

Boat of Garten Community Hall Policies and Procedures

Risk Assessments

The Health, Safety and Environment arrangements for the Boat of Garten Community Hall are based upon the approach of carrying out risk assessments for the key activities.

Fire Arrangements

A Fire Log book is maintained to record the following:

- Fire Risk Assessment
- Inspection of Fire Doors and Escape Routes
- Fire Alarm System testing
- Emergency Lighting testing
- Fire Fighting equipment location and maintenance
- Evacuation Exercises
- Training in Fire Evacuation

Control of Substances Hazardous to Health

Cleaning materials in use will, as far as is reasonably possible, not contain hazardous substances. In the event that any substance is used within the hall which bears a hazard warning label, a COSHH Risk Assessment is undertaken and the data sheet obtained.

Maintenance of Plant & Equipment

A schedule of plant and equipment within the Hall will be maintained, together with a schedule of maintenance requirements and frequencies in line with manufacturers' guidelines or maintenance best practice.

Training

Training in the Evacuation Procedures is undertaken with each user group using the Community Hall on a regular basis. In addition, marshals are appointed for major events, who are also trained in the Evacuation Procedures.

Use of Contractors

The use of contractors will be controlled by the creation of a preferred Contractors list. This list will comprise those contractors whose quality of work and qualifications are known to the Board of Directors. Contractors outwith this list will be required, at minimum, to provide details of their relevant competences and qualifications. All contractors will be required to provide a risk assessment and method statements for the job they intend to do. They will also have to provide evidence of the relevant insurances.

Accident Reporting, Investigation and First Aid Facilities

All accidents are reported in the Accident Book, located in the Hall Office. All accidents are investigated by at least 2 members of the Community Hall Management, and the findings are reviewed within the subsequent meeting of that group. Reports of the conclusions and any proposed preventative actions arising from the investigation are submitted to the Board of Directors for endorsement.

Approved by Boat of Garten Community Hall Board of Directors

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