



The Community Hall Jameston SA70 8QG

Health and safety policy

JCA has specific policies in place to address legionella and fire safety.

This general policy is the overall approach to ensure that all hall users are protected, as far as is reasonably practicable, from risks to their health and their safety.

To discharge their responsibility for ensuring good health and safety practice, the trustees ensure that:

- risks that hall users are likely to be exposed to, are identified and assessed
- appropriate measures are in place to minimise these risks
- safe working practices are followed
- there is a system to implement, monitor, review and improve health and safety
- the appropriate Employers' and/or Public Liability Insurance are in place
- a named trustee is identified as Health and Safety Lead, to oversee all H&S at the hall, and to manage the policies and procedures for fire safety, and legionella
- hall hirers are aware of their H&S responsibilities, in the 20-point hire agreement checklist.

The trustee nominated as the Health and Safety Lead is responsible for reviewing the monthly checklist on the following page.

There are specific checklists for Fire Safety and Legionella in the respective policies.

For JCA-run events, a risk assessment takes place, under the headings set out on the following page.

All accidents are recorded in the Hall Accident Book, which is reviewed at Management Meetings to identify any area for improvement, and to implement appropriate action.

In addition to accidents, near misses must be recorded, as they indicate where an accident may take place in future.

There is a total ban on smoking and vaping in the hall.

There is a First Aid box, checked monthly and maintained by the Health and Safety Lead, with signs in the entrance foyer, the main hall and the toilets indicating where and how to access it.

Checklist for monthly review

		Yes	Further action needed	N/A
Car park	Is the car park surface maintained to minimise slip and trip risks?			
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?			
	Is the car park well lit?			
	Can emergency vehicles gain access?			
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?			
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?			
	Have you provided matting to minimise rainwater etc being carried into the building?			
	Do rooms and corridors have sufficient lighting?			
	Are corridors clear of clutter?			
	Are there any trailing electrical leads/cables?			
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?			
	Is internal flooring in good condition, eg are carpets fixed?			
Where any doors contain glass, is this made from a safety material?				

Risk assessment

Ask:

- What is the activity?
- What are the potential hazards? (e.g. trailing leads, trip and slip hazards)
- Who or what may be harmed?
- What is the level of risk (out of 10)?
- What is the degree of harm that could be caused (from 0, trivial, to 10, life-threatening)
- What category do you give the overall risk, multiplying the risk level and the degree of harm
- What is in place to prevent the hazard becoming a reality, at the moment?
- What should we do to reduce the risk to its minimum?