

# Health & Safety Policy

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**Threlkeld Village Hall Trust and  
Threlkeld Community Coffee Shop Community Interest Company  
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# 1. RESPONSIBILITIES, POLICY STATEMENTS AND OVERALL ORGANISATION

## 1.1 General responsibilities

This document applies to both the Village Hall generally and the operation of the Coffee Shop which functions as an independent business within the Hall. The Coffee Shop is owned by and ultimately responsible to the Village Hall Trust as sole shareholder. .

Because the document covers two very different sorts of operation, the text has been colour coded as follows:

- text which applies generally or to both organisations is in black
- text which applies mainly or specifically to the Village Hall Trust is in red
- text which applies mainly or specifically to the Coffee Shop CIC is in purple.

The **Village Hall Trust (VHT)** is a registered charity managed by a Trust Management Committee of volunteers. The TMC are the charitable trustees of the Village Hall Trust and are ultimately responsible for all aspects of the management of the building. Responsibility for health and safety and similar matters is formally delegated by the TMC to a Sub Committee and specified people; however, health and safety responsibilities are also assumed by people who hire the Hall facilities, these being built into the terms and conditions of hire. The VHT employs hardly any staff; most of its activities are conducted by or through volunteers. It currently has just one part time employee, the Bookings and Marketing Secretary. The Hall Caretaker works on a contract basis, but in many respects has roles similar to an employee, and in this document is regarded as an employee. It is possible that the VHT will employ other people in the future. ***There are some key volunteers who are also being regarded as similar to employees in respect of health and safety provisions, and references in this document to employees apply in most respects to these key volunteers.***

The **Threlkeld Community Coffee Shop Community Interest Company** is managed by a voluntary Board of Directors responsible to the Village Hall Trust as sole shareholder. It functions in the same way as any other company business. It has paid staff that runs the business on a day to day basis under the supervision of a Coffee Shop Manager. The Coffee Shop CIC is responsible for all health and safety matters within its sphere of operation, in exactly the same way as any other business/employer.

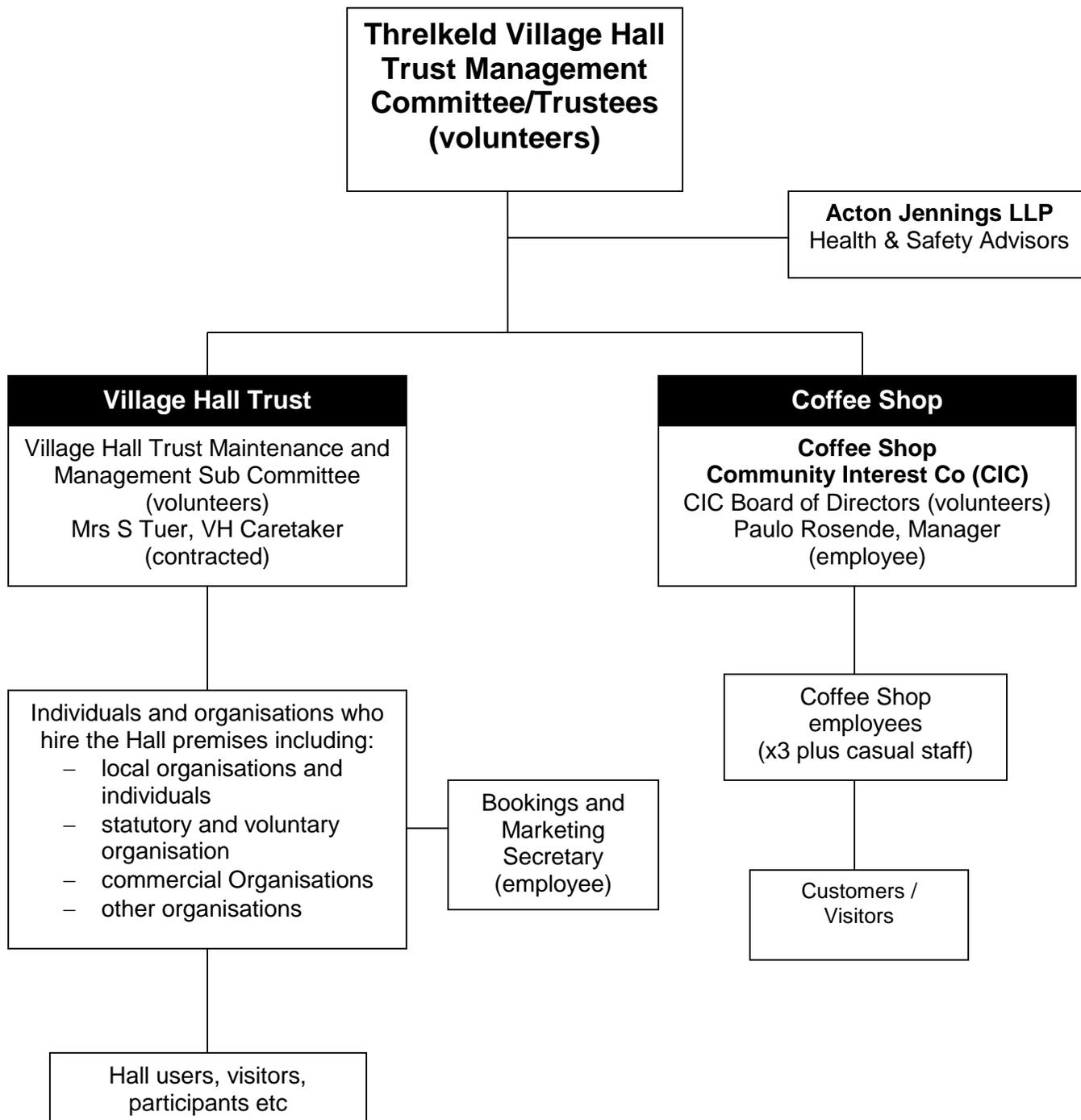
## 1.2 Health and Safety Policy Statements

Both the VHT and the Coffee Shop CIC have adopted formal statements of policy; these are set out as Appendices 1 and 2. Where there is any conflict between the provisions made by the two organisations, it is explicitly stated that the provisions made by the VHT should prevail.

**Threlkeld Village Hall Trust (VHT)** is a registered charity, not a company, where most activities are carried out by and organised by volunteers. Much of the activity in the Hall is conducted by individuals and organisations which hire it. ***The VHT expects and requires persons who hire the Hall to observe the various safety/security rules that have been put in place, and to conduct their activities with due regard to the health and safety of persons in their charge.***

As a responsible employer, the **Threlkeld Community Coffee Shop Community Interest Company (CIC)** seeks to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy, and bring this to the notice of employees. This general policy statement of health & safety is the commitment of this employer to comply with current health & safety legislation.

1.3 Chain of Command for Health, Safety and Fire Safety Management



#### 1.4 Responsibilities of Management and Employees

The **Village Hall Trust Management Committee** has overall responsibility for health and safety matters within the Hall, in every respect. Although many responsibilities are assumed by the Coffee Shop CIC, especially in regard to its role as an employer, it is the Trust Management Committee which ensures that the CIC has made appropriate provision and arrangements, and also that appropriate assessments are conducted on behalf of both organisations.

It is the responsibility of **Village Hall Trust Management Committee**, to ensure that the arrangements for the hiring out of the Hall to third parties remain effective, and that sufficient information is made available to these parties. The hiring agreement for Hall users makes explicit reference to their responsibilities relating to health and safety, in particular to fire safety.

It is the responsibility of the **CIC Board** to ensure that the Coffee Shop working environment is safe and without significant risks to health & safety and meets the appropriate statutory requirements. While overall and final responsibility for health & safety at work in the Coffee Shop is that of the Board, in practice day-to-day responsibility lies mainly with the Coffee Shop Manager. All employees of the CIC have a legal responsibility to co-operate with their immediate manager to achieve a safe and hygienic workplace without risks to health.

The indicated person(s) / organisations hold specific duties in relation to the following matters:

Health & safety training:

- Coffee Shop Manager in respect of Coffee Shop staff
- the Trust Management Committee in respect of Hall volunteers and staff

Those involved with the carrying out health & safety examinations and inspections are:

- Officers from the Environmental Health Department of the local authority
- the Local Fire Officer
- the Employers' Liability Insurance Engineer Surveyor

The person initially involved with investigating any accidents

- to an employee, customer or visitor in the Coffee Shop - the Coffee Shop Manager, or in her absence or unavailability, any member of the CIC Board
- to any other employee, visitor or Hall user - the Village Hall Secretary, or in his absence or unavailability, any member of the Village Hall TMC.

The employees who take care of information relating to work equipment used within the Hall are:

- the Coffee Shop Manager with respect to equipment in the Coffee Shop
- the Village Hall Secretary with respect to all other equipment. .

The persons responsible for the safe keeping of health, safety and fire safety documentation are the Village Hall TMC. The Hall Secretary is the individual principally responsible on behalf of the VHT.

All employees must also take reasonable care of themselves and others who might be affected by their activities. Whenever an employee observes a health and safety problem, or other physical defect which they are unable / not authorised to correct, then they must immediately inform the Coffee Shop Manager, the Hall Caretaker or the Hall Secretary. The duties of employees are set out in more detail in Appendix 3.

The *'Responsible Person'* (under 'RIDDOR'), for reporting 'major injury' accidents, cases of incapacity, near miss events, occupationally based diseases and specific 'dangerous occurrences'

is the Village Hall TMC, even if this involves a Coffee Shop employee or visitor. This responsibility is in the first instance delegated to the Hall Secretary.

### **1.5 Co-operation and co-ordination**

Threlkeld Village Hall Trust will make arrangements to ensure co-operation and co-ordination between all parties to ensure the health and safety of the Hall as a community centre and as a workplace.

## 2. GENERAL ARRANGEMENTS

### 2.1 Inspections of workplaces, identification of hazards, control of risks

The objectives of our inspections of the Hall/Coffee Shop as a community centre and as a workplace are to identify hazardous conditions, start the corrective process and thus to make improvements and reduce risks.

Risk assessments will be undertaken by the Trust Management Committee working in conjunction with the CIC. Assessments will be reviewed regularly, or when the work activity changes in a significant manner, whichever is the soonest.

The Management of Health and Safety at Work Regulations 1999 requires that there must be a record of the significant findings of the risk assessments. The significant findings will be recorded. The information based on those findings will be made available to employees. Assessments will be reviewed over time as appropriate.

Some of our operations may, unless properly controlled, create risks to members of staff, volunteers, Hall users and others; thus we will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

For the Village Hall Trust elements of the operation, the following checklist of items will be considered:

- Health and Safety Policy and Responsibilities
- Insurance Requirements
- The ongoing maintenance of the Hall, its internal and external condition
- Facilities provided for Volunteers
- Cleaning and Cleanliness of the Hall / Housekeeping
- Access and Egress about the Hall building
- Accident / Incident Reporting
- Statutory Inspections / LOLER
- External Assistance
- Contractors / Appointed Persons

For the Coffee Shop and the CIC elements of the operation, the following checklist of items will be considered:

- Health and Safety Policy and Responsibilities
- Insurance Requirements
- Specific Risk Assessments / Safe Working Practices
- Supervision in the Coffee Shop
- Fire and Safety Rules
- Welfare Arrangements
- Temperature
- Lighting
- Ventilation
- Cleaning and Cleanliness
- Access and Egress about the Coffee Shop
- Accident Prevention and Reporting
- First Aid at Work
- Fire Safety
- Purchasing Policy
- Food Safety Documentation
- Training and Competence of Employees
- Food Processing / Machinery Guarding
- Food Storage Arrangements and Housekeeping

- Controls for Hazardous Substances ('COSHH')
- Personal Protective Equipment (PPE) – Food Safety and Hygiene
- Electrical Systems / Portable Electrical Equipment / Maintenance
- Manual Handling Operations
- Display Screen Equipment (DSE)

It is imperative that control measures are implemented and maintained at all times. The VHT and the CIC will ensure that all practicable steps are taken to establish awareness and observance of the required control measures and safe systems of operation.

## **2.2 Accidents, First-Aid Arrangements and Work-Related Ill Health**

The VHT and the CIC recognise the importance of having suitable and sufficient first-aid arrangements within the Hall as a community building and as a workplace. First-aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

A first aid box is kept in the main kitchen, and this is accessible to Coffee Shop staff. The Hall Caretaker ensures this is checked and replenished as needed.

All accidents and cases of work-related ill health must be recorded in the accident book. The accident book BI 510 / accident records are kept in the office upstairs, which is accessible to all staff. This serves both the CIC and the VHT. All significant accidents or injuries to employees and visitors are to be recorded in the accident book.

The appointed persons for these premises are Coffee Shop staff who has received first aid training, at least one of whom will be on the premises during the time the Coffee Shop is open. Their names are displayed on the Policies Notice Board in the Hall along with other emergency contacts. At other times no appointed persons will be available. (This is pointed out to people who hire the Hall and if necessary they are encouraged to put specific arrangements in place).

A defibrillator is stored in the porch of the Village Hall entrance, instruction has been given to various members of the local community and access can be gained to the equipment via a code, given following a 'phone call to the ambulance service.

## **2.3 Reporting Procedures: statutory notification to the Health and Safety Executive**

From 12 September 2011, statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ('RIDDOR') transferred to a predominantly online system, via: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Details of the reporting system are set out in Appendix 4. In the event of a serious injury or fatality, these reporting procedures should be followed. It is the responsibility of the Village Hall TMC to see that they are.

The '*Responsible Person*' (under 'RIDDOR 2013'), for reporting 'major injury' accidents, cases of incapacity, near miss events, occupationally based diseases and specific 'dangerous occurrences' is the Village Hall TMC, even if this involves a Coffee Shop employee or visitor. This responsibility is in the first instance delegated to the Hall Secretary.

## 2.4 Contacts with External Services

The local contacts of relevance are as follows:

- Local Police Division, Penrith Police Station, Hunter's Lane, Penrith, Cumbria CA11 7UT, 0845 330 0247
- Local Fire Service, Keswick Fire Station, Penrith Road, Keswick, CA12 4PA, 01900 822503
- Accident & Emergency Department: Carlisle General Infirmary, Newtown Rd, Carlisle, Cumbria CA2 7HY, 01228 523444

These details will be displayed in the Hall for the benefit of employees, users and visitors.

## 2.5 Health Surveillance

Employees of the CIC will be provided with such health surveillance, if this is assessed as being appropriate, to safeguard their health and safety whilst at work.

## 2.6 Consultation with Employees

The **Coffee Shop CIC** is aware of requirements of the Health and Safety (Consultation with Employees) Regulations 1996. The CIC will implement all of the requirements in the most effective, sensible and practical manner, in relation to its employees and their places of work.

### *The Duty of an Employer to Consult*

In accordance with the demands of this legislation, employees who are not represented by safety representatives shall be consulted in good time on matters relating to their health and safety at work.

### *Persons to be consulted/informed*

This CIC shall consult with its employees by direct means. It is, however, for the employer to determine the most effective and appropriate manner of consulting employees on health, safety and welfare matters. The CIC is aware of its obligations to provide sufficient information to those employees who are consulted by direct means.

### *Health and Safety Concerns*

Any employee can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with the Coffee Shop Manager.

## 2.7 Contractors on Site

When appointing contractors Threlkeld Village Hall Trust and the Coffee Shop CIC will identify all aspects of the work that it wants the contractor to do, and to consider all health and safety implications of the job they want done.

Selection of contractors is fundamental and all contractors appointed will be competent to do the job safely and without risks to health and safety.

## 2.8 Village Hall Trust key volunteers

Some of the volunteers who help in running and managing the Village Hall spend considerable amounts of time there and have access to parts of the building not otherwise used by people other than employees.

These key volunteers function in many ways in the same way as employees, and they will be briefed on and expected to observe Health and Safety requirements/procedures in much the same way as employees. It is the responsibility of the VHT to make sure this happens.

## 2.9 People who hire the Hall

The Village Hall Trust hires out the Hall to a variety of individuals and organisations, for a very wide range of uses. Apart from its own Committee and general meetings, the VHT does not run events or activities of its own - all Hall use is carried out by others who hire the Hall.

Some activities in the Hall involve fairly specific groups of people who are known to the organiser who hires the Hall; in other cases the activity involves larger numbers of people who attend an event which is open to all or to anyone who buys a ticket, and where those attending may not be known to/recorded by the hirer. Irrespective of the nature of the event/activity, the hiring agreement establishes quite clearly the responsibilities of the hirer in relation to health and safety matters, to fire safety in particular.

All Hall bookings involve a signed booking form, which sets out key stipulations about health and safety responsibilities and a declaration of awareness of the procedures set out in the Village Hall Brochure.

The Village Hall TMC is responsible for

- keeping these rules and procedures updated and available - on its website, on request to hirers and in hard copy form in the Hall
- ensuring that those who hire the Hall are aware of the rules and procedures

## 2.10 Visitors

As well as people using the Hall under the terms of hiring agreement and Coffee Shop customers, the Village Hall is openly accessible for much of the time and receives many casual visitors who are just looking at the facilities, perusing the notice boards etc.

It is rare for such visitors to be there when there are no key volunteers or staff around, but this will happen on occasion. They will only have access to the common areas. There are no significant health and safety concerns associated with this situation. Fire evacuation from the common areas is easy and obvious. The door security system is such that nobody can get locked into the building.

## 2.11 Control of Substances Hazardous to Health ('COSHH')

The Health and Safety at Work Act 1974 (HASWA) states that every employer shall make:

*'... arrangements for ensuring, so far as is reasonable practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances ...'*

The following collection of substances are used and can be classified as falling within the scope of current COSHH Regulations:

- Cleaning agents.

All employees of the VHT and CIC have been/will be instructed to exercise all of the necessary control measures, to ensure that potentially hazardous substances are used without ill health effects.

All potentially hazardous substances are kept in appropriate containers in a locked room. Hall users/visitors are banned from using any hazardous substances.

This issue will be under constant review.

## **2.12 Display Screen Equipment (DSE) Workstations**

Threlkeld Village Hall Trust and the CIC have 'users' of Display Screen Equipment (DSE) workstations. However, only a limited amount of time using display screens is involved. DSE risk assessments will be conducted and reviewed accordingly. Assessments will also be reviewed if research findings indicate a significant new risk, or show that a recognised hazard should be re-evaluated.

## **2.13 Electrical Equipment / Systems: Inspections, Maintenance & Testing**

Arrangements are in place for the on-going visual inspections of electrical equipment, electrical testing and maintenance by a competent person, at suitable intervals.

In this way, the VHT and the CIC will be fulfilling its legal obligation to 'maintain' electrical equipment / systems as required by law.

Routine Inspections of Plugs, Cables, Leads and Portable Electrical Equipment are a defined responsibility of the Hall Caretaker, the Coffee Shop Manager and employees. Hall users are encouraged to report any defects to the Hall Caretaker, Hall Secretary or Coffee Shop Manager. P.A.T. testing is carried out on all applicable equipment every two years by a suitably qualified person.

Any defects / faults or electrical uncertainties must be brought to the immediate attention of those persons detailed above, or in their absence, to any member of staff.

All repairs shall be attended to by a competent person.

Any electrical defects detected shall lead to the item of equipment being immediately withdrawn from work activities until it has been examined and verified as being safe to use by a competent person.

## **2.14 Fire Policy and Workplace Safety**

### ***Policy***

TVH and the CIC will strive to achieve a fire safe premises and working environment for the protection of employees, visitors, volunteers and any other persons who may be affected, through the implementation of the relevant fire Regulations, i.e. the Regulatory Reform (Fire Safety) Order 2006, which came into force on 01 October 2006.

### ***Responsibilities***

The Trust Management Committee has responsibility for fire safety standards and safe arrangements within the building and the working areas, including planning / risk assessments, fire precautions and actions in the event of a fire emergency.

Employees of the VHT and the Coffee Shop CIC are required to take reasonable care of their own, and the safety of other persons, who may be affected by their actions. Employees are required to co-operate with their employer at all times.

Hirers of the Village Hall, in particular those using the Hall overnight, undertake to inform themselves of and to observe fire safety rules and procedures.

### ***Fire risk assessment***

Threlkeld Village Hall Trust, working in conjunction with the CIC, will:

- identify through proper assessment the risk to persons from fire;
- evaluate the level of risk to persons on the premises and then to reduce the risk to as low a level as is reasonably practicable;

- record any significant findings and inform employees and all other relevant persons of any risks identified;
- strive to ensure a safe place of work with effective and maintained means of escape in the event of a fire;
- inform, instruct and train relevant people as to the actions they must take in the event of a fire occurring.

Periodically, the risk from fire will be re-assessed to ensure that the findings are still effective and appropriate in the prevailing circumstances.

Fire risk assessments will be carried out and implemented by the VHT.

A competent person examines fire-fighting equipment every six months and the fire alarms on an annual basis. The Company attending to this matter is Beacon Fire. The fire alarms, extinguishers, fire doors and emergency lighting are tested every week.

### **3. Key rules and procedures applying to employees of the VHT and the CIC**

#### **3.1 Notification**

**All employees and key volunteers of the VHT must:**

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- notify the Hall Secretary of any accident, near miss incident, or case of illness, which caused or could have led to personal injury or property damage.
- report to the Hall Secretary without delay any dangerous occurrences or near miss incidents be available as a witness.
- seek medical treatment from the trained first aider/s or other appropriate person for any injury sustained.

The Village Hall Secretary will record any accidents or injuries in the Accident Book.

All employees of the CIC must:

- notify their immediate supervisor of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage.
- report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness.
- seek medical treatment from the trained first aider/s for any injury sustained and ensure this is recorded in the Accident Book, B.I. 510.
- report to their supervisor any medical condition that could affect their well-being as well as the health of other persons.

The 'Responsible Person' (under 'RIDDOR'), for reporting 'major injury' accidents, cases of incapacity, near miss events, occupationally based diseases and specific 'dangerous occurrences' is the Village Hall Secretary. This provision covers both the CIC and the VHT.

### **3.2 Electrical Safety**

All employees must:

- keep electrical equipment, plugs and leads in a good state of repair.
- report all faults without delay to their immediate supervisor.
- not attempt to carry out any repairs on electrical equipment unless qualified to do so.

### **3.3 Fire Precautions and Emergency Situations**

All employees must:

- not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment.
- obey smoking restrictions
- report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.
- follow the laid down emergency procedures including fire safety arrangements.
- never leave stock or other equipment about the premises in any way which might cause a hazard.
- make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions.
- in the event of a fire, assemble in the external area away from the building and any potential hazards; do not attempt to re-enter the building until it is safe to do so.

### **3.4 Manual Handling**

All employees must:

- always adopt and carry out the best possible means of lifting.
- receive assistance if they have doubt as to whether they are able to move the article or substance safely.

- take extra care when moving objects up and down stairs or through doorways.
- make sure they have clear vision when carrying bulky / large objects.

On occasions tall ladders are required, use of these ladders is restricted to approved people or those working under their supervision. Use of these ladders is only allowed when more than one person is present.

### **3.5 Personal Protective Equipment (PPE) and Clothing**

Employees must:

- use all PPE provided in the correct manner
- report any defects, damage, loss etc. to the PPE provided.

### **3.6 Signs and Notices**

Employees must observe and act upon any signs or notices displayed in the Village Hall.

Employees will need to be aware of the following types of signs and notices:

- Prohibition signs, e.g. *'No Entry'*
- Mandatory signs, e.g. *'Wear Eye Protection'*
- Warning and hazard signs, e.g. *'Cleaning in Progress'*
- Safe condition signs, e.g. *'Fire Exit'*
- Signs relating to fire and emergency actions and notices informing of first aid arrangements
- The HSE placard *'Health and Safety Law - What you should know'*.

### **3.7 Safe systems of working**

Employees must:

- report to their immediate supervisor, the Hall Caretaker or the Hall Secretary any defect, fault, damage or malfunction associated with the work equipment
- observe all laid down systems for safe working or other safe operating procedures.
- return any hazardous substances and any cleaning agents to the designated storage area after use.
- use chemicals and substances as specified in instructions for its use.
- keep long hair tied back when using equipment or machinery.

Employees must not:

- operate equipment without having received the necessary training and instructions as well as the authorisation to do so.
- clean any item of equipment in motion which could give rise to danger.
- leave equipment unattended whilst in motion.
- carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

Employees less than 18 years of age (a 'young person' for the purpose of health and safety law), shall not operate any dangerous equipment, unless they have close supervision and have received the necessary training, following a suitable and sufficient assessment of risk.

Employees must:

- stack goods evenly with heavier items at the bottom and lighter goods on top, and not in such a way that it will necessitate persons to overstretch.

- maintain clear access ways at all times and not block or otherwise obstruct a fire exit door/route.

The VHT and the Coffee Shop CIC are aware of the duties an employer has by virtue of the Manual Handling Operations Regulations 1992. They will:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling that cannot be avoided; and
- reduce the risk of injury from hazardous manual handling, as far as reasonable practicable
- ensure that employees:
  - follow the appropriate systems of work laid down for their safety;
  - make proper use of the equipment provided for their safety;
  - co-operate with their employer on health and safety matters;
  - inform their employer if they identify hazardous manual handling activities;
  - take care to ensure that their activities do not put others at risk of injury.

### **3.8 Waste disposal**

Employees must:

- not leave waste materials in such a position, where it will cause an obstruction or a fire hazard.
- not overfill bins
- put any waste that is defined as controlled waste into the appropriate container for disposal by waste carriers.

### **3.9 Work environment**

Employees must:

- maintain high standards of housekeeping throughout the premises.
- leave waste materials and substances at the stipulated disposal point.
- clean up any spillages without delay, following the correct procedure.
- keep their working environment, associated stairways and passageways clear of obstructions.
- make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.
- notify their immediate supervisor, the Hall Caretaker or the Hall Secretary of any hazardous situation, without delay.

### **3.10 Health and Safety Law: what employees of the VHT and CIC should know**

If an employee thinks there is a health and safety problem in their workplace, they should first discuss it with the Coffee Shop Manager or with the Hall Secretary. If a problem appears to persist and there is a risk of injury and an employee still has doubts or questions about health, safety and welfare matters, then they should not hesitate to contact the Village Hall Secretary without delay.

The *Health and Safety Law - What You Should Know* poster is displayed in the first floor office and inside the Coffee Shop store cupboard door. .

Health and safety advice is available from:

- the Hall Secretary
- the CIC as an employer
- the local authority Environmental Health Officer
- the local Fire Officer
- the Employers' Liability Insurance Engineer Surveyor; and

A summary of 'Health and Safety Law' is set out in **Appendix 3**.

### **3.11 Health & Safety Training**

Where necessary, employees at any level will be provided with:

- specific and / or general health and safety training
- training in the risk assessment procedure; and
- training in any new work activity controls.

In the Coffee Shop, the Coffee Shop Manager will:

- undertake and/or arrange induction, job specific and special training related to health and safety
- arrange for first aid training for the staff who will be appointed persons for these purposes
- ensure proper supervision of young workers / school children / trainees.

It is the policy of the VHT and the CIC to provide training to employees, not only to comply with statutory requirements but also to secure a safe and healthy working environment for employees and any others who may be affected by work activities.

The VHT and the CIC will continuously assess the health and safety training needs of employees in their respective areas of responsibility and record the training provided.

Section 2 of the Health and Safety at Work etc. Act 1974, imposes a general duty on an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

# APPENDIX 1 THRELKELD VILLAGE HALL TRUST HEALTH AND SAFETY POLICY STATEMENT

The Threlkeld Village Hall Trust seeks to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy which is brought to the notice of all our employees, volunteers and Hall users. This general policy statement is the commitment of the Village Hall Trust to comply with current health and safety legislation.

***It is the responsibility of the Trust Secretary, together with Village Hall Trust Management Committee, to ensure that the Hall environment is safe for employees, volunteers, users and visitors; without significant risks to health and safety; and meets the appropriate statutory requirements. It is recognised that all employees, volunteers and Hall users have a vital role to play in the implementation and maintenance of the health and safety programme for the Hall premises.***

Our general policy is

- to take the necessary actions to enable good standards of health and safety in this organisation
- maintain safe and healthy working conditions for staff
- prevent accidents and cases of work-related ill health
- provide adequate control of health and safety risks arising from activities in the Village Hall
- ensure all employees are competent to undertake their tasks and to give them adequate training
- provide sufficient information, instruction, training and supervision for all employees, volunteers and Hall users
- ensure the safe storage, handling, use and control of hazardous/dangerous substances
- provide and maintain safe plant and work equipment
- engage and consult with employees, volunteers and Hall users as appropriate on health and safety conditions
- provide advice and supervision as appropriate on occupational health issues
- implement emergency procedures including evacuation in case of fire or other significant incident
- ensure sufficient financial resources are available for health, safety and welfare requirements and contingencies.

This Threlkeld Village Hall policy statement will be reviewed and revised at regular intervals and those changes will be brought to the notice of all our employees, volunteers and Hall users.

The Coffee Shop CIC has a statement of Health and Safety policy. For the avoidance of doubt, if there is any actual or perceived conflict between the provisions of the VHT policy and the policy of the CIC, the former will prevail.

**Adopted on behalf of the Trust in July 2014 following advice from a specialist consultant in Health and Safety. The policy and associated procedures will be reviewed and updated as experience of operating in the revitalised Hall and Coffee Shop is gained.**

**ALL HALL USERS ARE STRONGLY ADVISED TO OBSERVE THE CURRENT POLICIES AND PROCEDURES SET OUT IN THE TERMS AND CONDITIONS FOR HIRING THE HALL AND THE BROCHURE DETAILING HALL USE. COPIES ARE AVAILABLE AND CAN BE VIEWED AS "KEY DOCUMENTS" ON THE VILLAGE HALL WEBSITE AT <http://threlkeldvillagehall.org/hire-the-village-hall>**

# APPENDIX 2 THRELKELD COFFEE SHOP HEALTH AND SAFETY POLICY STATEMENT

As a responsible employer, the **Threlkeld Community Coffee Shop Community Interest Company (CIC)** seeks through this document to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy, and bring this to the notice of employees. This general policy statement of health & safety is the commitment of this employer to comply with current health & safety legislation.

It is the responsibility of the **CIC** to ensure that the working environment is safe and without significant risks to health and safety and meets the appropriate statutory requirements. It is recognised that all employees have a vital role to play in the implementation and maintenance of the health & safety programme, for the premises and other locations where employees are at work.

The CIC Statement of General Policy is to:

- maintain safe and healthy working conditions;
- prevent accidents and cases of work-related ill health;
- ensure all employees are competent to undertake their tasks and to give them adequate training;
- provide sufficient information, instruction, training and supervision for all employees and trainees;
- ensure the safe handling, use and control of hazardous substances;
- provide and maintain safe plant and work equipment;
- consult employees on matters affecting their health and safety;
- provide adequate control of the health and safety risks arising from our work activities.

This Policy will be reviewed and revised at regular intervals and those changes will be brought to the notice of all our employees.

The Village Hall Trust has a statement of Health and Safety policy. For the avoidance of doubt, if there is any actual or perceived conflict between the provisions of the VHT policy and the policy of the CIC, the former will prevail.

**Adopted on behalf of the CIC by the Board of Directors in July 2014 following advice from a specialist consultant in Health and Safety. The policy and associated procedures will be reviewed and updated as experience of operating in the revitalised Hall and Coffee Shop is gained.**

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **2014**

For and on behalf of:  
**Coffee Shop Community Interest Company (CIC)**

## **APPENDIX 3 HEALTH AND SAFETY LAW - WHAT EMPLOYEES OF THE VHT AND THE CIC SHOULD KNOW**

This is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

Employers have a duty to protect employees and to keep them informed about health and safety in the workplace/s. Employees have a responsibility to look after themselves and others. If there is a problem, an employee must discuss the matter with their immediate supervisor in the first instance.

Key duties of employers Include:

- making the workplace safe and without risks to health.
- ensuring that plant / machinery are safe and those safe systems are set and followed.
- ensuring that articles and substances are moved, stored and used safely.
- providing adequate welfare facilities.
- providing sufficient information, instruction, training and supervision necessary for health and safety.

In particular, employers must:

- assess the risks to their employees' health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- if there are 5 or more employees, record the significant findings of the risk assessment and also the arrangements for health and safety measures;
- if there are 5 or more employees, draw up a health & safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of all employees;
- appoint someone competent to assist with health and safety responsibilities, and consult employees, or their safety representative about this appointment;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures;
- provide adequate first- aid facilities;
- make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substance hazardous to health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance as appropriate;
- provide free protective clothing / equipment, where risks are not controlled by other means;
- ensure that the appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences;
- consult employees about matters affecting their health and safety.

Employers have specific duties to:

- take precautions against fire.
- provide adequate means of escape
- provide suitable means for fighting fire.

Employees have legal duties. These include:

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;
- co-operating with their employer on health and safety;
- correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for their health, safety or welfare.

## APPENDIX 4 DETAILS OF REPORTING MAJOR ACCIDENTS AND INCIDENTS TO THE HEALTH AND SAFETY EXECUTIVE (via the web site address)

From 12 September 2011, statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 ('RIDDOR'), transferred to a predominantly online system, via: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Online forms make the reporting process quick and easy (see also below). Employers no longer report incidents by email, post or fax. The only exception is for fatal and 'major injuries', which can still be reported to the incident Contact Centre (if preferred), on:

**0845 300 99 23**

The HSE recognise that these incidents are traumatic and feel it is important to retain a telephone service for persons having to make these reports.

### Incident Reporting

The Incident Contact Centre will still take reports of all fatal and major incidents by telephone (see above), but people reporting all other incidents must submit an online form, available on HSE's website (see above).

### Online Forms

The online forms are:

- F2508 Report of an injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of an Injury Offshore
- OIR9B Report of a Dangerous Occurrence Offshore
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

From 6 April 2012, the *over-three-day* reporting requirements for people injured at work changed to *more than seven days*.

From this date you only have to report injuries that lead to a worker being incapacitated for more than **seven consecutive** days. The report must be made within **15 days** of the accident.

Although an employer does not have to report over-three-day injuries, there must still be a record of the event. A record in the accident book will be sufficient.

The '*Responsible Person*' (under 'RIDDOR'), for reporting 'major injury' accidents, cases of incapacity, near miss events, occupationally based diseases and specific 'dangerous occurrences' is the Village Hall TMC, even if this involves a Coffee Shop employee or visitor. This responsibility is in the first instance delegated to the Hall Secretary.