

Lisvane Memorial Hall Health & Safety Policy

1. Introduction

Lisvane Memorial Hall is committed to ensuring the health, safety, and welfare of all its users, staff, contractors, volunteers, and visitors. This policy outlines the procedures and responsibilities for maintaining a safe environment within the Hall and its surrounding areas.

2. Responsibilities

- **Trustees and Management Committee:** The Hall's Trustees are responsible for the overall implementation of the health and safety policy. This includes ensuring risk assessments are conducted, safety measures are enforced, and necessary training is provided.
- **Staff and Volunteers:** All staff and volunteers must be aware of the health and safety policies and procedures, following them at all times and reporting any hazards or incidents.
- **Users and Hirers:** Individuals or organisations hiring the Hall are responsible for the health and safety of those attending their events, ensuring they comply with the Hall's policy and any relevant legislation.

3. Risk Assessments

- Regular risk assessments will be conducted to identify potential hazards. These assessments will be documented and reviewed annually, or more frequently if required, to ensure that control measures are adequate and up to date.

4. Fire Safety

- **Fire Exits:** All fire exits must remain clear at all times. Fire doors must not be propped open, and emergency lighting should be functional.
- **Fire Evacuation Procedure:** In case of fire, all users must evacuate the building immediately via the nearest exit and assemble at the designated meeting point. See separate procedure for details
- **Fire Equipment:** Fire extinguishers, alarms, and other fire safety equipment will be inspected regularly and maintained according to statutory requirements.

5. First Aid

- **First Aid Kit:** A fully stocked first aid kit will be available in a clearly marked location within the Hall.
- **Accidents:** All accidents or injuries must be reported and recorded in the accident book. The Trustees will investigate significant incidents and take action where necessary.

6. Electrical Safety

- **Portable Appliance Testing (PAT):** All portable electrical appliances within the Hall will be subject to regular testing to ensure they are safe to use, and records kept.
- **User Equipment:** Any electrical equipment brought in by Hall users must comply with safety regulations, and users will be liable for the safety of their equipment.

LISVANE MEMORIAL HALL, HEOL-Y DELYN, CF14 0SQ

7. Slips, Trips, and Falls

- **Clear Walkways:** All walkways, stairs, and exits should be kept clear of obstacles. Spills must be cleaned up promptly to prevent slips.
- **Signage:** Adequate signage will be displayed to warn users of any potential hazards, such as wet floors or uneven surfaces.

8. Manual Handling

- Staff, volunteers, and users are encouraged to avoid manual handling tasks where possible. When necessary, proper lifting techniques must be used, and appropriate equipment should be provided, such as trolleys.

9. Working at Height

- **Risk Assessment:** Any work at height, including tasks such as changing light bulbs or decorating, must be properly assessed to determine the potential hazards. Only trained and competent individuals should perform such tasks.
- **Use of Ladders and Equipment:** Approved ladders or platforms must be used, and these should be inspected for damage before use. Improvised climbing, such as using chairs or other furniture, is strictly prohibited.
- **Supervision:** Work at height must be supervised, especially if using ladders or scaffolding. Users should never work alone at height.
- **Safety Precautions:** When working at height, ensure that the area below is clear of obstacles or people. Barriers should be erected if necessary to prevent access to the area underneath.
- **Weather Conditions:** Outdoor work at height should be postponed in adverse weather conditions (e.g., rain, high winds) to reduce the risk of accidents.

10. Control of Contractors

- **Selection of Contractors:** All contractors employed by the Hall must be selected based on their competence and ability to carry out their tasks safely. This includes checking for appropriate qualifications, licenses, and insurance. A list of preferred contractors will be kept by the Trustees and reviewed on a regular basis.
- **Risk Assessments and Method Statements:** Contractors must provide risk assessments and method statements (RAMS) for any significant work or maintenance activities. These documents will be reviewed by the Trustees to ensure safety standards are met.
- **Induction and Supervision:** Contractors working at the Hall will receive a written induction that includes a briefing on the Hall's health and safety rules, fire procedures, and any site-specific hazards. Contractors will be checked as necessary to ensure compliance with safety policies.
- **Monitoring and Reporting:** The Trustees will monitor contractors' work for compliance with safety standards. Any safety breaches or concerns will be addressed immediately, and work may be stopped if necessary until it is safe to continue.

10. Safeguarding of Vulnerable Persons

- All groups or individuals organizing activities involving children or vulnerable adults are responsible for ensuring that appropriate safeguarding measures are in place, including background checks where necessary. Please read the Lisvane Memorial Hall Safeguarding Policy

11. Hazardous Substances

LISVANE MEMORIAL HALL, HEOL-Y DELYN, CF14 0SQ

- No hazardous substances (e.g., cleaning chemicals) should be stored or used within the Hall without appropriate controls. Any such substances must be safely stored and clearly labelled.

LISVANE MEMORIAL HALL, HEOL-Y DELYN, CF14 0SQ

12. Review of the Policy

- This health and safety policy will be reviewed annually by the Trustees and Management Committee, or sooner if there are significant changes to the Hall's operations or relevant legislation.

Contact Information

- For any health and safety concerns or to report an incident, contact the Lisvane Memorial Hall Management Committee at contact@lisvanememorialhall.co.uk

This policy is designed to provide a safe and welcoming environment for all visitors and users of Lisvane Memorial Hall. Compliance with these guidelines is mandatory for all users.