

Lisvane Memorial Hall Health and Safety Policy

1. Introduction

Lisvane Memorial Hall is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its users, staff, contractors, volunteers and visitors. This policy sets out the responsibilities and arrangements for maintaining a safe and welcoming environment within the Hall and its surrounding areas.

The Trustees recognise that effective health and safety management requires suitable risk assessments, competent people, clear procedures, appropriate maintenance and prompt action when hazards are identified.

2. Responsibilities

Trustees and Management Committee: The Trustees retain overall responsibility for the health and safety of the premises, access routes, fixed installations and equipment provided by the Hall. They will ensure that suitable risk assessments are completed, appropriate control measures are implemented, necessary inspections and maintenance are carried out, and relevant information, instruction and training are provided.

Health and Safety Lead: A nominated Trustee or other competent person will coordinate the day-to-day administration of health and safety arrangements, maintain relevant records and report significant matters to the Trustees. The collective responsibility of the Trustees is not removed by this appointment.

Staff and Volunteers: All staff and volunteers must follow the Hall's health and safety procedures, take reasonable care of themselves and others, use equipment correctly, and promptly report hazards, defects, accidents, near misses and incidents.

Users and Hirers: Hirers are responsible for safely managing their activities, supervising attendees, observing occupancy limits and complying with the conditions of hire, fire procedures and relevant legal requirements. Hirers must promptly report hazards, accidents, damage and defective equipment. The Hall remains responsible for matters under its control.

Contractors: Contractors are responsible for carrying out their work safely, complying with relevant legislation and the Hall's site rules, and providing suitable risk assessments and method statements where required.

3. Risk Assessments

Suitable and sufficient risk assessments will be completed to identify hazards arising from the premises, activities, equipment and maintenance arrangements. Assessments will identify persons at risk, existing controls and any further action required.

Risk assessments will be reviewed at least annually and following any significant change, accident, near miss, complaint, new activity, building work, acquisition of equipment or indication that existing controls may no longer be effective.

Hirers conducting unusual, higher-risk or large-scale activities may be required to provide an activity-specific risk assessment and obtain prior approval from the Hall.

4. Fire Safety

Fire Risk Assessment: The Trustees will ensure that a suitable fire risk assessment is completed, kept under review and acted upon. The Responsible Person for fire safety will be identified in the Hall's fire safety arrangements.

Fire Exits: All fire exits, escape routes and final exit doors must remain clear and available at all times when the Hall is occupied. Fire doors must not be propped open unless held by an approved automatic device. Emergency lighting must be maintained in effective working order.

Fire Evacuation Procedure: In the event of fire, occupants must raise the alarm, call 999, leave by the nearest safe exit and assemble at the designated meeting point. No one may re-enter the building until authorised by the Fire and Rescue Service. The separate fire evacuation procedure must be followed.

Hirer Responsibilities: The hirer must appoint a responsible person to take charge during the booking, make attendees aware of the exits and assembly point, ensure that stated occupancy limits are not exceeded and provide suitable assistance for anyone who may need help to evacuate.

Fire Equipment and Testing: Fire alarms, emergency lighting, extinguishers and other fire safety equipment will be tested, inspected and maintained at appropriate intervals. Tests, defects and remedial actions will be recorded.

Ignition Sources: Candles, smoke machines, cooking appliances, decorations and other potential ignition sources may only be used in accordance with the conditions of hire and any specific approval given by the Hall.

5. First Aid and Incident Reporting

First Aid Kit: A suitably stocked first aid kit will be available in a clearly marked location within the Hall. Its contents will be checked periodically and replenished as necessary.

Accidents and Near Misses: All accidents, injuries, near misses, dangerous occurrences and incidents involving damage that could have caused injury must be reported promptly and recorded using the Hall's reporting arrangements.

Investigation and Reporting: The Trustees will investigate significant incidents in proportion to their seriousness, take appropriate corrective action and consider whether a report is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Personal information in accident records will be handled securely.

6. Electrical Safety

Fixed Electrical Installation: The fixed electrical installation will be inspected, tested and maintained by competent persons at appropriate intervals. Defects presenting a danger will be isolated or otherwise made safe without delay.

Portable Electrical Equipment: Electrical equipment provided by the Hall will be maintained in a safe condition. User checks, formal visual inspections and electrical testing will be undertaken at intervals determined by risk, equipment type, use and environment. Records will be retained where appropriate.

User Equipment: Electrical equipment brought into the Hall by users or hirers must be suitable, undamaged and safe. The Hall may prohibit the use of equipment that appears

unsafe or unsuitable and may require evidence of appropriate inspection or testing where reasonably necessary.

Temporary Supplies: Extension leads and adaptors must be used safely, protected from damage and arranged so that they do not create a trip or fire hazard. Multiway adaptors must not be overloaded.

7. Slips, Trips and Falls

Clear Walkways: Walkways, stairs, corridors and exits must be kept clear. Spills must be dealt with promptly, and damaged or uneven surfaces must be reported and made safe as soon as reasonably practicable.

Signage and Barriers: Suitable warning signs or barriers will be used where a temporary hazard cannot be removed immediately, such as wet floors, maintenance work or uneven surfaces.

External Areas: External paths, steps, the car park and access routes will be inspected and maintained. Reasonable precautions will be taken during ice, snow, flooding, high winds or other adverse conditions.

8. Manual Handling and Storage

Manual handling will be avoided where reasonably practicable. Where handling is necessary, the task will be assessed and suitable controls used, including trolleys, team lifting or reducing the load.

Tables, chairs and other equipment must be stored only in designated locations and stacked safely. Hirers must follow any instructions provided for moving and storing furniture and equipment.

9. Working at Height

Planning and Assessment: Work at height must be avoided where reasonably practicable. Where it cannot be avoided, it must be planned, risk assessed and carried out by competent persons using suitable equipment.

Ladders and Access Equipment: Ladders, stepladders and platforms must be suitable for the task and checked before use. Chairs, tables and other improvised access equipment must not be used.

Supervision and Lone Working: The risk assessment will determine whether supervision, a second person, an exclusion zone or other precautions are required. Higher-risk work at height must not be undertaken by Hall volunteers unless specifically authorised and appropriately controlled.

Weather and Public Protection: Outdoor work at height must be postponed in adverse weather conditions. The area beneath the work must be kept clear, with barriers used where necessary to protect users and visitors.

10. Control of Contractors

Selection of Contractors: Contractors will be selected on the basis of their competence and ability to carry out the work safely. Checks may include experience, relevant qualifications, licences, membership of competent-person schemes and suitable insurance, proportionate to the work involved.

Risk Assessments and Method Statements: Suitable risk assessments and method statements will be required for construction, intrusive, higher-risk or otherwise significant work. Documentation will be proportionate to the risks and reviewed by a person with appropriate knowledge or advice.

Induction and Site Information: Contractors will receive appropriate information about the Hall's rules, fire procedures, access arrangements, asbestos register, known hazards, welfare facilities and any occupied areas affected by the work.

Control and Monitoring: Contractors must notify the Hall when attending, keep work areas secure, protect users from the work, report defects and leave the premises safe and secure. Work may be stopped where there is an immediate or serious safety concern.

Construction Work: Where applicable, the Trustees will fulfil their client duties under the Construction (Design and Management) Regulations and ensure suitable arrangements are made for managing the project safely.

11. Asbestos

The Trustees will maintain an asbestos register and asbestos management plan where applicable. The register must be consulted before intrusive maintenance, drilling, installation, refurbishment or other work that could disturb the building fabric.

Relevant asbestos information will be provided to contractors and others who could disturb asbestos-containing materials. Suspected asbestos-containing materials must not be disturbed. Any accidental damage must be reported immediately, the area isolated and specialist advice obtained.

12. Hazardous Substances

Hazardous substances will be avoided or substituted where reasonably practicable. Where their use is necessary, the risks will be assessed and suitable controls established.

Substances must be kept in their original or properly labelled containers, stored securely and used in accordance with the manufacturer's instructions and relevant safety information. Chemicals must not be mixed or decanted into food or drink containers.

Contractors and hirers must obtain permission before bringing significant hazardous substances onto the premises and must provide relevant safety information where requested.

13. Premises, Equipment and Maintenance

Routine Inspections: The Hall, grounds, access routes and equipment will be inspected at suitable intervals. Defects will be recorded, prioritised and remedied within a timescale proportionate to the risk.

Unsafe Areas or Equipment: Any area or equipment presenting a significant risk will be isolated, taken out of use or clearly marked until it has been made safe.

Building Services: Gas, heating, ventilation, electrical and other building services will be maintained by competent persons in accordance with legal and manufacturer requirements.

Hall Equipment: Furniture, staging, kitchen equipment, storage systems, doors, glazing, flooring and other Hall-provided equipment will be maintained in a safe condition. Users must not alter, repair or misuse Hall equipment without permission.

14. Events, Capacity and Crowd Management

Hirers must comply with stated room capacities, maintain clear escape routes and provide adequate supervision for their event. Layouts, queues, performances and external congregation must be managed so that they do not create unacceptable risks or obstruct emergency access.

Prior approval may be required for unusual layouts, large events, inflatables, amplified performances, cooking, alcohol sales, temporary structures or other higher-risk activities.

15. Kitchen and Food Safety

The Hall will maintain the kitchen, utilities and Hall-provided equipment in a safe condition. Hirers, caterers and other food providers are responsible for hygienic food preparation, allergen management and compliance with food safety requirements applicable to their activities.

Kitchen equipment must be used only for its intended purpose and in accordance with any instructions provided. Faults, spills and damage must be reported promptly.

16. Children and Adults at Risk

Groups or individuals organising activities involving children or adults at risk are responsible for implementing suitable safeguarding arrangements, providing appropriate supervision and carrying out checks where the activity and role are eligible and require them.

The provision of the premises does not mean that the Hall undertakes supervision of children or adults at risk. Hirers must read and comply with the Lisvane Memorial Hall Safeguarding Policy.

17. Lone Working and Personal Safety

Lone-working activities undertaken by staff, volunteers or contractors will be assessed where appropriate. The assessment will consider communication, access and security, medical emergencies, confrontational behaviour and whether the task is suitable for one person.

Any task identified as unsuitable for lone working must not be undertaken unless suitable assistance or alternative arrangements are in place.

18. Information, Instruction and Training

The Trustees will provide proportionate information, instruction and training to persons undertaking duties on behalf of the Hall. This may include fire procedures, accident reporting, manual handling, use of access equipment, contractor controls, asbestos awareness and safe use of cleaning products.

Hirers will be provided with relevant safety information through the conditions of hire, booking information, displayed notices and any additional instructions appropriate to their activity.

19. Review of the Policy

This health and safety policy will be reviewed annually by the Trustees, or sooner following significant changes to the Hall's operations, premises, activities or relevant legislation, or where an incident or review indicates that revision is necessary.

Document owner: Board of Trustees

Health and Safety Lead: [Name or role]

Approved by: Board of Trustees

Approval date: [Date]

Next review date: [September 2027]

Version: 1.0

Contact Information

For any health and safety concern, hazard, defect or incident, contact the Lisvane Memorial Hall Trustees

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

Signed on behalf of the Trustees:  _____

Name: David Cann

Position: Chair

Date: 08/09/2026