

# **Health and Safety Policy for East Stour Village Hall**

## **Part 1 – General Statement of Policy**

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

1. Provide healthy and safe working conditions, equipment and systems for our Committee Members, Hirers, users and other visitors;
2. Keep the 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, 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 1999 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The 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 Committee recognises that the effective prevention of accidents depends as much on a committed attitude 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 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.

## **Part 2 – Organisation of Health and Safety**

The Committee has overall responsibility for Health and Safety at the 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 Committee in keeping the premises, including the grounds, safe and healthy.

Anyone using the Hall who comes across a fault, damage or other situation which might cause injury and cannot be rectified immediately is responsible for informing a member of the Committee 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 it is not to be used and a member of the Committee should be informed as soon as possible.

The following persons have responsibility for specific items:

First aid box	Tracey Robertson
Information to Hirers	Barbara Hall
Annual Insurance certificates	Sarah Miller

A plan of the Hall building is on page 3, showing the location of the fuse boxes, emergency exits and fire extinguishers.

### **Part 3 – Arrangements and Procedures**

All hirers will be expected to read through the whole of the Hiring Regulations and to sign the hiring form as evidence that they agree and accept these conditions. The Hiring Regulations will inform all hirers about safety procedures at the Hall that they will be expected to follow (e.g. fire evacuation, reporting of accidents).

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

Committee members with specific responsibilities for Health and Safety will report to the Committee at each full Committee meeting.

The full Health and Safety Policy will be reviewed annually, with risk assessments and necessary amendments being made as appropriate 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.

### **Accidents**

The first aid box is located in the kitchen.

The defibrillator is located on the outside wall of the Hall, adjacent to the front entrance.

### **Accident Reporting**

Any accident occurring during use of the Hall must be recorded by hirers. These forms are to be used to record all cuts, bumps, falls etc as well as more serious accidents. Hirers are requested to inform the Hiring Secretary at the end of their hiring, if there has been an accident during the period of their hiring, and to complete the accident form which is provided on the village website.

### **Incident Reports**

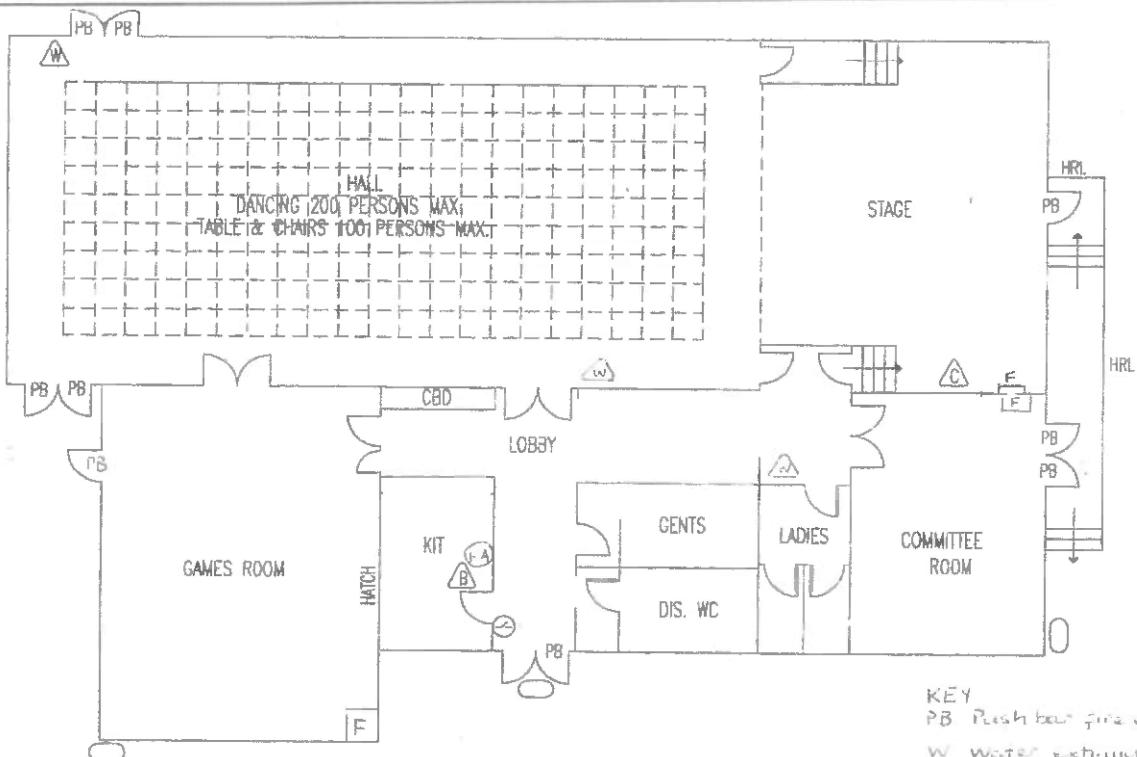
Any person being aware of any practice, action or incident that is, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident Book for the attention of the Committee, and to inform the Hiring Secretary. The Incident Book is kept in the kitchen.

### **Safety Rules**

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers. Fire and safety equipment must not be misused, used as door stops or removed from its designated location. Fire and other exits must not be obstructed.

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 Incident Book for the attention of the Committee.

## Plan of Village Hall



KEY  
 PB Push bar fire exits  
 W Water extinguisher  
 C CO<sub>2</sub> extinguisher  
 B Fire blanket  
 F Fuse box  
 FA First aid box