



Brookwood Memorial Halls Health and Safety Policy

The **Management Committee** is aware of and accept their responsibility to all hall users and employees to ensure, as far as reasonably practicable, their health, safety and welfare. All reasonable steps will be taken by the Management Committee to meet this responsibility by:

- Providing a safe place for sport or leisure pursuits.
- Providing information and instructions on appliances and equipment provided by the Management Committee.
- Providing welfare facilities up to standard to ensure a healthy environment.
- Carrying out regular safety checks on all portable electrical appliances and other equipment provided by the Management Committee.
- Adopting laid down fire regulations.
- Weekly safety checks carried out by our Caretaker.
- Reviewing and updating this policy annually.

Car Park

- Children should not be unsupervised, especially in the grounds, car park and driveway.
- Emergency vehicles should always be able to gain access to the building.
- If there is snow or ice the Committee will make immediate arrangements to grit the carpark and walkways and clear any snow.
- The Committee will monitor the condition of the car park surface or a significant degrading in the car park markings for pedestrians and vehicles.
- Lighting in the carpark should be sufficient and properly maintained to ensure access and exit safe.

Movement around the building

- Paths, steps and ramps allowing access to and from the building should be properly maintained to reduce the risk of slips trips and falls.
- Lighting into and out of the building should be sufficient and properly maintained to ensure access and exit safe.
- Report any damage or faults of the building or equipment as soon as possible via the Report Book in the kitchen or using the QR code as soon as possible.
- Ensure that emergency exit lighting means there is always a safe exit from the building in the event of an emergency.
- Ensure that floors remain water free or signage is used where there are potential slip risks, through use of mats and regular mopping.
- Keep walkways and fire exits clear at all times.
- All items in storage areas must be placed tidily so that they do not encroach on to the fire exit route or cause a hazard to users.
- No trailing electrical leads and cables.
- Ensure that all fixtures and fittings are kept in a good condition.
- All internal flooring is kept in a good condition.
- All doors are made from shatter resistant glass and replaced appropriately when necessary.

Electrical equipment and services

Health and Safety Policy approved by The Management Committee July 2024. Next review July 2025

- Electrical system installation will be checked each third year by a certified engineer and when major changes are made.
- The Hall Committee will ensure that annual safety checks are carried out on all hall portable equipment and appliances by a competent person.
- Testing will be carried out annually on all hall electrical equipment. Users are responsible for the safety of any equipment they bring.

Gas equipment and services

- Central heating boilers will be serviced annually by a registered engineer.

LPG

- LPG canisters kept in a locked cage.
- LPG signage.
- Area around the cage is to be kept clear.

Asbestos

- Asbestos content in roof/gable sheeting of the Small Memorial Hall and under cladding and soffits roof of the Memorial Hall has been assessed as stable and warning signs affixed. An asbestos survey is conducted every five years and a manual check is carried out annually by a Committee Member which is documented and photographed.
- Where relevant workers are notified on engagement. Contractors and suppliers working on site are responsible for the safety of themselves and their staff and associates whilst on the premises, and for the safety of others affected by their activities. Hot work is not permitted without checklist completion with a Committee member.

Fire

- All hall fire extinguishers will be checked and serviced annually.
- All fire exit routes must be kept free from obstruction and exit doors not locked or fastened so that they may be easily and immediately opened by persons leaving the hall.
- All equipment installed as a fire precaution will be maintained in efficient working order. Electrical sockets must not be overloaded and in particular, no linking of extension sockets is permitted.
- Inflammable material to be stored should be kept to a minimum.
- The No Smoking Policy must be observed throughout the hall and all facilities.
- Hall users have a responsibility to make themselves aware of fire exits so that, in the event of a fire, they can raise the alarm and evacuate the building as quickly as possible and assemble at the green on Connaught Crescent away from the driveway leading to the halls.
- Hall users detecting fire or smoke should alert all users and should follow the evacuation plan displayed.
- Fire extinguishing equipment is available and use instructions are displayed. Users operating the equipment should not take undue risks. Smoke and monoxide detectors are in place and tested weekly.
- It is the responsibility of the person in charge of the hire to check all persons have evacuated the building i.e. all toilets, kitchen, meeting room and storage areas, unless his or her life would be put in danger by doing so. It is the responsibility of the person in charge of the let to make any arrangements needed for safe evacuation of people who may require special assistance.

Lone Worker

- No staff or volunteers or users should work alone with equipment such as ladders, power tools etc in a manner or condition where accidents may occur, or in situations where injured persons are not able to call on and receive prompt assistance.

Provision of a safe place

- Good housekeeping ensures a safe place for recreation or leisure.
- Each hall user has a responsibility for themselves and others and should act accordingly, by maintaining a clean and tidy hall at all times. The user group leaders should check the hall after each function.
- Contractors and suppliers working on site are responsible for the safety of themselves and their staff and associates whilst on the premises, and for the safety of others affected by their activities.
- No substances hazardous to health are to be stored on the premises.
- No children should be allowed to occupy the kitchen or stage without adult supervision.
- Hirers preparing or storing food must comply with food hygiene legislation and regulations to avoid risks of contamination.
- The Committee is responsible for regular monitoring for unsafe conditions by review of the halls at least monthly and assisted by reports from hirers, caretaker or cleaner of problems which may require attention.
- Clean washing, toilet, catering facilities and a first aid kit (in kitchen) are available for all hall users.
- Separate toilet facilities are available in the Large Hall for people with disabilities.
- A defibrillator is located between the Halls with signage in each hall.
- Hirers with members or guests who are disabled, elderly, infirm or young are responsible for making any special arrangements for their safety whilst at the halls.
- Stage users should be alert to the risk of falling from the stage front.
- Safeguarding - where possible the Committee Room will not be hired when there is a young people group present in the main hall (e.g. Scouts or Playgroup.) Should a trustee, contractor or another hirer be on site they will be informed and/ or accompanied by a committee member.
- Manuals and instructions are available in the Kitchen drawer or on request to give clear instructions for the use of Hall electrical equipment, scaffold tower, ladders, food preparation and alcohol provision.

Should hirers have any problems, concerns or identify any faults they should inform the BMH Management Committee using the Report Book in the kitchen or using the QR code as soon as possible.

This policy statement is approved and issued by the Management Committee, Brookwood Memorial Halls. The statement is subject to annual review. All hirers are expected to observe the policies herein. This policy is to be published on our website, noticeboards and provided to contractors.