

06 December 2022

# POLICY 03: HEALTH & SAFETY



## INTRODUCTION

This policy is made in accordance with Clause 22 (Rules & Regulations) of the Trust Deed. It describes the health and safety policy for Marksbury Village Hall. It was approved by majority vote of the Management Committee out of Committee via WhatsApp on 06 December 2022. A copy is attached at annex to the minutes of that meeting in the Minutes Book. It will be kept under review by the Management Committee and be updated as and when required.

## GENERAL STATEMENT OF POLICY

This document is the Health and Safety Policy of Marksbury Village Hall.

Our policy is to:

- ❖ Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- ❖ Keep the village hall and equipment in a safe condition for all users.
- ❖ Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Marksbury Village Hall Management Committee to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Marsbury Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

To this end, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety

requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

## ORGANISATION OF HEALTH AND SAFETY

The Marksbury Village Hall Management Committee has overall responsibility for health and safety at Marksbury Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chair, Vice-Chair or Secretary, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chair, Vice-Chair or Secretary informed as soon as possible.

The following persons have responsibility for specific items:

- ❖ First Aid box: Strategy & Governance
- ❖ Reporting of Accidents: Secretary
- ❖ Fire precautions and checks: Strategy & Governance
- ❖ Risk Assessment and Inspections: Strategy & Governance
- ❖ Information to contractors: Chair, Vice-Chair or Secretary
- ❖ Information to hirers: Chair, Vice-Chair or Secretary
- ❖ Insurance: Treasurer

A plan of the hall is attached showing the location of heating equipment, emergency exits and fire doors, and fire extinguishers.

## ARRANGEMENTS AND PROCEDURES

### **Licences**

The hall is licensed for music, singing and dancing by Bath & North East Somerset Council. The sale of alcohol is permitted through a Temporary Event Notice.

## **Fire Precautions and Checks**

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. This policy should also be read in conjunction with the Fire Escape Plan.

A plan of the village hall showing the fire exits and fire-fighting equipment is attached. The nearest telephone is located down the road on the right-hand side.

- ❖ Person with responsibility for testing equipment and keeping log book: Strategy & Governance
- ❖ Company hired to maintain and service fire safety equipment: Name: Bristol Fire, Address: Covert End, Westleigh Close, Yate, Bristol, BS37 4PR
- ❖ Location of service record: Kitchen

## **Procedure in case of accidents**

- ❖ The location of the nearest hospital Accident and Emergency/Casualty dept is Royal United Hospital, Combe Park, Bath, Avon BA1 3NG, Tel: 01225 428331.
- ❖ The location and telephone number for the nearest doctor's surgery is Temple House Practice, St Clements Rd, Keynsham, Bristol BS31 1AF. Tel: 0117 9862406.
- ❖ The First Aid Box is located in the kitchen (Cupboard marked with First Aid sticker).
- ❖ The person responsible for keeping this up to date is the Strategy & Governance Committee Member.
- ❖ The accident forms are kept in the kitchen. These must be completed whenever an accident occurs.
- ❖ Any accident must be reported to the Chair, Vice-Chair or Secretary of the Management Committee.
- ❖ The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Strategy & Governance Committee Member.

## **Safety Rules**

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Particular health and safety instructions apply to Theatrical and Entertainment Events.

A Risk Assessment is carried out annually and any risks reported to the Management Committee.

### **Contractors**

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- ❖ The contract is clear and understood by both the contractors and the Committee
- ❖ The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience)
- ❖ Contractors have adequate public liability insurance cover
- ❖ Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- ❖ Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- ❖ Contractors have their own health and safety policy for their staff
- ❖ The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- ❖ Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice

### **Committee Members and Volunteers**

The committee members shall ensure that they or any volunteers work alone on ladders at height.

### **Insurance**

Details of the hall's Employer's Liability and Public Liability insurance cover can be found displayed on the notice board in the village hall:

### **Review of Health and Safety Policy**

The Management Committee will review this policy annually. The next review is due in December 2023.

# VILLAGE HALL PLAN

