



HEALTH AND SAFETY POLICY

Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999

The policy of the Church Council is to provide safe and healthy working conditions for its employees and its volunteer helpers. The aim is also to ensure the conduct of all personnel on the premises does not endanger anyone else, particularly those members of the public who frequent the premises.

The Church Council will ensure that all personnel will co-operate with other employers, the self-employed and occupiers of the premises as necessary to pursue this policy.

Arrangements have been made for employer/ employee consultation and it is accepted that there is a need to consult employees before giving them Health and Safety responsibilities.

It is policy to take into account the capabilities of employees and volunteers as regards Health and Safety when entrusting work to them and the Church Council undertakes to ensure that adequate information and training is provided on work and workplace risks and precautions. Particular attention will be given to the inherent risks involved in the maintenance of the premises.

The Church Council will appoint one or more persons to provide assistance in Health and Safety matters and will seek external advice as and when necessary to identify significant risks and the precautions which need to be implemented. Risk Assessments for all areas will be kept and monitored regularly.

This policy will be kept updated particularly as the use of the premises changes in nature and size to ensure this, the policy, and the way it is has operated will be reviewed annually.

Signed: *P. Bennett* Review date:
Date: 7.2.26

SAFETY RULES

The management or it's authorised representative, reserves the right to escort off the premises and subsequently refuse re-admission to anyone who does not comply with these rules.

1. GENERAL RULES:

- All areas of the premises should be kept clean and tidy at all times
- Stairs and gangways must be kept clear of obstructions at all times. This applies particularly to display and notice boards which must always be placed in such a position as to cause no obstruction to the free passage.
- Equipment and material must be safely housed.
- Coventry Central Hall is a 'no smoking' building.
- Eating and drinking is not allowed anywhere in the building other than in the area designated for the café or in rooms where there are refreshments being provided, without the permission of the management.
- Alcohol or other intoxicants must not be brought onto the premises. Persons under the influence of intoxicants will be removed immediately from the premises.
- Gambling, touting or begging is not allowed on the premises.
- Pets or other animals, apart from guide dogs. are not allowed on the premises without the permission of the management.
- During opening hours, the café area must not be used as a meeting or congregating area. The chairs and tables are for use by café customers.

2. SAFETY AND SECURITY:

- The Central Hall Manager or his representative is responsible for the effective implementation of security measures.
- Hirers must not enter any areas other than those in which they are conducting their business. They shall, as far as is practicable, ensure that the public who are attending their event also comply with this condition.
- All users of the building must be familiar with all health and safety legislation and these rules. They must understand and observe all safety rules.
- All equipment brought onto the premises must be in a safe working condition.
- If an evacuation is needed, each person in charge of an organisation should follow the Fire Evacuation Plan in the Welcome Folder in each room.
- Under no circumstances must the capacity of the room be exceeded.
- First Aid help can be obtained from the management office on the top floor.
- All accidents and injuries must be reported to the management who will fill in an accident report form. The management will be responsible for informing the local HSE if appropriate.
- The management accepts no liability for any accident to any member of the public or anyone connected with the letting, or for the loss of or damage to any goods or property brought onto the premises

3. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

- If the hirer's activities involve working with children or young people under the age of 18 or vulnerable adults, then the hirer confirms that, by entering into the hire agreement, that the Central Hall's safeguarding policy will be implemented.