

# Minchinhampton Market House



## HEALTH AND SAFETY POLICY



Market Square  
Minchinhampton  
Stroud  
GL6 9BW



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# 1.0 Health and Safety Policy Statement of Intent

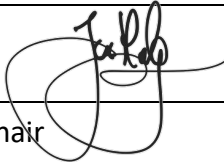
**Minchinhampton Market House Committee** is fully committed to ensuring the Health, Safety and Welfare of all our employees, customers and interested parties (stakeholders) that may be affected by our activities. We will ensure that our Health and Safety system and arrangements are reviewed regularly. Any objectives set are deemed unambiguous and significant changes to legislation are identified, understood and implemented. Where applicable, we will provide the necessary information, instruction, training and supervision to all employees. Collectively, all stakeholders will be identified, assigned duties and responsibilities under this policy.

The committee will ensure that every effort is made to meet and whenever possible, exceed the statutory requirements and Approved Codes of Practice relating to its activities. All stakeholders to include; the committee, employees, volunteers, contractors and members of the public must ensure they carry out their duty and responsibilities under the Health and Safety at Work etc. Act 1974 and all other applicable relevant legislation.

To neglect these responsibilities would be seen as a direct infringement of this Health and Safety policy. Any significant infringement would be reviewed and acted upon by the committee.

The committee will endeavour to maintain a healthy and safe environment at all times on our premises whilst striving to continually improve our health and safety standards for all.

The committee share an open and forward-thinking attitude towards all aspects of Health & Safety encouraging participation and initiatives from all persons. We seek to ensure the safe access and use of Market House for all persons at all times.

Responsible Person's Name	Justin Hodges
Signature	
Job Title	Chair
Company	Minchinhampton Market House
Date	01 September 2023

## 2.0 Health and Safety Hierarchy & Responsibilities

### 2.1 Reference

This policy document is issued under the scope of Section 2 “HASAWA Act” and the “Management Regulations” as a statutory document. Its purpose is to provide the necessary policies, organisation, responsibilities and procedures for managing all aspects of Health & Safety at Market House.

### 2.2 Organisation & Responsibilities

**The Committee** are the steering group who have the ultimate responsibility of Health, Safety and Welfare matters and must delegate competent staff to carry out those duties to ensure not only the protection of those at risk but also to comply with Health and Safety legislation in force at all times. Specifically they will:

- Understand the implications of the 1974 Health & Safety Act, Management of Health & Safety Regulations 1999 in relations to the Market House arrangements and activities undertaken.
- Interpret, implement and maintain an effective Health & Safety policy.
- To meet the requirements of this policy the committee will ensure that suitable and sufficient resources in terms of time, money and people are made available to satisfactorily carry out those duties and strive to maintain a healthy and safe working environment.
- Appoint a Health & Safety Officer with defined responsibilities under the policy.
- Liaise with the Health & Safety Officer concerning all applicable arrangements.
- The Committee must ensure that all health and safety issues are dealt with at the necessary level and all issues relating to the matter are brought to its attention where necessary.
- Identify opportunities for continual improvements, changes to legislation, recommendations following Risk Assessments, audit or advice from an authoritative body.
- Ensure that any necessary Health & Safety training is identified and carried out where required.
- Ensure all accidents /incidents are reviewed in a timely manner so that the appropriate RIDDOR reporting can be made.
- Set a personal example.

The **Health & Safety Officer** has been delegated as the day-to-day point of contact with regards to all health and safety matters. Specifically they will:

- Keep abreast of current legislation and other information applicable to the organisation.
- They must liaise and escalate issues to the committee where required.
- Advise the committee and any other identified persons on their responsibilities concerning Health & Safety.
- Advise, manage and escalate any applicable H&S matters to the committee.

- Ensure that suitable Risk Assessments are carried out of the entire premises in an applicable time frame ensuring suitable records are maintained. All identified actions agreed and implemented.
- Ensure that the necessary arrangements concerning First Aid are effectively maintained.
- Ensure that the necessary arrangements are made and maintained concerning fire-fighting equipment and applicable records.
- Ensure that the necessary personal protective equipment (PPE) is made available where appropriate.
- Prepare and maintain a Health & Safety hard copy file that contains:
  - Copies of Risk Assessments.
  - Copies of Health & Safety Policy and Arrangements.
  - Any other relevant documents appertaining to the safety of the site.
- Make all relevant H&S documents available for committee meetings and members perusal.
- Ensure that the booking secretary makes all hirers aware of the Health & Safety policy, fire evacuation procedures. Additionally, advise on any do's and don'ts regarding the hire of the premises.
- Ensure that all hirers sign the written hiring agreement agreeing to abide by the terms and conditions.
- All agreed Health & Safety Training is identified and escalated to the committee for action.
- Ensuring that all accidents/incidents are logged and reported in the accident book and reported to the committee.

All **other stakeholders** (Hall users) must ensure that they use it in a safe and appropriate manner at all times, never taking any unnecessary risks.

## 2.3 Employee and Volunteer Confirmation

This form acts as a record that the employee named below has read and understood the company's Health and Safety Policy Manual.

Under the Health and Safety Consultation of Employees Regulations 1996 should you have any objections or implications as to your working practices under the health and safety policy please consult with the H&S Officer and indicate below.

**I confirm that I have been made fully aware of, and understand the contents of, the health and safety policy manual.**

Employee Name	
Employee Signature	
Consultation Process	
Accepted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments	
Date	

**Return this completed form to the Health & Safety Officer.**

## 3.0 Risk Assessments

In order to achieve compliance with the arrangements laid down in this policy, the committee will ensure that a system of Risk Assessments is undertaken and followed up during safety audits. These assessments will be approved by the Safety Officer, or trained person(s) and must be documented and followed through to conclusion.

Risk Assessments will be carried out on all areas where a significant risk is identified. This must be recorded on a risk assessment form. The findings will be reported to the committee and together with the H&S Officer, they will approve action to either;

- Eliminate, rectify or make safe any risks identified.
- Review annually or as changes to working practices occur.
- Ensure assessments are kept in the relevant files.

Specific risk assessments are required when young persons aged 16 to 18 are employed. These will take into consideration:

- Not working beyond their physical or mental capacity.
- Level of supervision, training and experience.
- Risk to health from extreme temperatures, noise, vibration, etc.
- Exposure to agents that are toxic, mutagenic, carcinogenic, etc.
- Exposure to harmful ionising or non-ionising radiation.
- Potential accident situations due to a lack of experience or psychological maturity.

New and expectant mothers are a key area identified in the management regulation updates of 1999 and require specific risk assessment to ensure that both the mother and the unborn child are not placed at risk.



## 4.0 Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002) include specific requirements for risk assessment for users of computers and liquid crystal display equipment, including laptop computers if used as the main machine, as well as microfiche and process control screens, with the exception of screens used predominantly for viewing television or film pictures.

The committee will identify all employees classified as users and conduct DSE assessments as necessary. Additionally, the company has a policy that users are entitled to an eyesight test and a contribution towards suitable corrective appliances if required for DSE operation.

Ergonomics of the workstation and equipment are important when working with display screen equipment, with bad design and incorrect equipment potentially leading to Work Related Upper Limb Disorders (WRULDs). Whilst normally associated with secretarial roles all DSE users are at increasing risk to WRULDs with increasing use of DSE equipment.

Any potential symptoms of WRULDs must be reported as soon as possible.

Common factors implicated in onset of WRULDs:

- Badly designed or incorrect workstation or equipment.
- Repetitive actions.
- Poor working posture.
- Excessive time at a given task or in a given position.
- Psychosocial factors.

Display Screen Equipment Users and Assessments:

- The DSE Regulations 1992 (Amended 2002) require identification of all users and a suitable and sufficient assessment of their role and environment.
- All assessments will be conducted bi-annually or as-and-when the activity is changed, e.g. new employee, desk, workstation, office or software. All assessment records will be retained.
- All employees will be given or will have received training to a level of competency for the job in hand.
- Once employees are identified as users the committee shall offer them a free eyesight test and make a contribution towards corrective lenses for DSE use.
- Information will be provided regarding the safe use of DSE equipment.

## 5.0 Control of Substances Hazardous to Health

The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents).
- Substances generated during work activities (e.g. fumes from soldering).
- Naturally occurring substances (e.g. grain dust).
- Biological agents such as bacteria and other micro-organisms.









Standard classifications are

- very toxic
- toxic
- harmful
- corrosive
- sensitising
- irritant

The H&S officer will:

- Identify all substances requiring a COSHH assessment and undertake such assessments with the safety professional's assistance.
- Ensure all relevant employees are informed about COSHH assessments.
- Will ensure that any new substances will be assessed as required and all relevant employees will be made aware of the findings.
- COSHH data sheets and assessments will be kept in the relevant files.
- Only competent persons may use chemicals in the work area.

# Classification of Hazardous Substances (CLP)

	
Flammable	Highly Flammable
	
Toxic	Corrosive
	
Explosive	Harmful
	
Dangerous to the Environment	Very Toxic

## 6.0 Manual Handling

The Manual Handling Regulations 1992 (amended 2002) cover all aspects of load handling in the workplace or work activities. Risk assessments of the activity are required to identify any operations that include manual handling, requiring a full manual handling assessment full assessment of the activity in question and identification of control measures required. The H&S officer is responsible for identifying any significant manual handling activities.



**STEP 1**  
**Stop and think**

**STEP 2**  
**Position feet  
close to load**



**STEP 3**  
**Bend the knees feet  
apart, shoulders width**



**STEP 4**  
**Get a firm grip, keep  
the back straight**



**STEP 5**  
**Raise with the legs**



**STEP 6**  
**Keep the load close to the body  
do not twist**

**DO NOT LIFT/CARRY MORE THAN YOUR  
CAPABILITY – ASK FOR HELP**

## 7.0 Equipment

All equipment used or purchased must be “fit for purpose” and comply with all relevant regulations relating to the area it is to be used. This affects all pieces of equipment for use at work and these are covered by the Provision and Use of Workplace Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). There are a number of other regulations which also relate to equipment used at work, including electrical safety, CE marking, machine guarding and the Road Traffic Act.

### Purchasing

The committee’s purchasing rules are not discussed in this document but must be adhered to at all times, however all equipment purchased must conform to the relevant safety standards as dictated at the time for that equipment. It is the H&S officer who carries the responsibility to ensure that the equipment conforms to the required standards.

### Existing

All existing equipment must comply with PUWER and any guards identified must be fitted before use commences. It is the responsibility of Managers to ensure that this takes place.

All employees must ensure that the equipment in use is safe and report back all defects or failures to the H&S officer.

### Testing

The committee will draw up the scheme for inspection and testing of equipment in the workplace (includes the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) – inspection every 12 months for lifting equipment where goods are being lifted and every 6 months for equipment used for lifting people).

A competent body will carry out the inspections in accordance with the scheme.

Mains testing will be done on a five yearly basis.

Portable Appliance Testing (PAT). The frequency for testing portable and transportable equipment shall be determined by risk assessment. In low-risk environments a visual inspection will normally suffice, in higher risk environments more frequent and thorough testing will be required. See chart at end of section.

Use of electrical equipment brought in from uncontrolled sources should be actively discouraged and not used unless adequately tested.

## Suggested initial intervals for checking Portable Electrical Equipment

Equipment / environment	User checks	Formal Visual Inspection	Combined inspection and testing
Battery operated (less than 40 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
IT e.g. desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines NOT handheld, rarely moved	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment NOT hand-held, moved occasionally e.g. fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated (Class II) equipment HAND-HELD e.g. some floor cleaners	Yes	Yes 6-12 months	No
Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners	Yes	Yes 6 months – 1 year	Yes 1-2 years
Cables (leads) and plugs connected to the above, extension leads (mains voltage)	Yes	Yes 6 months – 4 years depending on the type of equipment connected to	Yes 1-5 years depending on the type of equipment it is connected to

Over time, when you look at the results of user checks, visual inspections and, where appropriate, portable appliance tests, you will notice trends. These may tell you that you need to look at or test electrical equipment less (or more) often, depending on the number of problems being found. Some examples of how to do this are shown on our website ([www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm](http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm)).

If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical equipment by testing interval. Source: HSE INDG236 (rev2)

## 8.0 Information, Instruction, Training & Supervision

All employees and volunteers will be consulted. Any raised issues should be dealt with at source and at the time.

Information relating to health and safety issues will be issued to all employees and volunteers as required or identified by the risk assessments.

The health and safety law poster is displayed with the appropriate detail of the local enforcing authority and the nominated competent person within the committee. This should be read in conjunction with the health and safety policy, section 1.0.

Health and safety advice can be obtained from the H&S Officer /committee or the Health & Safety Executive as displayed on the health and safety law poster.

Instruction into the safe use of all equipment will be given as identified by the risk assessments.

All detailed instructions will be in written form, normally as a safe system of work or method statement.

Any required training will be identified by the committee / H&S Officer and arrangements made as soon as practical.

Where an employee identifies a safety-training need then it should be discussed with the H&S officer for consideration.

Supervision will be provided at the level deemed necessary for the employees, for example young and inexperienced employees will have a higher degree than those more experienced.

All employees will be supervised in terms of health and safety by regular checks.

## 9.0 Accidents (Inc. Reporting of Disease and Dangerous Occurrences Regulations 2013)

All accidents and first aid treatments, no matter how minor, will be reported in the accident books held in our premises.

Any accidents requiring the use of the emergency services must be dealt with first before the above.

Specific staff are trained in the use of first aid. When on site they will source information on local first aid procedures. A first aid box is available at all times.

The responsibility to inform the enforcing authority for reportable incidents will be undertaken by the committee.

Accidents or near misses should be reported via the HSE website: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

First aid equipment is located within the premises.

Responsibility for replenishment of first aid kits will be that of the Health & Safety Officer.

Categories of accidents covered by this procedure are as specified on the HSE Reporting of Disease and Dangerous Occurrences Regulations 2013 (RIDDOR) website.

The responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a reoccurrence lies with committee (for their area of responsibility). All categories of accidents and incidents described in this document will be reported to the H&S officer/committee within a maximum time scale of twenty-four hours.

Near miss incidents will be investigated by a competent person nominated by the committee as is appropriate to the nature of the incident. On completion of the investigation the committee ensure other parties are informed and will monitor the progress of any actions to be taken to prevent a recurrence.

Dangerous occurrences will be reported to the H&S Officer as soon as practicable. Where the occurrence is reportable under RIDDOR, the committee will ensure that the Health and Safety Executive are informed.

All first aid treatments will be recorded in the accident book. The H&S Officer or a nominated competent person will review such treatments in order to identify any trends for which counter measures could be applied.

Potentially Disabling or Disabling Accidents Potentially disabling or disabling accidents will be reported to the H&S Officer as soon as is practicable and will be the subject of an immediate



investigation. The Committee will ensure that the Health and Safety Executive is informed as is deemed necessary.

In the event of a major accident, all appropriate personnel will be informed as soon as is practicable. The Committee will ensure that the Health and Safety Executive is promptly informed. Initial investigations at the site of the accident will be carried out ensuring not to disturb any evidence or items that could have contributed to the cause of the accident. This investigation would be, where practicable, carried out by the H&S officer / committee.

The initial investigation would be followed up by a detailed investigation. On completion of this investigation, a report of findings, including details of short and long term actions, together with time scales required to prevent recurrence, will be drawn up.

In the event of a fatal accident, the area of the accident will be isolated and nothing will be moved or interfered with, except by the emergency services or where action is required to protect others who may be at imminent risk.

The H&S Officer/ Committee will inform the Health and Safety Executive by the telephone as soon as possible.

All persons will provide full co-operation to the Health and Safety Executive representatives conducting any investigations.

**ALL ACCIDENTS MUST BE RECORDED IN THE ACCIDENT BOOK NO MATTER HOW MINOR THEY SEEM AT THE TIME.**

# 10.0 Emergency Procedures, Fire & Evacuation

## ON DISCOVERING A FIRE:

1. RAISE THE ALARM by smashing the break glass.
2. Tackle the blaze using the nearest correct extinguisher, but do not take risks.  
If you cannot extinguish the fire immediately with a portable appliance, evacuate the scene by the nearest exit.
3. Inform all other persons in the building.

## ON HEARING THE ALARM

1. Stop what you are doing at once.
2. Leave the building by the nearest fire exit. If you are the last person to vacate a room, close, but do not lock any doors. Do not stop to collect belongings.
3. Assemble at the FIRE assembly point OUTSIDE opposite the building.

## CALLING THE FIRE BRIGADE

1. Dial 999 and ask for “FIRE”
2. When connected say:

“ THERE IS A FIRE AT MINCHINHAMPTON MARKET HOUSE, 1 MARKET SQUARE,  
MINCHINHAMPTON, STROUD, GL69BW”

3. We are all responsible for each other’s safety; ensure that all persons are with you when you leave the building. If they are not, please make their absence known.
4. When safe to do so, the committee must be informed of the evacuation.

On No Account should you try to re-enter the building.

END of PROCEDURE

## 11.0 Check, Review and Monitor

To ensure the committee is maintaining safe-working practices at all times we will:

- Review policies, procedures and practices annually, unless major change occurs.
- Discuss any issues regarding health and safety openly.
- Review the accident book on a quarterly basis and report findings to all.

The committee will ensure that the premises are inspected at an interval of no more than one calendar month apart. The format of these inspections will be performed and recorded as “housekeeping walk abouts”. Any significant outcomes/actions must be documented.

The committee will define and prescribe an annual audit programme. The purpose of this programme will be to seek compliance and continual improvement. Measures will be drawn up to monitor and review the effectiveness of the programme.

The H&S Officer/committee will be responsible for investigating accidents.

The committee will be responsible for investigating work-related sickness absences.

The management meeting will have an agenda item for health and safety to be discussed and reviewed as required.

There will be an open for forum, for discussion and consultation on safety issues.

## 12.0 Stress

The HSE define work related stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them”. However, a degree of pressure and challenge may well be beneficial and aid people in their work.

The committee/ H&S Officer will undertake to identify by risk assessment areas that are likely to have a high degree of stress associated with them.

The committee will endeavour to understand by consultation, areas that may evoke high stress levels.

The committee will focus on four key areas to be looked at:

- Identification of stress
- Who to discuss it with?
- What to do next?
- Support

If work related stress is identified then a process of support will enable employees to deal with it or provide where practicable a process for job change.

Return to work interviews are a primary part in helping the above process work.

## 13.0 Alcohol and Drugs

The committee has the responsibility to recognise the potential health and safety risks within the working environment, which may occur as a result of alcohol and drug abuse. This will enable the company to develop a positive action programme which will lead towards assistance and treatment for the individual.

### Legal Obligations

The committee would be committing a criminal offence by ignoring the principle legislation in the UK for controlling drug and alcohol abuse. There is a legal requirement under Section 2 of the Health and Safety at Work etc. Act 1974 to "ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees". Section 7 of the Act requires "employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work".

In addition, the Transport and Works Act 1992 imposes strict regulations regarding the alcohol and drug levels in those staff working in "safety critical" posts, for example driving vehicles and operating machinery.

### Key issues for the Committee

Dealing with health and safety risks posed by inappropriate drinking and drug misuse is a legitimate and serious issue for all employers. It is the committee's aim to ensure the provision of a safe working environment and a high standard of safety for its employees and customers. In order to demonstrate an integrated approach to handling alcohol and non-prescribed drug related problems, it is important for the company to support the following strategy:

All employees should be aware of the issues arising as a result of alcohol or drug related problems. These include absenteeism, high accident levels, impaired work performance, mood swings and misconduct.

When an employee acknowledges that they have a problem, the committee will enable them to seek help and treatment, on the understanding that:

Whilst undergoing treatment, they will be on sick leave.

On completion of the recovery programme the employee is able to return to the same or equivalent work.

Should returning to work jeopardise the employee's recovery, a review will be made to ensure an agreed course of action will be taken. This will include alternative employment, retirement on the grounds of ill health or ill-health dismissal.

If a relapse occurs, medical advice will be sought in an attempt to ascertain how much more treatment/rehabilitation is required. Should recovery seem unlikely, at the discretion of the management, early retirement may be considered.

If an employee is known to be intoxicated by alcohol or drugs during working hours, arrangements will be made to escort the individual from the premises. Disciplinary action will take place when the employee has had time to become sober, prior to returning to work. An act of gross misconduct will result in being summarily dismissed.

All employees will be made aware that they should not cover up for employees with a drink or drug problem, but recognise that collusion represents a false sense of loyalty and will result in longer term damage.

The committee will therefore provide confidential and impartial information and advice, to assist individuals to make informed constructive choices and support the individual in seeking appropriate assistance, including from their own doctor.

## 14.0 Personal Protective Equipment

Personal Protective Equipment (PPE) is required to be worn when work dictates as per the risk assessment and other related policy and procedures.

PPE is classed as the last line of defence when it comes to implementing adequate control measures to manage hazards within the activities that we complete.

If after risk assessment has identified a need for it, PPE will be issued and must be worn:

Look after it and report any fault or reasonable wear and tear which renders the equipment in need of replacement to the committee.

Use PPE provided to you for use in connection with your work. As well as breaking the law by not using it you are also liable to be dismissed under disciplinary procedures.

## 15.0 Violence and Aggression

The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 impose duties on the committee that include assessing the risk of violence, such as assault or verbal abuse, and protecting employees from those risks as far as reasonably practicable.

The committee will endeavour to eliminate or reduce the likelihood of violence at work because it can impair morale amongst employees and give a poor impression.

The committee will assess the risks to all our staff and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour.

The committee accepts that facing aggressive behaviour is not part of an employee's job, and the reporting of such incidents will not reflect badly on employees.

In order to assess the risk to personnel, employees should report to the committee /H&S officer if they experience any incident that subjects them to:

- physical assault, whether or not injury results.
- verbal abuse, shouting or swearing.
- threatening behaviour, with or without any form of weapon.
- anything that they feel might damage their health through anxiety or stress.

For those jobs that are identified to have increased risks, the committee will introduce physical controls where reasonably practicable, together with sufficient information, instruction and training to enable the employee to minimise the risk.



## 16.0 Mobile Phones

It is an offence to use a hand-held mobile phone or similar device while driving or in certain other circumstances.

Employers have a legal duty, under health and safety law, to ensure the safety of their employees and of anyone else who may be affected by their activities. This duty also applies when employees are driving for work purposes (including travelling to meetings or on delivery rounds).

Providing mobile phones to our employees is not an offence. Requiring our employees to make or receive calls whilst driving without hands-free equipment is an offence. Therefore, the committee does not require any staff to make or receive calls whilst driving on its business. Employees caught breaching this ruling will be personally liable to both a fine and penalty points on their licence.

It is also an offence to use a device interactively to access any sort of data including internet, text or other images. Using a personal digital assistant either with a data card inserted or connected to another mobile device via Bluetooth, infrared or any other means may well be an offence.

In addition, drivers who use a cradle hands-free phone could also face prosecution for failing to have proper control of their vehicle if their driving is considered to be dangerous or reckless because of the distraction. The use of a hand-held phone even when stationary i.e. in a traffic jam at the traffic lights will remain an offence.

### **When driving on committee business:**

- All mobile phones other than those in a fixed hands-free cradle **must** be turned off.
- Hands free equipment should only be used when the driver judges it is safe to do so.
- Whilst driving you can make or receive calls whilst the phone is being held in a cradle (pushing buttons whilst in the cradle or operation via buttons on a steering wheel would not breach the new regulations).
- You can make a 999 call on a hand-held phone if it would be unsafe for the driver to stop.
- We recommend that you record a personal message on your mobile phone voicemail, e.g. you may be driving and will return the call within 2 hours.

## Use:

The link between mobile phone use and significant illness is not proven and there are opposing views, therefore common-sense precautions must be taken.

- Retrieve messages only when parked and engine turned off.
- Minimise mobile phone use and use landlines where possible.
- Avoid contact with the phone or antenna when making a call (personal hands-free kits will be provided where appropriate).
- Limit exposure by changing ear at short regular intervals.

## 17.0 Young Persons at Work

Young Persons are defined by the Management of Health and Safety at Work Regulations 1999 (as amended) as persons being under the age of 18 years, and in respect of children, are defined as being under the minimum school leaving age (currently 16 years of age).

We will ensure that there is appropriate supervision and monitoring of young persons or young inexperienced trainees/apprentices. Supervision provided must be undertaken by competent person(s) responsible for health and safety.

Where the committee accepts any young person on a work experience programme or employs young and inexperienced person(s), as defined by the Management of Health and Safety at Work Regulations 1999 (as amended), it is a legal requirement that specific risk assessments shall be carried out in order to identify the hazards particularly related to the employment of young and inexperienced persons in the workplace.

The risk assessments must identify those additional hazards likely to arise due to the youth and inexperience of the young person and put in place control measures, including prohibitions in respect of carry out certain types of work and using machinery, and limiting working hours. In addition adequate information, instruction, training and close supervision levels must be provided to ensure, so far as is reasonably practicable, that the health, safety and welfare of young persons are not adversely affected due to the work undertaken or the nature of the workplace or its contents (i.e. plant, tools, machinery, hazardous substances or working practices etc.). The content of the risk assessment and the control measures necessary are required by law to be communicated to; the young person employed, and in the case of children under the minimum school leaving age, parents or guardians, and the young person's school and/or their appointed representative.

Special consideration must be made when a person under the age of 21 years is to operate certain vehicles or plant on the public highway. The committee will ensure that the relevant risk assessments and permission from the employer in control of the workplace is in place before any company employees or young persons on work experience programmes, who are defined as young persons by the Management of Health and Safety at Work Regulations 1999 (as amended), are permitted to work at these premises.

## 18.0 Smoking

### Purpose

This has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to comply with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### Policy

It is the policy of the committee that our workplace is smoke free and all employees have a right to work in a smoke free environment.

Smoking is prohibited in all areas of the building. This includes company vehicles that are used by more than one person or to carry members of the public, even if at separate times. This policy applies to all employees, contractors, customers or visitors.

### Implementation

Overall responsibility for policy and implementation and review rests with the committee. However, all staff are obliged to adhere to and support the implementation of this policy. The committee/H&S Officer shall inform all existing employees and contractors of the policy and their role in the implementation and monitoring of the policy.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within premises and in all smoke free vehicles.

### Non-Compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### Further Information

Information on giving up smoking can be obtained from the NHS Smoking Helpline on 0800 169 0169.

## 19.0 Contractors

All contractors used by the committee will have completed an approval process which covers health and safety. The approval process includes:

- Appropriate insurance
- Competent person within the company
- References
- Risk assessments
- Training records
- Review of accident records
- Enforcement notices in place

All contractors are reminded on working safely thus not to injure our employees or themselves while working under the committee's employment.

## 20.0 The Workplace (Our Premises)

### Managing Asbestos within our Premises

Details are to be confirmed.

### Electrical Safety

The implementation of this policy requires the total co-operation of all members of management and staff, as well as all contractors hired to carry out work on fixed electrical systems. It is the responsibility of committee/H&S Officer to oversee the regular inspections on portable electrical equipment and the periodic (5 year) test on fixed electrical systems. The fixed electrical systems are to be checked every 5 years or sooner dependant on the age of the system and advice of a competent person.

Portable electrical equipment is checked at regular intervals and a register of the items checked are held centrally at head office.

Where a problem arises relating to electricity at work, staff must inform the committee /H&S Officer immediately so that the committee can take measures necessary to deal with the problem.

### Gas Safety

All reasonable steps will be taken to ensure the health and safety of employees where gas heating is in place. The implementation of this policy requires the total co-operation of all persons, as well as all contractors hired to carry out work on the gas systems.

It is the responsibility of committee to oversee the annual tests of the gas systems for the premises.

Where a problem arises relating to gas, staff must inform the committee/ H&S officer immediately so that they can take measures necessary to deal with the problem.

Fixed or portable gas appliances and unprotected flue arrangements require at least a one metre gap from any combustible materials.

## 21.0 Lone Working

Lone workers are those who work by themselves without direct or close supervision. This description could describe those who work in a remote location without other people around them or those who are working on a site without any other person present.

Lone workers should not be put at any more risk than other employees.

The committee have a lone working risk assessment in place.

## 22.0 Driving on Committee Business

### Driving

All drivers and employees that drive their own vehicles on committee business must abide by the road traffic act and the Highway Code. Please also refer to the mobile phone policy.

### Driving your Vehicle on Committee Business

If you are driving on committee business and are using your own vehicle you need to provide the committee with a copy of your driving licence on a six-monthly basis and a copy of your vehicle insurance (your insurance must cover you for committee business use).



## 23.0 Hiring Process

### Hiring Agreements

The responsibilities of every hire of the premises will be covered by a written agreement outlining the terms and conditions. This agreement will be issued to the hirer advising them of this. This will make clear the Health & Safety Policy and arrangements which hirers are obliged to follow; (e.g keeping fire exits clear, informing the booking secretary of any damage or breakages etc). The hirers will have a duty to the people using the hall to include any staff and customers including safeguarding for all users including children. Additionally, it will give the location of the Health & Safety folder, first aid box and fire alarm call points.

### The role of the Booking Secretary

The booking secretary performs a vital role in implementing our Health & Safety policy. Whilst the written hiring agreement is comprehensive the booking secretary will additionally draw the hall hirers attention to the following points:

- The Health and Safety policy and requirements in the hiring agreement.
- The location of the; first aid box, safety notices, fire exits fire-fighting equipment.
- The evacuation procedure.
- If they are using particular facilities, such as the stage, attention should be drawn to any particular requirements i.e the need for any portable amplification equipment to be PAT tested.
- The need to report any faults or damage and to whom.

## 24.0 Notices

Please be aware that a profusion of notices beginning “Do not”.... will probably be ignored! It is always preferable to tackle Health & Safety and other issues by means of:

- Talking to hirers and politely impressing upon them the importance of Health & Safety. This should be backed up by inclusion in the written hiring agreement.
- Key notices will be displayed at critical locations to include;  
Location of the First Aid Box.  
Fire Evacuation Procedure.  
Procedures for stacking or moving equipment.
- A copy of the Health & Safety policy for all user groups representatives will be provided enabling them to explain this to their members and staff.
- Clear labelling and instructions for use of equipment e.g. a notice inside the store cupboard showing how and where chairs should be stacked.

## 25.0 Insurance

The committee will ensure that our insurance policy adequately provides cover for public liability, employers' liability and volunteers carrying out work at the building. The committee must inform the insurance company when any major refurbishment or building work is to be carried out by volunteers.

For further information see ACRE Village Halls Information Sheet 7, Insurance Cover. The committee acknowledge that there is no legal requirement to keep out of date certificates. However, a current certificate will be displayed.

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