

Milton Village Hall Health and Safety Policy

Approved by:	Milton Village Hall Committee
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1. Aims	1
2. Legislation	2
3. Roles and responsibilities	2
4. Site Security	2
5. Fire	2
6. COSHH	2
7. Legionella	3
8. Asbestos	3
9. Equipment	3
10. Lone working	3
11. Working at height	3
12. Manual handling	3
13. Smoking	4
14. Infection prevention and control	4
15. Accident reporting	5
16. Monitoring	5
Appendix 1 Map of site	6
Appendix 2 Water Schematic Diagram	7

1. Aims

Milton Village Hall aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst all visitors to the site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

2. Legislation

This policy is based on advice from

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which requires control of substances that are hazardous to health.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of all visitors.

3. Roles and responsibilities

Milton Village Hall Trustees Board has ultimate responsibility for health and safety matters in the hall, but delegates responsibility for the strategic management of such matters to the Milton Village Hall Committee. Health and Safety Lead - The nominated Health and Safety Lead is Helen Shepherd (Committee member) helen.shepherd26@hotmail.co.uk 07759494000

External support - Andrew Bachelor Andrew.Batchelor@sgsco.com

All visitors

All visitors will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at Milton Village Hall
- Co-operate with Milton Village Hall on health and safety matters.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for all visitors
- Understand emergency evacuation procedures and feel confident in implementing them.

Contractors

Contractors will agree health and safety practices with Milton Village Hall before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

Milton Village Hall Committee are responsible for the security. They are responsible for visual inspections of the site.

Duncan Hogg 07973663601 or Helen Shepherd 07759494000 will respond to an emergency.

5. Fire

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practised at least once a year.
- New committee members will be trained in fire safety and be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used if confident that they can use them without putting themselves or others at risk.
- Visitors will congregate at the assembly points. This is on the verge opposite the Village Hall and marked with muster point sign.
- A register of all attending and evacuating will be taken.
- Visitors will remain outside the building until the emergency services say it is safe to re-enter. All evacuations must be reported to Milton Village Hall Committee.

Milton Village Hall has arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Disabled access is through the kitchen. Areas should be kept clear for evacuation.

An independent risk assessment is carried out annually.

A site map can be found in Appendix 1.

6. COSHH

Milton Village Hall is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals.
- Fumes
- Dusts
- Vapours and Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Health and Safety Lead and circulated to all who work with hazardous substances. Visitors will also be provided with protective equipment, where necessary.

Milton Village Hall use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7 Legionella

- The Health and Safety Lead is responsible for ensuring that the identified operational controls are conducted and recorded in Milton Village Hall Water Log book
- This risk assessment will be reviewed annually or when significant changes have occurred to the water system and/or building footprint. Significant findings are documented in this document.
- Control measures are in place. These include:
 - Weekly testing of water temperature
 - Tap run offs if not used for more than one week.
 - Deep cleaning of taps
- A schematic diagram is in Appendix 2.
- Water boilers, air conditioning and the dishwasher are serviced annually.

8 Asbestos

- Visitors are briefed on the hazards of asbestos, the location of any asbestos in Milton Village Hall and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found at Milton Village Hall and an annual risk assessment report in place.
- Annual servicing takes place for the air conditioning unit, hot water boilers and the dishwasher.

9. Equipment

- All equipment is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical equipment

- All visitors are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any potential hazards will be reported to the Health and Safety representative immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- A portable appliance test (PAT) will be carried out by a competent person.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

10. Lone working

Lone working may include:

- Late or weekend working
- Health and safety duties
- Cleaning duties

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other people are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the person is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

11. Working at height

We will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge and experience to do the work.

12. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Visitors to Milton Village Hall are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.

13. Smoking

Smoking is not permitted anywhere on Milton Village Hall premises.

14. Infection prevention and control

We follow national guidance published by the [UK Health Security Agency](#) when responding to infection control issues. We will encourage visitors to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Use the correct personal protective equipment when handling cleaning chemicals.
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance.

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard.
- Used nappies/pads, gloves, aprons, and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

- We will encourage all visitors to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

We will regularly clean equipment and rooms.

15. Accident reporting

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the person or first aider who deals with it. The Health and Safety Lead should be informed of all accidents.
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

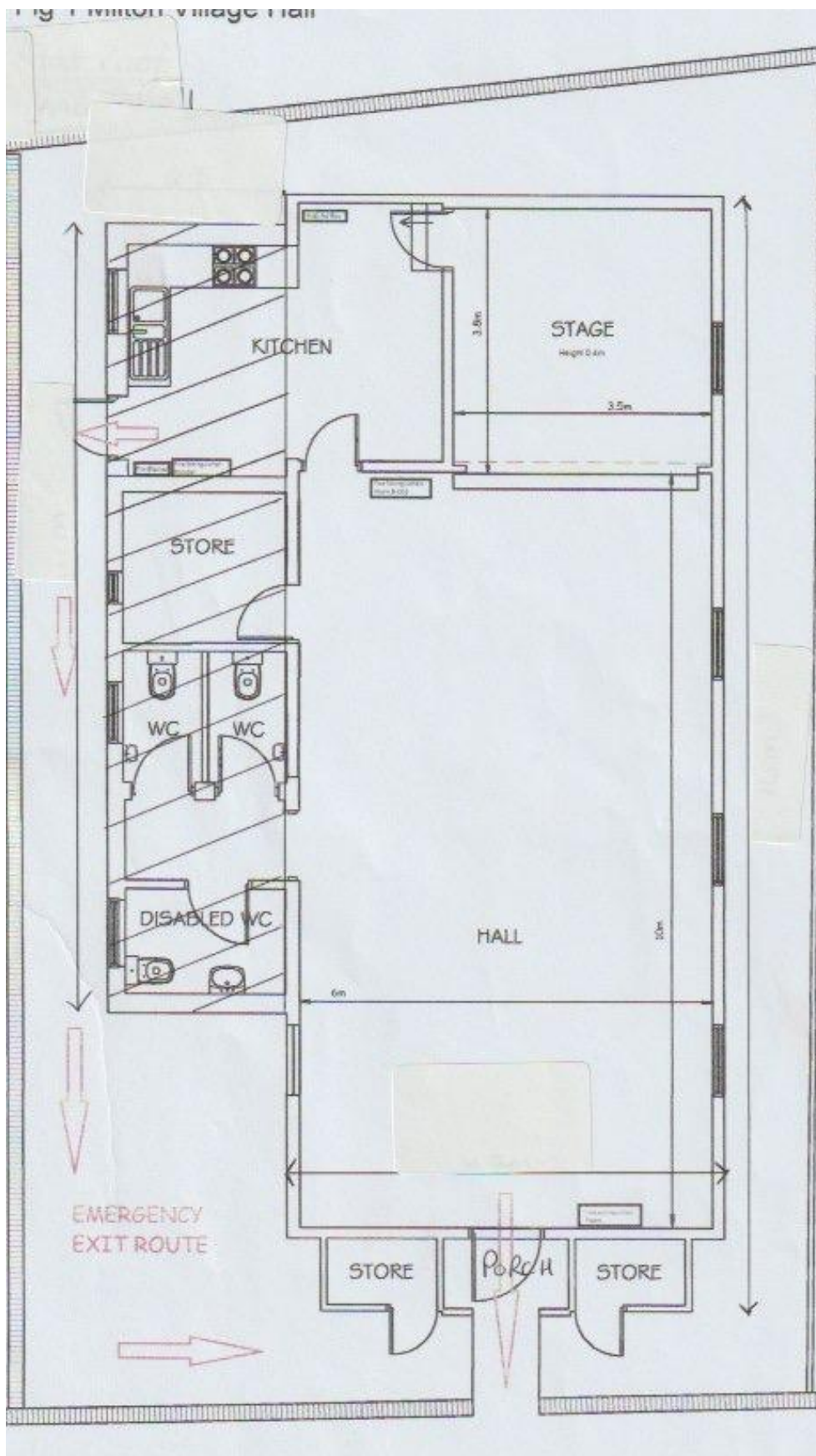
The Health and Safety Lead will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). These will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

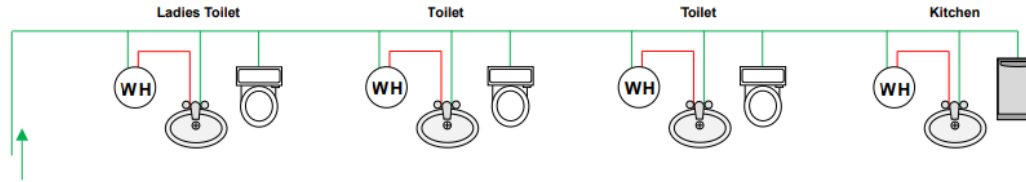
- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs, and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where a person is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury but could have done.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.
 - The accidental release of a biological agent is likely to cause severe human illness.
 - The accidental release or escape of any substance that may cause a serious injury or damage to health.
 - An electrical short circuit or overload causing a fire or explosion.

16. Monitoring

This policy will be reviewed by Milton Village Hall committee every 3 years.



Appendix 2 Water Schematic Diagram



													 CWST supply
Cold Water Storage Tank (CWST)	Hot Water Storage Vessel (HWSV)	Boiler	Water Heater	Washing Machine	Dishwasher	Sink	Toilet	Urinal	Shower	Bathtub	Thermostatic Mixing Valve (TMV)	Thermostatic Mixing Tap (TMT)	 Incoming Mains
SITE NAME: Milton Village Hall Committee DE65 6EF										ASSESSOR'S NAME: Aziz Rehman			
										DATE: 07/06/2023			

We cannot guarantee that all pipework (passing underground or through floors, walls and ceilings) has been traced, and it is possible that certain system dead ends or dead legs may not have been identified.

As a result, the schematic diagram in this report only details the visible or assumed pipework in a simplified format. While every effort has been made to ensure the accuracy of the content of this document, Bison Assist will accept no responsibility for any omissions.