

LLANSANNOR COMMUNITY HALL ASSOCIATION

SAFETY POLICY FOR VOLUNTEERS WORKING ON LCHA PROPERTY

1. INTRODUCTION

Llansannor Community Hall Association [LCHA] is a Registered Charity (Reg. No 1112822). As such LCHA is responsible for the operation and maintenance of Llansannor Community Hall (LCH).

The management of the hall is vested in the executive committee (the 'LCHA Committee') whose powers and composition are defined in the Constitution. This includes responsibility for Management of Volunteers working at the Hall.

The Committee has therefore drawn up this Safety Policy for Volunteers working on site based on the current Legislative requirements and the General and Fire Risk Assessments. It is applicable to all Volunteers working on and around the premises.

2. OBJECTIVES

- 2.1 To ensure all reasonable measures are taken to prevent the risk of death or injury to volunteers or any other persons in or around the hall and damage to the LCH premises and equipment as a result of an accident, failure or omission on the part of a Volunteer working on the LCH site.
- 4.5 To ensure all work undertaken at the hall is to an appropriate standard in accordance with current regulations.

3. IMPLEMENTATION

- 3.1 Prior to organising or allowing work to be carried out by Volunteers on LCH premises the LCHA committee will satisfy itself that the work can be safely, legally and satisfactorily undertaken by such volunteers.
- 3.2 The committee will only use volunteers who are competent to carry out the work. e.g. Have the appropriate qualifications, experience, equipment and training, or can be provided with these.
- 3.3 The committee will ensure appropriate and adequate insurances are in place to protect the LCHA and the Volunteers in the event of an accident.
- 3.4 The LCHA committee will delegate one or at most two members, to manage each Volunteer project, ensure clear communication with those Volunteers and report to the committee as necessary.
- 3.5 The delegated committee member(s) will check with the Volunteers before they start work that:

- 3.5.1 The work to be carried out is clearly understood by both the volunteers and the committee.
- 3.5.2 The Volunteers are competent to carry out the work. e.g. Have the appropriate qualifications, experience, equipment (Personal Protective equipment [PPE] and tools) and training and provide any additional training and/or PPE & tools necessary.
- 2.1.1 The Volunteers do not have any medical conditions which could be affected by the work to be carried out.
- 2.1.2 That the appropriate insurance is in place and valid.
- 2.1.3 The Volunteers have seen and understand the relevant sections of the LCHA Health and Safety Guide and are aware of the Health and Safety requirements therein and any specific safety any hazards which might arise (e.g. electricity cables, water pipes, etc.)
- 2.1.4 A Method Statement and Risk Assessment for the work being undertaken has been prepared and all Volunteers are familiar with these and their specific roles and responsibilities.
- 2.1.5 Specifically Volunteers must –
- work to an agreed Method Statement and Risk Assessment
 - use the correct PPE and not work in such a manner as to create a hazard to themselves, other volunteers or any third party.
 - must not undertake any work for which they are not appropriately trained or qualified.
 - not work alone on ladders at height [If necessary arrangements should be made for at least one other person to be present.]
 - work in such a manner which could cause obstruction or danger to users, local residents and other persons or properties around the hall.
 - ensure adequate protection/fencing is used to ensure the site is safe to third parties.
 - check all equipment, tools, etc. brought to and used on the site are in good condition, comply with HSE requirements and PUWER regulations and are only operated by suitably trained and qualified operators.
 - take all necessary precautions to minimise noise, dust, vehicle movements, etc. so as to minimise risk of nuisance to surrounding properties.
 - ensure all waste material is removed during and at completion of works so as to minimise risk of nuisance to surrounding properties.
 - report any safety concerns, near misses or accident to the supervising Committee member.
- 2.1.6 Any alterations or additions to the water supply, electrical installations or equipment must conform to the relevant LCHA water quality or electrical safety policy. They must be carried out by a Competent Person to the current Building and IEE or WRAS regulation.
- 3.5.3 All Volunteers must be advised which member of the committee is responsible for overseeing the project and checking it is completed as intended and to a satisfactory standard.