



Health & Safety Policy

Pukeoware Hall Management Committee
July 2018

Issue	Information
Introduction	<p>The Pukeoware Community Hall Management Committee (the Committee) has, under the Health & Safety at Work Act 2015, to ensure, as far as is reasonably practicable, the health and safety of its committee members, visitors and hirers of the Hall. They have drawn up this policy to set out procedures and areas of responsibility:</p> <ul style="list-style-type: none"> • <i>To provide a healthy and safe environment for hall users.</i> • <i>To implement all statutory requirements.</i> • <i>To ensure that risk assessments are carried out regularly.</i> • <i>To seek guidance from qualified professionals where necessary.</i> <p>The Committee is responsible for running the Community Hall and recognises its duty to ensure the safety of people using it. It is the intention of the Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations</p> <p>The committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety, as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practices. Committee members, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury or ill health to themselves or others.</p> <p>Much of the repair and maintenance work at the Centre will be done by self-employed workers, who have responsibility for their own health and safety.</p> <p>The Health and Safety Policy is available on the Pukeoware Hall website.</p>
Monitoring Health & Safety	<p>It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose.</p> <p>Hirers of the hall are responsible for the management of their own contractors' health & safety obligations e.g. for wedding organisers, caterers, decorators, bands etc. <i>(For example, if a person hires the hall for a wedding, they are responsible for choosing contractors who will follow correct health & safety practice and comply with regulations.)</i> Information on risks and hazards are available from the Booking Officer and our website that can be passed on to contractors.</p> <p>Should anyone using the Hall come across a fault, damage or other situation which might cause injury and which cannot be rectified they should inform a committee member as soon as possible so that the problem can be dealt with. Where Hall equipment is damaged that damage should be reported to a committee member, who will notify the committee Chair person and Secretary.</p>
Mitigation of Risk	<p>To mitigate Health & Safety risk the Committee takes the following steps:</p> <ul style="list-style-type: none"> • <i>To discuss and report on Health and Safety at every meeting of the Committee</i>

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	<ul style="list-style-type: none"> • <i>To carry out a full Risk Assessment every year or sooner if deemed necessary by the Committee</i> • <i>Ensure that there is a copy of the current Health and Safety Policy published on the Pukeoware Hall website</i> <p>Hazardous substances/materials that must not be used in the Hall are:</p> <ul style="list-style-type: none"> • <i>Flammable liquids</i> • <i>Naked flames including candles and fireworks</i> <p>Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:</p> <ul style="list-style-type: none"> • <i>Smoking is forbidden inside the Hall</i> • <i>Storage of combustible material near a source of ignition is not permitted</i> • <i>Emergency exits and routes to them must be kept clear/unlocked at all times</i> • <i>Appropriate Fire Fighting Equipment to be provided</i> • <i>Fire Equipment to be maintained and checked annually</i> • <i>Emergency Evacuation Plan displayed</i>
<p>Children</p> 	<p>Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times. In the event of children’s parties or activity groups, the hirer shall take responsibility for the adult to child ratio, ensuring adequate safety and care for the age of the children attending.</p> <p>Small children under the age of 12 are not permitted in the kitchen – unless as part of a supervised class. This is to avoid the risk of scalds, burns cuts and other injuries occurring.</p>
<p>Electrical safety</p> 	<p>The following must be adhered to:</p> <ul style="list-style-type: none"> • <i>Electrical appliances must not be left unsupervised when in operation</i> • <i>Plug sockets must not be overloaded</i> • <i>Should users/hirers want to bring electrical appliances onto the premises they must make the bookings officer aware of this in advance. The users/hirers are responsible for ensuring that the appliances meet safety standards</i> • <i>Electrical equipment showing signs of damage, exposure of components, water damage etc must not be touched or operated</i> • <i>Users have a responsibility to ensure that all electrical appliances are shut off and where possible unplugged when leaving the Hall</i> • <i>Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility “hazard” tape.</i>
<p>Gas Safety</p> 	<p>All users must be aware that:</p> <ul style="list-style-type: none"> • <i>If you suspect a gas leak, you turn off the supply at the shutoff tap in the kitchen, consider calling 111 Fire Service</i> • <i>If in doubt evacuate the building</i> • <i>Don’t turn the supply back on until the leak has been dealt with by a competent person</i>

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<p>Slips, Trips & Falls</p> 	<p>All users must be aware that:</p> <p>All surfaces can pose a slip, trip or fall risk and to be aware of those risks when using the facilities.</p>
<p>Manual Handling</p> 	<p>All users must be aware that:</p> <p>They should use the equipment & trollies provided when moving heavy objects.</p>
<p>Working at Height</p> 	<p>All users must be aware that:</p> <ul style="list-style-type: none"> • <i>They are responsible for using the stepladder safely</i> • <i>Specialist equipment is required for access to the high stud ceilings</i>
<p>Working or on premises alone</p>	<p>Volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders or equipment that might pose a danger. When jobs have been assessed as low risk, it is the individual's responsibility to ensure they are equipped with a mobile phone to be able to summon assistance in the event of an emergency.</p>
<p>General Housekeeping & Maintenance</p>	<p>The Hall is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that:</p> <ul style="list-style-type: none"> • <i>The Hall is left in a clean and tidy state.</i> • <i>All rubbish is removed from the premises.</i> • <i>Any damage or accidents should be reported to the Bookings Officer.</i> • <i>All Food, drink, bottles and perishable items must be taken away at the end of each hire.</i> • <i>The grounds and car parks surrounding the Hall must be kept clear of litter.</i>
<p>Noise</p>	<p>All users should be considerate of neighbours in regard to noise and its impact.</p> <ul style="list-style-type: none"> • <i>Internal noise levels do not exceed 95dBA.</i> • <i>Activities involving loud amplified music must cease at midnight.</i> • <i>External doors and windows closed after 7.00pm for activities involving loud amplified music. PLEASE REMEMBER TO KEEP BACK DOOR SHUT BY CARPARK AFTER THIS TIME.</i>

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	<ul style="list-style-type: none"> • <i>Vehicle movements/parking does not create a nuisance or any safety issue for local residents or visitors/users of the hall.</i>
<p>Parking</p> 	<p>Parking on the grounds of the Hall is limited to available spaces and at the users' risk. Do not obstruct driveways or block the road.</p>
<p>Fire Evacuation Procedures</p>	<p>See Appendix 1</p>
<p>First Aid & Accident Reporting</p> 	<p>Hirer's are required to provide their own First Aid equipment when holding functions at the hall. The following must be reported to the Bookings Officer and in the Accident Report Form (kept in the kitchen) must be completed:</p> <ul style="list-style-type: none"> • An accident – an event that results in injury or ill health • An incident – near miss: an event not causing harm, but which has the potential to cause injury or ill health • A dangerous occurrence – one of a number of specific, reportable adverse events <p>In the event of an emergency, the nearest facility is:</p> <p>Urgent Care Franklin (Accident & Medical Service) 149 Manukau Road, Pukekohe, Auckland 2120 Phone - (09) 238 6610 Hours Monday – Sunday 8.00am – 8.00pm (Public Holidays May Vary) https://www.healthpoint.co.nz/gps-accident-urgent-medical-care/primary-healthcare-accident-medical/urgent-care-franklin-limited/</p> <p>Middlemore Hospital (Emergency Department) 100 Hospital Rd, Otahuhu, Auckland 2025 Phone - 09-276 0044 Open 24 hours http://countiesmanukau.health.nz/</p>
<p>Building Warrant of Fitness</p>	<p>A copy of the Warrant of Fitness is displayed in the main entrance hall.</p>

Appendix 1

Emergency Evacuation Guide

The following are the notes for the Hirers Fire Warden.

1. The fire alarms are activated either by the heat sensors or by someone manually activating the alarms.
2. Walk occupants to the place of safety.
3. The Warden must, when the fire alarm is activated or on suspicion of a fire, call the Fire Brigade (111).
4. The Fire Warden must familiarise themselves with the location of all manual fire alarms and emergency exits as well as gas shut-off valve and the quickest way from the exits to the place of safety.
5. Be familiar with, as far as practicable, the operation of the alarms and exits.
6. Be familiar with the position of all fire extinguishers. However, firefighting should only be attempted if considered safe to do so. The Fire Warden is responsible for safe evacuation and not firefighting.
7. Review evacuation procedures i.e. :
 - a. *Walk don't run*
 - b. *Do not take personal possessions*
 - c. *Keep calm and quiet*
 - d. *Ensure any disabled people are evacuated (having assigned a responsible adult for each disabled person at the beginning of the event.)*
 - e. *Assembly point*
 - f. *Do not fight the fire unless safe to do so.*
 - g. *Ensure the building is completely evacuated (all rooms).*
 - h. *Close doors on exiting building*
 - i. *Ensure no-one re-enters the building until the fire chief gives the all clear.*
8. Once the Fire Warden is satisfied the building has been evacuated, meet the fire fighters and brief the crew chief.
9. The Fire Warden is responsible for briefing all persons at the commencement of the function/event of these safety procedures.