

Health and Safety Policy

Snettisham Memorial Hall

And

Snettisham Pavilion

Snettisham Memorial Hall

Old Church Road

Snettisham

PE31 7LX

HEALTH AND SAFETY POLICY STATEMENT

Snettisham Memorial Hall & Playing Field Charity

1. The policy of **Snettisham Memorial Hall & Playing field Charity** is to provide and maintain a safe and healthy workplace, ensuring work equipment is safe and safe systems of work are provided for all of our Trustees and volunteers. We will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of Trustees & volunteers. We will ensure we provide suitable and sufficient welfare, sanitary and working facilities as are required.

2. All **Memorial Hall** Trustees and volunteers have a duty to ensure that they work in a safe manner and they ensure their acts and omissions do not cause harm to others in the vicinity. Employees will be encouraged to bring to the attention of the management any concerns regarding health and safety issues.

3. **Memorial Hall** Trustees recognises its duty of care towards others not on our committee. These people include; visitors and contractors who have reason to come into contact with our business activities and premises, they will be given suitable and sufficient information to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our Trustees, volunteers or themselves.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to regular review, when there are any significant changes or at least annually.

Overall Responsibility for Health and Safety in rests with:

Signed: **Name:** Mr P Bradshaw **Position:** Chairman

Dated:

Legal Duties of Employers

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2a-e** and this policy to:

- Ensure as far as is reasonably practicable the health, safety and welfare at work of all our employees.
- Provide and maintain plant and systems of work that are so far as is reasonably practicable safe and without risk to health.
- Make arrangements for ensuring so far as is reasonably practicable, safety and absence of risk in connection with the use, handling, storage and transportation of articles and substances
- Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of his/her employees.
- As far, as is reasonably practicable maintain any place of work in his control in a safe and without risks condition and maintain access and egress from it in a safe and without risk conditions.
- Provide and maintain as far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of his/her employees.

We also recognise that a breach of health and safety legislation by an employer constitutes a criminal offence. An Enforcing Authority may take criminal proceeding

against the Company or its management. This can result in penalties, i.e. fines and / or imprisonment.

LEGAL DUTIES OF EMPLOYEES

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

Section 7 'Health and Safety at Work etc Act 1974'

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work.
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work etc Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.
- Employees should bear in mind that a breach of health and safety legislation by an employee constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and / or imprisonment.

Health and Safety Responsibilities

The overall responsibility for health and safety within **The MHT** rests with:
Mr P Bradshaw Chairman of the Trustees.

The above named person will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **the MHT** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above named person may delegate duties to employees who will provide support to meet the responsibilities.

These individuals may also delegate duties to other employees so as to enable the requirements of the Policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

INDIVIDUAL RESPONSIBILITIES

The duties of those employees with responsibility for health and safety are set out within this Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:
Other duties will include:

- Identifying hazards present within any business activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.
- Implementation of Health & Safety and Child Protection Guidelines specifically in regard to the “The Children Act 1989”.

IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS

Risk Assessments

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires that an employer must carry out a suitable and sufficient assessment of the health and safety risks to his/her employees whilst they are at work. He/she must also consider those not in his/her employment that may come into contact with the business activities or premises. Before embarking on this task we need to have an understanding of the following:

- A Hazard is something with potential to cause harm.
- The Risk is a measure of the likelihood that harm will be caused.

MHT will ensure they carry out risk assessments of all the tasks and equipment connected with the business activities, that is likely to present a significant risk of injury or ill health to the employees and others.

The person responsible for carrying out the risk assessments is:

Trustee Mr P Bradshaw Mrs J Sexton

The risk assessments will be made available to all employees who must read them. After reading and understanding the content of the risk assessment, the employee must sign a confirmation sheet to confirm that they have read and understood the

assessment and its findings.

Responsibility for implementation of risk assessments and any controls that are required rests with the nominated person above supported by any other employees as required.

The managers or supervisors will monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum, or if there are any significant changes that affects the validity of the risk assessment, whichever comes sooner.

Manual Handling

The Manual Handling Operations Regulations 1992 (as amended) require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is:
Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by any other employees as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments.

Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks; therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider

- The Task - What you are going to do
- The Individual – The persons own capabilities
- The Load - The weight, size and shape of the load
- The Environment – The environment to which the task is being undertaken

If in doubt get help.

All manual handling assessments will be reviewed annually or if there is any

significant changes that affect the validity of the risk assessment, whichever comes sooner.

Work Equipment

The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
Who is going to use it?
- All equipment purchased or hired by **The MHT** must comply with the minimum safety standards as are required by The Supply of Machinery (Safety) (Amendment) Regulations 2005, We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

Trustee Mr P Bradshaw work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below,

All lifting equipment will be inspected six or twelve monthly as required by the Lifting Operations and Lifting Equipment Regulations 1998 as Amended, records will be retained.

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage.

Pressure systems will be inspected at regular intervals as determined by the written scheme of examination.

The competent person responsible for inspection of electrical equipment is:

Electrician Contractor

The competent person responsible for inspection of lifting equipment is:

Trustee Mr P Bradshaw

Records of these inspections are kept in:

Electronic folder held by Trustee Mr P Bradshaw

WORK EQUIPMENT

All defects of any equipment must be reported to:

Trustees Chairman Mr P Bradshaw

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. ladders and stepladders) require such inspections.

Records of repair and maintenance are kept in:

Electronic folder held by Trustee Mr P Bradshaw

THE WORKPLACE

The Workplace Health Safety and Welfare Regulations 1992 are designed to provide all employees with a safe place to work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any visitors and contractors that may come into contact with our business activities and premises.

Workplace inspections that identify defects and omissions early will be carried out at regular intervals, when defects and omissions are identified, then a time scale and person responsible for repair or implementation will be set.

Inspections of the buildings and outside environment will be carried out every:
All defects and omissions must be reported promptly so that they can be dealt with.

The person responsible for dealing with workplace defects is:

Trustee Chairman Mr P Bradshaw

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

Electric Contractor

Any electrical defects must be reported to:

Trustee Chairman Mr P Bradshaw

In order to maintain a safe and health workplace, good housekeeping is extremely important.

All employees have a part to play in the delivery of this requirement. They will ensure that their workplace and work equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and

any cables are tucked away or routed away from traffic routes.

Good Housekeeping is Everybody's Responsibility

FIRST AID

The Health and Safety (First Aid) Regulations 1981 requires the employer to provide adequate first aid equipment and a sufficient number trained people to administer first aid when required.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

Factors considered will be:

- The number of people involved.
- The level of risk that our business activity presents (low, medium or high risk).
- The proximity of our business (location e.g. rural or town centre, that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are:

Club Leaders

The first aid boxes are located at:

- a. Memorial Hall Main Entrance and kitchen
- b. Pavilion main room and changing room

All accidents are to be reported and entered in the accident book, which is located in:

- a. Memorial Hall Main Entrance
- b. Pavilion kitchen

All accidents will be investigated and remedial actions identified this will prevent reoccurrence of the same or similar incidents. The level of investigation will depend up on the seriousness of the accident.

The person responsible for investigation of accidents is:

Trustee Mr P Bradshaw

FIRE SAFETY

Under the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 and through the employers are required to undertake a specific risk assessment of the risks posed by fire within their businesses undertaking.

A specific fire risk assessment will be undertaken and the findings implemented.

The fire risk assessment will be review at least annually, or if there is any significant change in the circumstances.

The fire evacuation will be practiced at least twice annually but not in the same six months.

The alarm system will be tested weekly

The person responsible for carrying out the evacuation practice and tests then recording the results is:

Chairman Mr P Bradshaw

The fire marshals are:

Club Leaders

The assembly point is situated at:

- a. Memorial Hall – Tennis Court**
- b. Pavilion – Tennis Court or Playing Field**

All fire extinguishers are inspected by a competent person annually and must be replaced when discharged.

The competent person for fire extinguisher inspection is:

Qualified person trained in inspecting fire extinguishers

The emergency lighting will be tested monthly and any defects found reported and repaired the person responsible for this is:

Chairman Mr P Bradshaw

FIRE SAFETY

Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals the person responsible is:

Chairman Mr P Bradshaw

The evacuation plan will also include a procedure for the removal of visitors and contractors. A roll call will be carried out to ensure that all people are present.

The role calls coordinators are:

Person in charge of the event/activity

The Fire Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.
- Call the Fire Brigade Immediately by telephone.
- Give the operator the contact telephone number.

When speaking to the Fire Brigade provide the following information:

- We have a fire at (ENTER NAME) and give the operator the full address.
- Do not replace the receiver until the Fire Brigade has repeated the address.
- Call the Fire Brigade immediately to every fire or on suspicion of a fire.

Upon hearing the recognised alarm:

- Evacuate the building by the nearest available emergency exit.
- Move towards the fire assembly point and report for role call.
- The fire role call coordinator will inform the fire service of any missing persons.
- Do not stop to collect personal belongings.
- Do not re-enter the building until the Senior Fire Officer informs you it is safe to do

YOUNG PERSONS

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to;

the risk assessment will be carried out by:

Trustee Designated Safe Guarding Officer Mr P Bradshaw

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks be assumed is beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about.

TRAINING

MHT recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities. To ensure this is carried out the person below has been appointed to identify any training needs:

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfers to other roles.
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the employee's personal file; the employee will sign to confirm that they have received the training and understood it.

GENERAL GUIDELINES FOR EMPLOYEES

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the Company's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of (ENTER NAME) as contained in the Contract of Employment.

- You must not invite visitors onto (ENTER NAME) premises without permission from Management.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Manager/Supervisor.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will subject to disciplinary action.