work related ill health

- The First Aid Box, including a guidance leaflet on Basic Advice for First Aid at Work, is kept at:

#### ***First Aid Station - Kitchen Area***

- All accidents - no matter how trivial, and cases of work-related ill health are to be recorded in the Accident/injury Log. Template forms for completion can be found in the drawer directly opposite the First Aid box in the kitchen area, or can be provided by the

Secretary by emailing [caerwystownhall@gmail.com](mailto:caerwystownhall@gmail.com). All completed forms must be submitted to the Secretary as soon as possible after any event occurring.

Please note that the Accident/Injury log will remain confidential to the Trustees as it will contain personal details of those concerned, it will however be made available to any third party if deemed appropriate by the Trustees.

**Nearest Accident & Emergency Department:**

Glan Clwyd Hospital (24hr)  
Rhuddlan Road  
Bodelwyddan  
Rhyl, Denbighshire LL18 5UJ  
Tel: 01745 583910

**Nearest Minor Injuries Unit:**

Holywell Community Hospital (8.00 am – 8.00 pm, 7 days/week)  
Halkyn Road  
Holywell  
Flintshire CH8 7TZ  
Tel 01352 817365

Responsibility for **reporting accidents/diseases and dangerous occurrences** to the enforcing authority to be made by the Secretary to the Trustees as required by legislation to ***Incident Contact Centre***.

A copy of the Hall's **Certificate of Employers Liability/Public Insurance** is displayed on the notice board in the main **Hall Area**.

**General Fire Safety**

- A copy of the **site layout of the Hall**, and a copy of the **Emergency Action Procedure** are displayed in the **entrance foyer**
- Responsibility for ensuring the fire risk assessment is undertaken and implemented lies with the *Trustees*.
- Escapes routes are checked for access by *Trustees / Town Hall Users / Cleaner* every time they enter the Hall.
- Fire extinguishers are to be checked by suitably qualified experts **annually**.
- All electrical equipment is to be checked by suitable qualified experts **at least every five years**.
- Hall Users are required to have a designated 'Person in Charge'.
- The Person in Charge should locate the Emergency Box in Hall cupboard and familiarise themselves with all of the instructions.
- The Person in Charge should become familiar with the Hall Layout.

**Prevention**

- Always obey **NO SMOKING** signs.

- Dispose of cigarette ends safely in the relevant container in designated Smoking area at the **rear of the building** accessed via the chair store.
- Keep all fire exits free from obstruction at all times.
- Do not remove or obstruct fire-fighting equipment or alarms.

#### **Anyone discovering a fire should:**

- Immediately sound the nearest fire alarm / SHOUT FIRE.
- The fire should only be tackled if this can be done safely without risk of injury using the appliances provided.
- Dial 999 to call the Fire & Rescue Services if necessary – Address South Street, Caerwys CH7 5AF

#### **On hearing the alarm:**

- Hall users should leave the building by the nearest fire exit as instructed, in an orderly manner and without running
- Users must not stop to collect personal possessions
- Once all rooms checked by Person in Charge, & if safe to do so, all windows and doors should be closed behind you.
- Do not re-enter the building until advised from a competent person that it is safe to do so.
- Make way to **ASSEMBLY POINT** to the right of the Town Hall: **MAIN TOWN SQUARE**

#### **General Health and Safety Rules**

- All Town Hall Users should work safely and obey safety rules, using safety equipment, be properly trained for using specialist equipment, and wear protective clothing when provided.
- All Town Hall Users must report anything that seems dangerous, damaged or faulty to the Secretary, and if unsure ask.
- Slips and trips are the most common form of accident and cause of injury. Users should therefore not leave items likely to cause such incidents on the floor/doorways or stairs. Floors and stairs should be kept clean and free of rubbish and any spillage cleaned up immediately.
- Obey all safety signs / notices.
- If it is necessary to reach items which are above chest height for storage, cleaning, closing windows or any other purpose, only use the suitable supplied steps. DO NOT improvise. DO NOT over reach - **there are steps available** – situated in the back storeroom.

#### **Electrical Equipment**

Users are not permitted to replace / repair any electrical equipment.

Users are responsible for ensuring that any equipment brought into the Hall is in good and safe working order.

Care must be taken with the placing and use of extension leads or portable equipment, ensuring the safeguarding of all persons on the premises at all times.

Exits must be kept clear AT ALL TIMES.

### Housekeeping and Premises

- All users are expected to clean up/clear away at the end of each booking, returning all items safely to their correct stations.
- All users are asked to please keep the kitchen & bathroom areas clean & tidy as you would hope to find them.
- Waste bins are in the kitchen area & outside back door, items should be sorted first & washed if needed
- Designated bins are available for Plastics / Glass / Food Waste & must be used - **Recycle/Reuse/Reduce**
- Clear walk ways: All doorways must be kept clear of all objects. Mats checked and ensured they lay flat. Stairs kept clear at all times. Exits kept clear and unlocked at all times.
- Cupboards/cabinets: All doors and drawers must not be left open where they may cause injury or accident.

### Lifting & Carrying:

- Always lift with a straight back.
- Only lift or carry what you can easily manage.
- If unsure about the weight of an item, try to assess the weight by part lifting.
- If the object is large or irregular in shape or otherwise awkward to lift, its “effective” weight may be heavier.
- If in doubt get help to lift the object.
- If appropriate lifting equipment is available - USE IT.
- Always make sure that you can reach the desired destination without obstruction and you can see where you are going – Being extra careful on steps and stairs

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| Date approved:  | Approved at Trustees’ meeting held 23 <sup>rd</sup> November 2020 |
| Signed on behalf of Trustees:<br>(please include printed name and role) | Carys Biddle, Chair<br>(signed copy retained in Town Hall)        |
| Date of review (at least annually):                                     | No later than the end of November 2021                            |

*Caerwys Town Hall, registered charity number 501027*