Health and safety policy

This is the statement of general policy and arrangements for:	Foston Village Hall Committee
Overall and final responsibility for health and safety is that of:	Foston Village Hall Committee
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Foston Village Hall Committee

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. Introduction of Additional Measure to Meet COVID-19 Requriements To provide adequate training to ensure employees are competent to do their work	Foston Village Hall Committee Foston Village Hall Committee	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Foston Village Hall Committee	
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Foston Village Hall Committee	
To maintain safe and healthy working conditions, provide and maintain plant equipment and machinery and ensure safe storage and use of substances	Foston Village Hall Committee	

Health and safety law poster is displayed:	TBC
First-aid box and accident book are located:	Kitchen. However a Group First Aid Kit is Required
Accidents and ill health at work are reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	TBC

Signed: (Employer)   Date:

Subject to review, monitoring and revision by: Every:

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Trips, Slips, Falls	Committee General Public User Groups and Private Bookings Contractors	1. Keep all walk ways access and egress free of hazards. 2. Ensure any spilliages are cordoned and cleaned up immediately.	No			
Electric Shock	Committee General Public User Groups and Private Bookings Contractors	1. All Portable Electrical equipment is PAT tested annually 2. Damaged equipment must labelled accordingly and put "out of use" until repaired. 3. Unrepairable equipment should have the plug removed and labelled accordingly for disposed. It should be scrapped and disposed off at the earliest opportunity 4. Equipment is used correctly 5. Management/ Supervision	No			

Back Injury	Committee General Public User Groups and Private Bookings Contractors	1. Individuals must fully understanding Lifting Principles; establish weight, bend knees not back and consider 2 person lift. This also applies to awkward shaped items/ furnature 2. Consider using lifting aids trolley/ sack barrow 3. Management/ Supervision	No			
Cuts	Kitchen operatives	1. Safe use of knives and there secure storage when not in use.	No			
Burns/ Scalds	Kitchen operatives	1. Safe use of Oven and Hob. 2. Ensure Stoves are switched off when not in use 3. The Barbeque is to be operated by a competent person and should be lit with only approved barbeque lighters 4. Extreme caution when boiling water and on the stove and when boiling kettles or using the water boiler. 5. Restricted numbers in the kitchen when in operation	No			
Food Poisoning	General Public and Committee	1. Kitchen Staff to a minimum of Basic Food Hygiene Trained. 2. Temperature Management of Fridge and Freezers 3. Ensure all consumption dates of Food Stuffs are in date.	No			

| Fire | | 1. Prohibited the storage of fuel or combustible materials in the village hall, sheds, store and boiler cupboard. 2. Fire Fighting Equipment is to be annually checked and managed. 3. Annual site Fire Inspection by local Fire Brigade   4. Maintaining a FVH Fire Diary | No | | | |

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www.hse.gov.uk/risk/casestudies

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Physical Contamination of Covid-19	Committee General Public User Groups and Private Bookings Contractors	1. Reopenning Foston Village Hall Post Covid-19 Closure Procedure 2. Enhanced Cleaning/ Sanitising Regime for Hall 3. Putting social distancing measures in place and monitor. 4. Attendance levels restricted to a maximum of 25 members of the public/ users 5. Effective Use of PPE 6. Effective Use of Screens 7. Keeping Registers of Attendees at the Village Hall with contact details to facilitate Track and Trace. 8. One Way System using seperate Entrance and Exit with briefing and sanatising on arrival				

Airbourne Contamination of Covid-19	Committee General Public User Groups and Private Bookings Contractors	1. Reopenning Foston Village Hall Post Covid-19 Closure Procedure 2. Enhanced Cleaning/ Sanitising Regime for Hall 3. Social Distancing when measures in place and monitored 4. Attendance levels restricted to a maximum of 25 members of the public/ users 5. Effective Use of PPE 6. Effective Use of Screens 7. Keeping Registers of Attendees at the Village Hall with contact details to facilitate Track and Trace. 8. One Way System using seperate Entrance and Exit with briefing and sanatising on arrival				