

Horsley Village Hall

Health and Safety Policy

The health, safety, and welfare of all those managing, using, and visiting Horsley Village Hall is always paramount.

The 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 reflects the Committee's decision to take reasonably practicable measures in relation to the management of Horsley Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has in order to:

- Provide healthy and safe working conditions, equipment and systems for our Committee Members and hirers.
- Keep the Village Hall and equipment in a safe condition for all users.
- Provide all necessary support and information to hall users, hirers, and outside contractors.

1. How Horsley Village Hall Trust will do this

The Committee will:

- identify and assess risks.
- record assessments and regularly review them.
- eliminate or control risks.
- monitor compliance and work conditions.
- establish a clear, sensible, and practical safety organisation and arrangements.

2. Duties

All Committee Members, hirers, contractors, and users of the hall are expected to recognise and accept their duties:

- to follow health and safety instructions and to report dangers.
- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions.
- as regards to any duty imposed on the Committee, to co-operate as far as is necessary, to enable that duty to be performed or complied with.

3. General Responsibilities

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.

Anyone who observes a practice or potential hazard, which 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.

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

4. Hirers are responsible for:

- complying with all conditions of hire, as set out in the Terms and Conditions of Hire, 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. Hirers may have responsibilities beyond these regarding insurance and statutory requirements relating to their organisation/activity.
- ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures.
- 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.
- 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.
- checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

5. Contractors are responsible for:

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

6. The Committee are responsible for:

- ensuring that all Committee Members, hirers, contractors, and users of the hall are aware of the Health and Safety Policy.
- ensuring that the Health and Safety Policy is fully implemented.

- monitoring compliance with Health and Safety guidelines.
- 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.
- 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.
- making such arrangements and releasing such funds as may be necessary to assist in the implementation of this policy.
- making such representations to Committee Members, hirers, contractors, and users of the hall, as may be necessary to ensure their co-operation with the Health and Safety Policy, particularly regarding their actions and activities while on the premises.
- cooperating with hirers, contractors, and users of the hall in pursuance of Health and Safety requirements.

7. Roles and Responsibilities of Trustees

The following persons have been delegated by the Trustees to manage the following:

- Risk Assessment Manager responsible for updating policies and risk assessments and presenting them to the Committee for approval. Marlene Scott to be responsible for managing schedule for updates / reviews all trustees to take a role in actioning any updates as skill sets dictate.
- First Aid Box - check and replenish monthly. **Ethel Coulthard**
- Reporting Accidents back to committee on monthly basis (Minor accidents to be logged by users in the Accident Book). **Ethel Coulthard**
- Checking Accident Reports and Feedback Book at least weekly or as advised of incidents. Instigate any actions necessary to remove risks e.g. repairs. Advise Risk Assessment Manager and report to the Committee at each meeting or as soon as necessary. **Ethel Coulthard**
- For each booking check that hirers have read and agreed to the 'Terms and Conditions'. When amendments are made to the Health and Safety Policy/Risk Assessments, contact all hirers to inform them and gain their acknowledgement. **Hilary Cobb**
- Information to Contractors - consult 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. **Marlene Scott**
- Risk Assessments/ Monitoring Completed Risk Assessment forms - monitor and update, as necessary. Report to the Committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made. **Jude Deeks**
- Fire Risk Assessments/ Monitoring Completed Fire Risk Assessment - monitor and update, as necessary. Report to the Committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made. Sue Dinning & Stevie Glover

- Annual Testing/Safety Certificates - plan for annual inspections of electrical appliances, and fire extinguishers. Keep relevant certificates and display copies on notice board as required. Sue
- Safety Notices - produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans. Sue
- Implementation of Policy - co-ordinate overall management of policy, including amendments and annual review All trustees as overall body

8. Procedures

The H&S policy document will be available to download from the Village Hall website www.horsleyvhall.org.uk. All hirers will be expected to read the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions.

The Terms and conditions of hire document (available online at Horsley Village Hall website or within policy file stored in Kitchen of hall) will inform all hirers where to find information relating to safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents). All hirers will have indicated their agreement to abide by the policies therein on booking.

All contractors will be made aware of the 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 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 Committee Members, hirers, contractors, and users of the hall.

9. General guidelines to be adhered to

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

Premises

- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise, as necessary.
- As good practice, hirers should have a method to account for the number of persons present during their hire.
- The entrance must be clear of obstacles and hazards at all times.
- Spills must be cleared up quickly to prevent slipping.
- Wet floors must be made safe by the application of an absorbent, non-slip surface until the floor can be thoroughly dried.
- The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.

- Water should not be heated above 60 degrees Centigrade.
- Any floor coverings should lie flat, and edges of rugs/carpets should not be allowed to curl up.
- Any concerns regarding any electrical installation, e.g. plug, lead etc. must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- All hirers should acquaint themselves with the position of the fuse box/main switch.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers will be regularly serviced, and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are always kept clear.
- If the oven/cooker is in use it should not be left unattended, even for a short time. Kettles should not be over-filled, nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children.
- Due care should be exercised in the car park area.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- 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.

Hygiene

In the interests of health, good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels must be provided.
- Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.

Working Practices

It is your responsibility to protect yourself from injury when lifting, carrying, pulling, or pushing. The following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy, or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary. Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- Do not work at height, on steps or ladders until they are properly secured, and another person is present. Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

First Aid

A well-stocked and appropriately labelled **First Aid Box is available in the kitchen along with the Accident Book**. This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. The important details to be recorded are:

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

Feedback Book

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Feedback Book for the attention of the Committee. **The book is kept in the kitchen.**

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Feedback Book for the attention of the Committee.