

VICTORIA & ALBERT HALLS

General Health & Safety

Policy & Safe Systems

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1. Safety Policy

General Policy Statement

V&A Halls (Ballater) Trustees are a registered charity (SCO43209) , appointed to manage the day to day care and efficiency of the halls as a community facility.

The Trustees of the Victoria & Albert Halls are committed to ensuring the health, safety and welfare of all who use or visit the premises so far as is reasonably practicable.

The Trustees also fully accept responsibility for other persons affected by activities within the building. The Trustees will take steps to ensure that statutory duties are met at all times.

The Trustees will pay particular attention to the following:

1. Ensure that plant, equipment, processes and systems are maintained in a safe condition and properly supervised.
2. Safe access and egress from Victoria & Albert Halls are maintained at all times.
3. Substances and articles are stored, handled and transported in safe conditions.
4. All existing and future Health & Safety regulations are complied with and as far as reasonably practicable, all recommendations are undertaken.
5. Competent people will be appointed to assist in meeting the Trustees statutory duties including, where appropriate, specialists from external organisations.
6. Any employee(s) will be given such information, instruction and training as necessary to enable the safe performance of work activities.
7. This Policy will be regularly monitored to ensure these objectives are achieved. The Policy will be reviewed and, if necessary, revised according to legislative or organisational changes.
8. Appropriate relevant information relating to health, safety and welfare within the V&A halls is disseminated to all users, contractors, employees and visitors alike.

This allocation of duties for safety matters and the particular arrangements required to implement the Policy are set out in the following pages.

This Policy will be kept up-to-date and reviewed annually by the Trustees.

TRUSTEES

Name	Telephone/contact number
Bill Braid	01339 755 364
Ed Bushell	01339 753 882
Douglas Glass	07778 466 817
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Hall Keeper

Stan Tongue **

** First Aider

On behalf of the Trustees of Victoria and Albert Halls

Signed: **Chairman**

Date:

2. Organisation Arrangements

Trustees

In order to ensure that Health & Safety is successfully managed within the Victoria & Albert Halls, the following responsibilities will be allocated accordingly within the Trustee members of the V&A Halls Committee.

1. Maintenance of all safety records.
2. Accident reporting and investigation.
3. Provision of Health & Safety training.
4. Provision of statutory notices.
5. Health & Safety audits.
6. Statutory compliance.
7. Personal protective equipment provision (*PPE*).
8. Employee induction on general Health & Safety issues.
9. Review on annual basis the Health & Safety Policy.
10. Implementation of Policy throughout the Victoria & Albert Halls.
11. Ensuring that contractors are aware of Hall safety procedures.
12. Maintaining safe access and egress from the Halls at all times.
13. Keeping environment, plant, equipment and buildings in a safe condition.
14. Arrange and monitor all maintenance work identified by audit, inspection and survey reports within timescales.
15. Victoria & Albert Halls security.
16. Victoria & Albert Halls appointed person during construction projects.
17. Maintain records of all testing, inspections and repairs carried out to buildings, plant and equipment.
18. Ensure that statutory compliance is met in relation to tests and inspection of plant and equipment wherever necessary.
19. Act as Fire Marshalls - this will involve organisation of all fire drills; ensure that appropriate fire-fighting equipment is provided, is adequate and regularly maintained; carry out all risks assessments involving fire evacuation and emergency procedures.
20. Provide First Aid boxes and ensure these are regularly maintained with essential supplies; ensure accident reporting record books are provided at accessible locations at all times.

Employee

1. Responsible for taking reasonable care of their own Health & Safety.
2. Ensure the safety of other persons who may be affected by their acts or omissions.
3. Work in accordance with information and training provided.
4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health & Safety reasons.
5. Report any hazardous defects in plant, equipment or PPE to a responsible person.
6. Do not undertake any task for which authorisation/training has not been given.

3. General Arrangements

1. Access & Egress

Statement

The Trustees are committed to providing a safe environment and a safe means of access and egress within all parts of Victoria and Albert Halls. The following guidelines will be followed to ensure whenever possible that this is maintained; it is the responsibility of all involved to assist in this process whenever possible.

Safe System

1. Ensure that articles are not stored precariously on top of cabinets or on shelves.
2. Regular inspection of doors, handrails, walkways will be carried out.
3. Lighting will be checked regularly for suitability.
4. Flooring will be maintained in a safe condition and cleaned regularly using non-slip cleaning agents.
5. Wet floors will be coned off when necessary.
6. Contractors will be monitored regularly to ensure they do not hinder safe access and egress.

Regulations covered:

A, B, C, D, & E

2. Accidents

Statement

All accidents require to be reported and records kept up-to-date. The Trustees will monitor and investigate accidents and incidents as they arise in an effort to reduce or eliminate wherever practicably possible any repetitions.

Safe System

1. When an accident occurs it must be reported to a Maintenance team member as soon as possible and an Incident Report form completed. Accident Report books are located in plastic pockets on the wall at the entrance door to Victoria & Albert Halls, Mike Sheridan and Beaton Craigie rooms.
2. The Maintenance Team will investigate any incident and, if necessary, make any necessary changes to working practices to eliminate further risk.
3. If a major injury occurs the scene should be left undisturbed and contact should be made with a member of the maintenance team. Only contact the Emergency Services if the occurrence or injury is of a nature that is beyond the scope of those in attendance, ie a qualified first aider.
4. If a major injury or occurrence takes place, the maintenance team will report this to HSE (*Health & Safety Executive*) under RIDDOR (*Reporting of injuries, diseases and dangerous occurrences regulations (1995)*).

Regulations covered:

AK, B, AW & A

3. Asbestos

Statement

The Trustees acknowledge the health hazards arising from exposure to asbestos and will protect anyone potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of survey assessment and control methods. Training will be provided to any staff employed by the halls in the involvement of these measures.

1. Use correct specified methods as contained under 'Control of Asbestos at Work Regs 1987'.
2. Ensure that proper personal protective equipment and clothing are used at all times.
3. Report any exposed asbestos areas to the maintenance team as soon as identified.
4. Ensure safe disposal of asbestos under the above regulations for special wastes.

Regulations covered:

A, F, V, AT, H

4. Catering

Statement

It is policy to ensure that the Trustees acknowledge the hazards associated with food hygiene and will exercise all reasonable precautions and diligence in the provision and preparation of food.

Safe System

1. Defects in any facilities and equipment must be reported immediately.
2. Users must not use their own kettles or catering equipment without prior consent.
3. Any issues identified should be addressed by the responsible catering person in the first instance to the maintenance team.
4. Any person or group preparing food on the premises must ensure that they have a relevant Food Hygiene Certificate.

Regulations covered:

A, I, J, K, L & M

5. Constructions Work & Contractors

Statement

The Trustees are committed to ensuring that any construction work carried out on the premises is completed without any risk to the Health & Safety of all users. To this end, the Trustees will appoint a competent person to oversee the work of all projects undertaken. The appointed person will ensure all work is performed in accordance with current legislation and to recognised standards of Health & Safety practice as defined under the various regulations.

Safe System

1. Trustees will ensure those appointed are competent to perform the work undertaken.
2. Trustees, employees and users will be provided with the necessary information relating to any risks arising out of the work undertaken.
3. Adequate preventative and protection measures will be carried out during the period of the project to safeguard employees and users from potential hazards.
4. The person or persons appointed by the Trustees will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees or other persons on site.
5. Employees and users must report to the appointed competent person any identified or potentially hazardous situations as soon as they arise.

Regulations covered:

N, A & O

6. Disabled Persons

Statement

As part of the Trustees commitment on equal opportunities to all, this Policy has been prepared to ensure as far as reasonably practicable that a safe system and healthy environment is provided. The Policy also recognises that people with disabilities may require extra equipment, facilities or assistance both routinely and in emergency situations.

Safe System

1. In the event of an emergency all user groups are responsible for the safe evacuation of people with disabilities.
2. 'Evac' chairs will be provided and maintained by the Trustees on the upper floor of the Halls.
3. The Hall lift will be maintained and serviced at regular intervals but must not be used when an emergency situation arises.
4. Audits and risk assessment will be carried out at regular intervals to determine if any potential hazards to people with disabilities are likely as a consequence of change to operational practices.

Regulations covered:

A, P & Q

7. Electricity

Statement

All reasonable precautions will be taken to secure the Health & Safety of all who use, operate and maintain electrical equipment. Electrical accidents can have very serious consequences. To help prevent accidents the following basic rules should be adhered to.

Safe System

1. Do not attempt to repair faulty equipment.
2. Never use electrical equipment in damp surroundings or where flammable vapours may be present unless known otherwise.
3. Avoid using lengthy extension leads and adapters wherever possible; where there is no other alternative, please ensure that adaptors comply with British Standards by displaying the relevant quality 'Kitemark'. Ensure leads are fully extended when in use. Do not overload extension leads with too many appliances.
4. Switch off all electrical appliances when not in use including lights.
5. No portable appliance must be brought in to the halls without authorisation from a member of the halls trustee maintenance team. All portable electrical appliances must be PAT tested before being used for any purpose in the halls.

Victoria & Albert Halls commitment:

1. To inspect at regular intervals all portable appliances and carry out timeous repairs if and when necessary.
2. Appoint competent persons to carry out repair work and testing as necessary.
3. Maintain fixed installations in a safe condition.
4. Work on voltages above 650w to be carried out by approved contractors.
5. Records to be kept off inspection and test reports as well as modifications and repairs.

Regulations covered:

A & E

8. Fire Prevention

Statement

Fire prevention measures are currently in place throughout the Halls, however, it can never be assumed that fire will not break out. Users should be vigilant at all times in terms of recognising potential hazards and act accordingly in a responsible manner.

In the event of fire, employees , users and contractors must :

Adhere to Victoria & Albert Halls - Fire and Emergency Evacuation Plan. (copies are in the plastic pockets in all halls , or can be obtained from the Hallkeeper.)

Safe System

1. Trustees will undertake to inspect the premises at regular intervals to ensure fire hazards or potential hazards are identified and eliminated as early as possible.
2. Fire drills will be carried out on a regular basis in accordance with emergency procedures in place.
3. Records relating to fire drills, maintenance of fire fighting equipment, fire alarms and detectors will be kept by the Trustees.
4. Fire alarms and equipment will be checked and tested at regular intervals. Fire fighting equipment testing will be carried out by appropriately qualified contractors.
5. Fire evacuation notices and emergency exit notices will be displayed throughout the premises.
6. Fire fighting equipment will be provided within the premises; employees and users should be aware of the exact location of the equipment as well as fire alarm points and emergency exits within their vicinity and inform others, if necessary, of their location.
7. Smoking is prohibited throughout Victoria & Albert Halls.
8. All electrical equipment to be switched off at the end of each day.
9. See section 5 for information relating to the evacuation of people with disabilities.

Regulations Covered :

S, A

9. First Aid

Statement

It is the responsibility of user groups to appoint a suitably qualified First Aider. First aid should not be carried out on an injured person by anyone unless they are qualified to do so. The only exception to this would be in the case of extreme emergency , under normal circumstances the qualified first aider will decide whether or not emergency services must be contacted.

Safe System

1. First Aid boxes fully supplied are located in Victoria and Albert halls and their respective kitchens.
2. User groups must familiarise themselves with the location of these boxes.

3. The Hall keeper will ensure that all boxes are regularly checked and restocked if necessary.
4. All first aid incidents must be processed in line with the Accident Reporting safe system contained in this policy document. Accident report books are located in the plastic pockets in all halls.

Regulations Covered:

A,T, U, CC.

10. Flammable Liquids

Statement

All reasonable steps will be taken to ensure that anyone working or near flammable liquids are protected and given where necessary sufficient information, instruction and training on their use, handling and storage in accordance with current legislation.

Safe System

1. Where a problem arises in handling or storing flammable liquids, please inform Trustees immediately. It is the responsibility of the Trustees to carry out an immediate investigation and, if necessary, make arrangements to remedy the situation.
2. In the case of an accident involving flammable liquids, those involved should respond quickly, particularly in emergency situation to ensure appropriate action is taken.
3. Risk assessments will be carried out on all processes, storage and handling involving flammable liquids.
4. Trustees will ensure that only minimum quantities of flammable liquids are held within Victoria & Albert Halls' main building; all larger quantities to be held separately at external storage locations.
5. Any employee involved in the use, storage and handling of flammable liquids will be given sufficient information, instruction and training.
6. Appropriate fire extinguishers will be positioned at various locations where flammable liquids are held with personnel trained in their use.
7. Smoking is prohibited in areas where flammable liquid is used or stored; notices will be displayed to warn individuals of this danger.
8. Flammable liquids must only be handled and transported by authorised personnel wearing appropriate protective equipment. This operation should be carried out when the buildings are relatively quiet.
9. Workplaces must be kept free from rubbish and waste material at all times. Waste flammable liquid must be disposed of immediately.
10. Highly flammable liquids must be stored in fixed storage tanks or closed vessels. In rooms where less than fifty litres of highly flammable liquid is stored, a fire resistant bin or cupboard may be used to storage provided adequate ventilation is available. Every storeroom or vessel used for storage of highly

flammable liquids must be marked with an appropriate sign, such as 'Highly Inflammable'.

The temperatures must not exceed 27c degrees in these storage areas.

Regulations covered:

A, V, W, X, Y

11. Hazardous Substances

Statement

No substance can be considered completely safe. All reasonable steps will be taken to ensure that all employees and hall users will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

Safe System

1. Risk assessments will be carried out as and when necessary to determine and control exposure levels.
2. Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment will be provided.

Regulations Covered:

A,V, W

12. Housekeeping

Statement

Poor Standards of housekeeping are a common cause of injury and damage and create unnecessary fire hazards. Victoria & Albert Halls recognises the need to ensure that adequate standards of housekeeping are achieved and the following arrangements are designed to ensure a high standard is attained and a safe environment achieved.

Safe System

1. Clear up spillage immediately.
2. Do not allow objects to protrude into corridors or walkways.
3. Ensure waste materials are stored and removed on a regular basis.
4. Do not store articles or substances anywhere other than in designated areas.
5. Storage problems or potential hazards should be reported to Trustees.
6. Floors should be cleaned on a regular basis and waste bins emptied daily by cleaning staff.

Regulations covered:

A & B

13. Hot Work

Statement

1. A Hot work 'Permit' should only be authorised where a safer method of work is not available.
2. Hot work should only be carried out by trained personnel.
3. Wherever possible, items to be the subject of hot work should be removed to a safe area designated for that purpose.
4. In sprinklered premises welding and cutting operations should not be carried out when the water supply to the sprinkler system is shut off.
5. When hot work is being undertaken in premises fitted with an automatic fire detection system only the zone where the work is being carried out should be isolated. The zone should be reinstated as soon as the task has been completed.
6. A trained person should provide a continuous fire watch during and for at least one hour following each period of work. This action will detect and extinguish any incipient burning in the work area and in all adjoining areas to which sparks and heat may spread.
7. The need for a 'Hot Work Permit' is decided by the capacity of the equipment for producing flames or sparks, whether intentional or accidental There are two distinct categories:
 - a. Obvious and visible flames (burning welding, brazing etc); these are capable of igniting combustible materials and flammable liquids and gases.
 - b. Any non-flameproof equipment which is required to operate in a flameproof area.

Permit

1. Prior to the commencement of work a hot work permit should be obtained from an authorised person. This should be done on every occasion that hot work of any type is undertaken within or upon the fabric of established buildings or any structures or plant in the open.
2. The authorised person should have experience or training in the problems associated with hot work to ensure compliance with these procedures.
3. Hot work permits should not be issued without considering the significance of any other permits in the vicinity or adjacent manufacturing processes.
4. A hot work permit should be issued for a specific task that is to be undertaken in a clearly identified area.

5. The person authorising and issuing the permit will be nominated by the V&A Halls' Trustees.
6. The person authorising and issuing the permit must decide if a standby service is required and, if so, the extent of same (eg helper with extinguisher or full-time fire crew).
7. The person authorising must complete the 'Precautions Required' section of the permit and clearly state any special additional instructions required eg damping down with water, screening with fire blankets etc.
8. The person(s) carrying out the work must be instructed as to the precautions required and signify their acceptance of these conditions by signing the 'acceptance' sections of the permit and returning to the authorising person.
9. Once the authorising person is satisfied that all precautions have been taken by the person(s) carrying out the work instructed then permission will be given for the work to commence by signing the 'Authorisation' section of the permit.
10. The duration of the permit will be endorsed on the permit and will normally be no longer than one shift.
11. Once the work is complete the person(s) carrying out the work will sign the hand back section of the permit and notify the authorising person. The authorising person will check the area and formally accept the work as being satisfactorily completed and sign the 'completion' section of the permit.

Safe System

1. Before work commences, an area within 10 metres of the hot work process should be cleared of combustible materials and flammable liquids. All elements of combustible construction and surface finishes should be protected. This applies to any opening, holes or gaps in walls, floors and ceiling through which sparks could pass. The 10 metre distance may need to be increased especially in high fire risk areas or when overhead work is to be undertaken.
2. Where combustible materials within 10 metres cannot be removed, they should be completely protected by the use of non-combustible or purpose made fire retardant blankets, drapes or screens. Flammable liquids should always be removed from the area.
3. Combustible floors in the designated areas should be covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. Particular care should be taken to ensure that any gaps in the flooring are adequately covered.
4. Floors should be swept clean.
5. Hot work should never be carried out in an atmosphere containing flammable vapours or combustible dust. Where a hazardous atmosphere is suspected, air samples should be taken and work only commenced when the atmosphere has been certified to be non-hazardous. If there is a risk that the flammable atmosphere may recur, further testing of the atmosphere will be necessary.
6. Flammable solvents should not be used to clean surfaces immediately before work commences.

7. Before carrying out work on one side of a wall or partition, an examination should be made of the area on the other side to ensure that any combustible materials are not in danger of ignition by direct or conducted heat.
8. Where hot work is to be undertaken on composite building panels or similar constructions ie panels incorporating thermal or other insulation material, the type of insulating or other materials behind metal or other non-combustible surfaces should be assessed. If combustible materials are identified or suspected, especially polystyrene, polyurethane or other foam plastics, alternative methods should be employed.
9. Good ventilation should be provided in all areas where work is to be carried out as procedures may produce copious volumes of smoke and fumes.
10. At least two LPCB approved extinguishers each with a rating of 13A or a hydraulic hose reel should be provided at a place where the hot work is to take place and make ready for immediate use in the event of an outbreak of fire.
11. All personnel involved with the hot work should be familiar with the means of escape from the premises and the method of raising the fire alarm and summoning the brigade
12. When work is complete, paint strippings, hot stub-ends of welding rods and other hot waste materials should be removed and disposed of safely.
13. At the end of the working period all equipment, including gas cylinders, should be removed to a secure area. Where bitumen / tar boilers were employed, only the gas cylinders need to be removed.
14. Blow lamp and blow torches.
 - a. LPG blow lamps or torches should be extinguished and allowed to cool before changing cylinders. Paraffin or petrol lamps should only be filled and lit in the open and should not be refilled when hot.
 - b. Blow lamps or torches should be lit as short a time as possible before work commences and extinguished immediately after the work ceases.
 - c. Lighting up should only be carried out in accordance with the manufacturers instructions. Blow lamps or torches should not be left unattended when alight.
 - d. Electrically powered hot air blowers are a particular source of danger as no flame is apparent. When using these appliances the same safety measures should be observed as when undertaking other forms of hot work.
15. Bitumen and Tar Boilers
 - a. To prevent heat igniting the roof, bitumen or tar boilers, lead heaters and similar equipment should only be taken onto roofs in exceptional circumstances where a non-combustible heat insulating base must be provided.
 - b. The equipment must always be supervised by an experienced operator and sited on a firm and level surface where spilled material can easily be controlled.

- c. Gas cylinders must be at least 3 metres from the burner. Gas hoses should be in good condition and properly fitted. Cylinders not in use should be stored away from the working area.
- d. The bitumen level and its temperature should be monitored and the lid should normally be kept on the boiler.
- e. The burner should be turned off before transporting the boiler on a lorry or trailer.

16. Grinding Wheels and Cutting Discs

- a. The correct grade of wheel or disc should be used for the task in hand.
- b. Before each period of use, the wheel / disc should be checked to ensure that it is securely fastened and in good condition.

Regulations Covered :

A, I, O, S, W, X, Z

14. Legionellosis

Statement

1. Risk Assessments will be carried out on all water systems to comply with the Control of Substances, Hazardous to Health Regulations.
2. The temperature of hot and cold water taps will be maintained and recorded at a level that eradicates the risk of legionellosis.
3. Any employee involved in maintenance and control measures will receive proper information and training and be provided with approved personal protective equipment.
4. All water pipes and terminals supplying domestic water are to be cleaned on annual basis and flushed out and chlorinated in accordance with Health & Safety Standards.
5. All work on the cleaning and chlorination will be carried out by a suitably qualified professional.

Regulations covered:

A, AC, V

15. Manual Handling

Statement

Manual handling is one of the most common causes of injury. Simple, common sense measures can be taken to reduce these risks. The following arrangements are designed to reduce the risk of injury.

1. Risk assessments will be carried out to consider the task, load, individual or environment and any other factors which might affect safe lifting and carrying.
2. Appropriate training to be provided to employees involved in frequent handling and carrying operations.
3. Employees must ensure their own Health & Safety is not put at risk when carrying out manual handling activities.
4. Employees should make appropriate use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
5. Employees should always use legs and knees to bend and lift rather than stoop or bend the back.
6. Employees will be asked to avoid tasks that require stretching or twisting.
7. Ensure there are no sharp, hot or cold objects which could cause injury.
8. Ensure employees take regular rest breaks where manual handling tasks are repetitive.
9. Ensure walkways are free from obstruction.
10. Employees are requested to make full use of personal protective equipment.
11. Employees are requested to report any problems or concerns associated with manual handling operations to Trustees.

Regulations covered:

A & Z

16. Personal Protective Equipment

Statement

Victoria & Albert Halls will provide personal protective equipment when the risk presented by an activity cannot be adequately controlled by other means. Trustees acknowledge that Health & Safety hazards will be identified if this equipment is used.

Safe System

1. Assessments should be carried out on proposed and existing Personal Protective Equipment (PPE) to determine the suitability for usage. This should be carried out by a competent person with the knowledge, training and experience of the process, system or operation taking place.
2. PPE should always be stored at suitable locations and returned after use.
3. Faulty or defective PPE must be reported to Trustees.
4. PPE must be kept in a good state of repair through regular maintenance.

5. Employees should ensure that protective clothing fits properly and is adjusted accordingly.
6. PPE should only be used in accordance with the manufacturer's instructions.

Regulations covered:

A, O, AA, AN, F, V, AL, AM, W

17. Risk Assessment

Statement

Trustees accept that some of 'Victoria & Albert Halls' operations may, unless properly controlled, create risks to users. Trustees will make every effort by means of assessment to identify, control and, if possible, eliminate all hazards and potential hazards. The following arrangements and procedures have been devised to ensure that this takes place and compliance with statutory regulations are met.

Safe System

1. Trustees are responsible for ensuring all risks are identified. Risk Assessment paperwork will be made available and assistance and guidance upon completion will be provided as necessary. Trustees will ensure risk assessments are completed and monitored regularly.
2. Areas of concern arising from the risk assessment process will be brought to the attention of the Trustees and appropriate action taken as soon as is possible. Trustees will ensure that recommended control measures are implemented and maintained.
3. Training will be provided for those directly involved in the assessment and control of hazards.
4. Risk assessment records must be maintained and updated on a regular basis.
5. Trustees will be responsible for ensuring contractors, personnel from statutory bodies and any other person lawfully entering the premises are apprised of the information on the range of hazards they may come into contact with before commencement of any work.
6. Trustees will be expected to co-operate fully in the assessment of risk process and, where possible, offer advice and information on specific operations and processes.

Regulations covered:

OA, AA, AN, F, V, AL, Z, R, W

18. Smoking

Statement

Section 2(2)e of the Health & Safety at Work etc Act places a duty on Trustees to provide an environment that is safe, without risks to health, with adequate facilities and arrangements in place for all users of Victoria & Albert Halls.

Smoking is prohibited in Victoria & Albert Halls

Safe System

1. Employees, users and contractors will be required to adhere to the terms of this policy.

Regulations covered:

A, X, K

19. Use of Ladders

Statement

All reasonable steps will be taken to ensure the safety of those who work with ladders. All work activity using ladders will be risk assessed and ladders provided that are suitable for the task to be undertaken.

Safe System

1. Ladders must be regularly checked and maintained.
2. When using ladders, check the following:
 - a. Suitability for the task to be undertaken.
 - b. Inspected before use to ensure they are in a good state of repair.
 - c. That they are positioned at the correct angle (75 degree angle, ie one metre out at the base of every four in height).
 - d. Secure fixing or footing is in place during use.
 - e. Ensure one person only is on the ladder at any one time.
 - f. Ensure suitable footwear is worn.
 - g. Use tool carrying bags to ensure both hands are free to hold ladder.
 - i. Obtain the necessary instruction, information and training concerning ladder safety.

Regulations Covered:

A, O, I, C, N, A

20. Washroom and Toilet Facilities

Statement

Victoria & Albert Halls recognises the need to provide a safe working environment and includes the provision of sufficient washing and sanitary conveniences. To ensure that suitable and sufficient washing and sanitary conveniences are maintained, the following arrangements and procedures should be followed and observed.

Safe System

1. Use washrooms and toilets only for their intended purpose.
2. Leave the facilities in a clean and tidy condition after use.
3. Report any defects or problems to Trustees.
4. Ensure that spillages of water or other slip hazards are cleared up immediately.
5. Use sanitary disposal units for their intended purpose.
6. Do not leave spare toilet rolls or towels on the floor. Replace them in their designated locations.

Regulations Covered:

I, F, AN

21. Waste Disposal

Statement

To ensure the health and safety of all who use Victoria & Albert Halls, and to protect the environment as a whole, the Trustees will arrange the safe disposal of all waste products regularly in accordance with statutory requirements. In order to efficiently carry out this process, suitable receptacles will be provided at strategic locations for the collection and disposal of waste material. Please assist in this process by adhering to the following safe system.

Safe System

1. Use only designated receptacles for holding waste products. Do not dispose of waste materials in receptacles that have not been allocated for this specific purpose.
2. Do not discard waste carelessly into receptacles; place the waste correctly inside the unit.
3. Do not overfill waste containers.
4. Please report any leakage or overflow from a waste container to Trustees.
5. Ensure that spillages are cleaned up and disposed of in the appropriate, approved manner.
6. Please ensure personal protective equipment is worn at all times when handling waste materials.

Regulations covered:

A, B, AY, AB, AT, AU, F, AZ

22. Working Alone

Statement

Solitary working exposes employees and others to additional risks. Victoria & Albert Halls, where reasonably practicable, aim to protect any employees and/or users from hazards by eliminating or reducing the risks through appropriate control methods. Assessments will

be carried out to determine the level of risk encountered by individuals working in isolation and proper information, instructions and training will be given to enable them to recognise hazards and how to effectively control or eliminate them.

Safe System

1. Employees feeling insecure may obtain a personal alarm from the Maintenance team
2. Trustees should ascertain from individual employees any reason why working in isolation would constitute a risk to their wellbeing or other personnel.

Regulations covered:

A, O, V, B, AY, AF, AV, T

4. REGULATIONS

- A Health & Safety at Work Act (1974)
- B Factories Act (1961)
- C Constructions (Health, Safety & Welfare) Regulations (1996)
- D Construction (Lifting Operations) Regulations (1961)
- E Electricity at Work Regulations (1989)
- F Control of Asbestos at Work Regulations (1987)
- G Special Waste Regulations (1996)
- H Asbestos (Prohibition) Regulations (1992)
- I Workplace (Health, Safety & Welfare) Regulations (1992)
- J Food Safety Act (1990)
- K Food Safety (General Food Hygiene) Regulations (1995)
- L Food Safety (Temperature Control) Regulations (1995)
- M Food Premises (Registration) Regulations (1991)
- N Construction (Design & Management) Regulations 1994
- O Management of Health & Safety At Work Regulations (1992) (1999)
- P Disability Discrimination Act (1995)
- Q Companies Act (1985)
- R Health & Safety (Display Screen Equipment) Regulations (1992)
- S Fire Precautions (Workplace) Regulations (1997)
- T Health & Safety (First Aid Regulations) (1981)
- U Health & Safety (Safety Signs & Signals) Regulations (1996)
- V Control of Substances Hazardous to Health Regulations (1994)
(Amendments 1996, 1997)
- W Personal Protective Equipment at Work Regulations (1992)
- X Highly Flammable Liquids and Liquefied Petroleum Gases Regulations (1972)
- Y Petroleum (Consolidation) Regulations (1976)
- Z Manual Handling Operations Regulations (1992)

- AA Control of Lead at Work Regulations (1980)
- AB Environmental Protection Act (1990)
- AC Consumer Protection Act (1987)
- AD Offices, Shops and Railway Premises (Hoists and Lifts) Regulations (1968)
- AE Provision and Use of Work Equipment Regulations (1992) (1998)
- AF Woodworking Machines Regulations (1974)
- AG Prescribed Dangerous Machines Order (1964)
- AH Dangerous Machines (Training of Young Persons) Order (1954)
- AI Supply of Machinery (Safety) Regulations (1992) & (1994) (Amendment)
- AJ Operations at Unfenced Machinery Regulations (1938)
- AK Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)
- AL Noise at Work Regulations (1989)
- AM Construction (Head Protection) Regulations (1989)
- AN Ionising Radiations Regulations (1985)
- AP Safety Representatives and Safety Committees Regulations (1977)
- AQ Pressure Systems and Transportable Gas Containers Regulations (1989)
- AR Lifting Plant and Equipment (Records of Test and Examination, etc) Regulations (1992)
- AS Occupiers Liability (Scotland) Act (1957)
- AT Special Waste Regulations (1996)
- AU Water Industry Act (1991)
- AV Construction (Working Places) Regulations (1996)
- AW Health & Safety (Training for Employment) Regulations (1990)
- AY Offices, Shops and Railways Premises Act (1963)
- AZ Environmental Protection (Duty of Care) Regulations (1991)
- BA Young Persons Regulations Act (1997)

- BB Employers Liability (Compulsory Insurance Regulations) (1998)
- CC Health & Safety (Safety, Signs & Signals) Regulations (1996)