

Health and safety policy

This is the statement of general policy and arrangements for:		The Woodland Shala and surrounding outside area
Maitri Clare Matthews		has overall and final responsibility for health and safety
Natalie Pugh		has one day a week responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Clare Matthews	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Clare Matthews	
Engage and consult with employees on day-to-day health and safety conditions	Clare Matthews	
Implement emergency procedures – evacuation in case of fire or another significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Clare Matthews, Hall hirer	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Clare Matthews	

Signed: * (Employer/ Hall hirer/volunteer)		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	The Office
First-aid box is located:	In the first cuboard as you enter the double patio doors
Accident book is located:	In the first cuboard as you enter the double doors

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **The Woodland Shala and surrounding grounds**

Date of risk assessment: **29th May 2017**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Users of The Shala and car park may suffer injuries such as fractures or bruising if they slip. E.g. on spillages or trip over objects.	<p>General good housekeeping is carried out and hall hirers are aware of their responsibilities.</p> <p>Terms and conditions or hire issued to hall hirers as well as a hall hirer pack.</p> <p>No trailing leads or cables. (Hall hirers know their responsibilities if using kitchen equipment or if bringing their own items)</p> <p>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</p> <p>Car park surface maintained to be as even as possible with weekly visual on road surface removing any branches or obstructions.</p> <p>Good lighting in car park and outside of the building.</p> <p>Mats at entrances to stop water being carried in.</p> <p>No storage in front of the door</p>	Housekeeping making sure the space is clean, tidy and organized.	<p>Maitri and Natalie good communication to hall hirers.</p> <p>Natalie to check health and safety check list once a week, once a month.</p>	<p>Weekly/monthly</p> <p>Weekly/monthly</p>	

<p>Work at Height E.g. changing light bulbs, cleaning windows, putting up decorations ETC</p>	<p>Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.</p>	<p>Appropriate step ladder stored in shower and available for use. Hall users know (through hire agreement) that they are responsible for using the stepladder safely.</p>	<p>Print copies of HSE guidance on safe use of step ladders and make available to those who may use them. Sign and date that they have read information. Changing main bulbs in hall ask Todd the electrician who will replace if needed number in The Shala Manuel</p>	<p>Maitri to add to monthly health and safety list. Checked monthly by Natalie</p>		
<p>Vehicle movement</p>	<p>Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it</p>	<p>How to park cars given to hall hirers with map. For large events, parking controlled marshal wearing high visibility vests extra parking facilities issued to clients. 5mph signs dotted on trackway Car park is well lit at night. Keep trackway clear at all times sign displayed on the trackway and given to hall hirers so they know to keep trackway clear.</p>	<p>Advise users of the hall to consider whether they need to control car parking. Information in Hall hirer pack</p>	<p>Maitri Maitri</p>	<p>Feb 2017 In hall hirer pack</p>	
<p>Hazardous substances e.g. cleaning products</p>	<p>The cleaner or hall hirers who wash up could be effected by cleaning products.</p>	<p>All cleaning products are eco-friendly and rubber gloves are provided. Cleaner trained to use any cleaning products that could be a slight irritant. Cleaning products stored in office out of the building apart from washing up liquid and surface cleaner which is the cupboard</p>				

Electricity	Users risk electric shocks or burns from faulty equipment or installation	<p>All repairs are completed by a qualified electrician all electrical items have been PAT tested.</p> <p>Safety caps are on all the electric sockets</p> <p>Portable kitchen equipment only to be used by hall hires who have been trained.</p> <p>Hall hirers and self-employed persons are responsible for any equipment they bring which is used on site.</p>	<p>Make sure all hirers know where electricity fuse box is and how to switch off supply in an emergency.</p> <p>Remind users that portable equipment considered to be unsafe should be marked and taken out of use</p>	<p>Maitri</p> <p>Need to get an electrical certificate to ensure the woodland shala is safe Maitri to action asap.</p>	<p>In hall hirer pack</p> <p>In hall hirer pack</p>	
Stored equipment	The Equipment could fall out of the cupboards and harm clients and employees		Cupboards to be organized and sorted out properly.			
Manuel handling	Users may suffer back pain if they try to lift the lid on the storage unit	Be mindful and secure a good squat pose to lift the lid		Maitri to put info in hall hirer pace	In hall hirer pack	
Fire	<p>If trapped self-employed persons or hall hirers could suffer from smoke inhalation or burns</p> <p>Emergency access could be blocked preventing services from entering site</p> <p>A naked flame from candles could cause the Shala to catch alight</p> <p>Incense could be left unattended and catch alight</p> <p>Match could be put in bin and catch alight</p>	<p>Fire risk assessment done and all hall hirers, self-employed persons receive a copy and understand their role and responsibility.</p> <p>Signs up on trackway and information for hall hirers in their hall hire packs</p> <p>Candles to be used in a sealed lantern only, matches stored in tin lid high up on shelf out of reach of children</p> <p>Incenses to be lit in holders only and not left unattended. All info in Hall hirer Manuel</p> <p>Metal bin provided so that in the event it catches light will be sealed in metal bin.</p>	Fire extinguishers to be put in the kitchen area.	Maitri to action fire people to come and install fire safety equipment.		

Danger from falling trees and branches	Dead branches or trees could fall on The Woodland Shala building or on cars	Visual scanning of trees carried out every week for dead branches	Wayne Issacson to come and do risk assessment on hazardous trees	Clare		
Wind and further inclement weather	The Woodland Shala maybe at risk of damage in high winds and people get hurt	Visual scanning every week Dead trees are being taken down.	Wayne Issacson tree safety report	Clare		
Accessibility to building may be hazardous to movement impaired people	A person with limited mobility may find entering the Shala challenging	People to use the double patio doors and use a ramp to access the building. Cars to drive right up to the door	Ramp way needs to be built	Clare to action Blair to build ramp		
The kitchen equipment could be harmful if not stored correctly and its correct place	If kitchen is left untidy and disorganized this could cause a hazard to hall hirers, volunteers, cleaners, ensure items are put back where they belong.	People to be shown where things are in the kitchen and how to use the equipment. All of this information is in the Hall Hirer pack. We will also give an introduction and show hall hirers where things are and how to use certain things.				
Valuables could be stolen	All persons to be aware of their own belongings and not leave them unattended	People to be aware of looking after their own belongings	Written in terms and conditions of hire.			