

## THE MERRY BELLS HEALTH AND SAFETY POLICY

### A. Responsibilities of the Merry Bells Committee

1. The Merry Bells Committee (MBC) recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of all those who use the premises.
2. The MBC will, therefore, take all necessary steps within its power to meet its responsibilities by, among other arrangements:
  - a. the maintenance of the premises in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without risk;
  - b. the provision and maintenance of furnishings and equipment both inside and outside which, so far as is reasonably practicable, are safe and without risks to health;
  - c. ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances stored within the premises and which belong to the Merry Bells;
  - d. the provision of such information, policies and instruction and supervision as is necessary to ensure, so far as it is appropriate and reasonably practicable, the health and safety of those who use the premises;
  - e. the provision and maintenance of a proper environment for any subcontractors working on the premises that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare;
  - f. ensuring that adequate funds and resources are made available for carrying out this Policy;
3. The MBC have overall responsibility for the fulfilment of this policy and will be responsible for carrying out the implementation of this policy and for the issue of supplementary policy statements where this may be necessary.
4. In fulfilment of this policy, the MBC or its deputy will:
  - a. carry out appropriate risk assessments (these to be reviewed annually) of the premises (and report to the MBC as necessary);
  - b. co-ordinate the implementation of this Health and Safety Policy;
  - c. carry out investigations of any accidents and recommend measures for preventing their recurrence;
  - d. ensure that accident and other appropriate records are maintained and returned to the appropriate bodies;
  - e. ensure that all appropriate arrangements are made to provide for first aid;
  - f. ensure that, where necessary, all relevant safety regulations/instructions are prominently displayed, that all emergency procedure notices are properly exhibited and clearly visible to users of the premises;
  - g. ensure that access to and from emergency exits and fire equipment are not impaired and that corridors and stairs are kept free from obstructions other than of a temporary and partial nature;
  - h. ensure that adequate lighting is provided throughout the property to always allow safe use of the premises;

## **B. Responsibilities of Hirers both short-term and long-term:**

Hirers, both short-term and long-term, will take all necessary steps within their power to meet their responsibilities, in so far as is reasonably practicable, and shall -

- a. take reasonable care of their health and safety, and of the health and safety of other persons who may be affected by a person's acts or omissions while on the premises;
- b. complete risk assessments, for their own use and reference, in advance of the activities they wish to carry out on the premises and implement appropriate controls to minimise the specific risks identified to anyone taking part in those activities.
- c. immediately report to the MBC any unacceptable risks identified which are due to the condition of the premises, associated equipment, and furniture or fittings.
- d. ensure that they shall not intentionally or recklessly either interfere with or misuse anything provided in the interest of health, safety or welfare,
- e. make themselves familiar with and conform to this Health and Safety Policy and Merry Bells Fire safety plan at all times;
- f. conform to all the Food Safety regulations that are applicable to themselves;
- g. co-operate with the MBC to enable it to carry out the duties and requirements under the provisions of all health and safety legislation;
- h. report to the MBC or its deputy all accidents or hazardous occurrences or dangers whether persons are injured or not as soon as reasonably practicable. Accident reporting forms are hanging on the wall by the sink in both Main Hall and Coffee Room;
- i. ensure that all working equipment and materials provided by and used by them are in safe and serviceable condition and that no cables or wires are left in such a position as to be likely to cause anyone to trip;
- j. where multi-point adapters are used you must ensure that the total fused rating of the electrical appliances does not exceed the safe fused rating of the electrical circuit and that extension leads are not plugged into extension leads;
- k. ensure that no naked flame is left unattended at any time and that candles are not put on windowsills or below curtains or blinds;
- l. have regard to the possible consequences of their actions on the health, safety and welfare of all those persons who at any time and for whatever purpose may or will use the premises whilst their activities are taking place;
- m. have the authority to take appropriate and immediate action to remedy a health and safety risk which exists either to themselves or others whilst on the premises;
- n. ensure that fire exits are not blocked by seating, tables or any other equipment;
- o. with regard to children and young adults –
  - i. child protection responsibilities of the group/individuals using the premises are met before events are started, including, where necessary, DBS clearance of any staff or volunteers working with children or vulnerable adults under the care of the group whilst on the premises;
  - ii. any person bringing a child onto the premises or to any associated activity retain overall responsibility for the child's actions.

## **ASSOCIATED DOCUMENTS:**

- A. Information for Hires of Main Hall
- B. Information for Hires of Coffee Room
- C. The Merry Bells Fire Emergency Plan

April 2024