



WOOLAVINGTON VILLAGE HALL

POLICIES AND PROCEDURES

HEALTH AND SAFETY

Health and Safety Policy for Woolavington Village Hall

Part 1 – General Statement of Policy.

The Health, Safety and Welfare of all those managing, using and visiting Woolavington Village Hall are paramount at all times.

The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of Woolavington Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, to:

1. Provide healthy and safe working conditions, equipment and systems for our Committee Members and Hirers.
2. Keep the Village Hall and equipment in a safe condition for all users.
3. Provide all necessary support and information to Hall users, hirers and outside contractors. The Committee will work in the furtherance of these aims by:
 - a) Identifying and assessing risks.
 - b) Recording assessments and regularly reviewing them.
 - c) Eliminating or controlling risks.
 - d) Monitoring compliance and work conditions.
 - e) Establishing a clear, sensible, and practical safety organisation and arrangements.
4. All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:
 - a) To follow health and safety instructions and to report dangers.
 - b) To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions.
 - c) As regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

Part 2 – Organisation of Health and Safety

1. Woolavington Village Hall Management Committee has overall responsibility for health and safety at Woolavington Village Hall.

The person(s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name E Marsh Tel no; 01278 229268

Name M Bowden Tel no: 01278 683026

- a) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- b) Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Committee.

- c) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee.

1.1 **Hirers** are responsible for:

- a) Complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices.
- b) Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity.
- c) Ensuring familiarity with fire safety checks (e.g., keeping fire exits clear) and evacuation procedures.
- d) Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency; Ensuring that highly flammable substances are not brought into or used in any part of the premises.
- e) Seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters.
- f) Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has a current PAT certificate.

1.2 **Contractors** are responsible for:

- a) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance.
- b) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises.
- c) advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

1.3 **The Committee** is responsible for:

- a) Ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy.
- b) Ensuring that the Health and Safety Policy is fully implemented.
- c) Monitoring compliance with Health and Safety guidelines.
- d) Regularly assessing and reviewing risks and recording such risks; Keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted.
- e) Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action.
- f) Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy.
- g) Making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises.
- h) Co-operating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

The following persons have been delegated by the Management Committee to manage the following:

Area of Responsibility	Responsible for	Name/contact
Risk Assessment Manager	Trustee responsible for updating policies and risk assessments and presenting them to the Committee for approval.	E Marsh
First Aid Box	Check and replenish monthly	M Bowden
Reporting Accidents/ RIDDOR	Check Accident Book for any logged accidents. Complete RIDDOR forms where accident is RIDDOR reportable.	M Bowden
Information to Hirers	For each booking check that new hirers have read and agreed to the 'Condition of Hire'. When amendments made to Policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	J Manning
Information to Contractors	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.	E Marsh
H & S Risk Checklist/ Monitoring	Complete H & S Risk Checklist, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	E Marsh + any nominated committee member
Fire Risk Assessments/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	E Marsh
Annual Testing/Safety Certificates	Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required.	E Marsh
Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	E Marsh
Implementation of Policy	Co-ordinate overall management of policy, including amendments and annual review	E Marsh

PROCEDURES

The H&S policy document will be available to download from the Village Hall website – www.woolavingtonvillagehall.co.uk

All hirers will be expected to read the Standard Conditions of Hire prior to signing the Hiring Form, an action which will evidence that they agree and accept the conditions. The Standard Conditions of Hire informs hirers about safety procedures at the hall which they will be expected to follow (e.g., fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Committee members with specific responsibilities for aspects of Health & Safety will report to The Committee at each full committee meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to the Committee Members, Hirers, Contractors and Users of the hall.

The Health and Safety Folder containing risk assessments and records relevant to health and safety is to be kept in the committee office and should be made available to anyone using the hall.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

- a) The entrance must be always clear of obstacles and hazards that people are entering or leaving the building.
- b) Any concerns regarding any electrical installation, plug, lead etc. must be notified to a member of the committee as soon as possible. Any item giving cause for concern is to be taken out of use immediately.
- c) All hirers should acquaint themselves with the position of the fuse box/main switch. Woolavington Village Hall
- d) Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- e) All hirers must make themselves aware of the location of fire exits, fire-fighting equipment and the procedure to follow in the event of fire.
- f) As good practice hirers should have a method to account for the number of persons present during their hire.
- g) Due care should be exercised in the car park area.
- h) All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury. Care should be exercised when pulling the loaded trolley from under the stage, where possible two adults should assist with this. When replacing tables and chairs onto the trolley be mindful of the potential for injury to hands/fingers if due care is not exercised.
- i) Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

First Aid

A First Aid Box is available in the main kitchen.

Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the main kitchen with the First Aid Box. The important details to be recorded are:

- a) the name of the casualty
- b) the date, time, and place that the incident/accident occurred
- c) the cause of the accident i.e., what happened
- d) a brief description of the injury (if any) sustained
- e) the first aid (or other) treatment administered and by whom
- f) whether or not emergency medical aid had to be sought
- g) the name of the person who dealt with the incident.