

Marchington Woodlands Village Hall Health and Safety Policy

Policy Statement

Our policy is to: a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.

b) Keep the village hall and equipment in a safe condition for all users.

c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Marchington Woodlands 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.

Marchington Woodlands 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.

Part 2: Organisation of Health and Safety

The Marchington Woodlands Village Hall Management Committee has overall responsibility for health and safety at Marchington Woodlands 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 Chairman or the Bookings 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 Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items which are checked on a monthly basis and replenished as necessary:

First Aid box: Committee Members

Reporting of Accidents: Chairman/ Bookings Secretary

Fire precautions and checks: Chairman/ Vice Chairman

Risk Assessment and Inspections: Health and Safety Advisor(s)

Information to contractors: Chairman/ Vice Chairman/Bookings Secretary

Information to hirers: Booking Secretary

Insurance: Treasurer

A plan of the hall is attached showing the location of electricity panel, emergency exits, and fire extinguishers.

Part 3: Arrangements and Procedures

3.1 Licence

The hall is licensed for music, singing and dancing by East Staffordshire Borough Council. Performing Rights Society Music Certificate 01658218 ref: CUS 01351024 Marchington Woodlands Village Hall
The sale of alcohol is permitted through a Temporary Event Notice (TEN).

3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. A plan of the village hall showing the fire alarm points, fire exits and fire-fighting equipment is attached and a Fire Evacuation Floor Plan is displayed on the noticeboard.

In the event of an incident the responsible person for the function or let must marshal everyone to the Assembly Point. Safe access must be kept available for all emergency vehicles and personnel.

Assembly Point Location: This is located at the top end of the car park, right hand side of the car park entrance (house end).

If the Emergency Services are required use a mobile phone to call 999 and request the relevant service. If there is no signal, try dialling the common emergency number 112 to be forwarded to the Emergency Services. If a person has a sudden cardiac arrest call 999, the Ambulance service and follow their instructions. A defibrillator is located to the right-hand side of the village hall entrance door and the code details are on the noticeboard in the main hall.

Person with responsibility for testing equipment and keeping log book: Secretary/ Vice Chairman

Hired to maintain and service fire safety equipment: B W Belcher & Son, 12 Bridge Street, Uttoxeter, Phone 01889 566245

3.3 Monitoring of Equipment Condition

Fittings and Services requiring regular observation: door mats and stops, clocks, toilets, water heaters, stage area, accident book, fridges, outside lights, all lights inside the building, torch, water boilers, cookers, microwave, water taps and ceiling heaters.

Monthly: Defibrillator, first Aid Box, emergency lighting, fire doors, locks and sockets, and fire alarm and emergency alarm in disabled toilet.

Yearly: Outside gutters, Fire extinguishers, Electrical equipment, Step ladders.

3.4 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is Burton Queens Hospital, Belvedere Rd, Burton Upon Trent, DE13 0RB, Phone 01283 566333

The First Aid Box is located in the kitchen. The persons responsible for keeping this up to date are the Committee members.

Accident forms must be completed whenever an accident occurs. These are kept in kitchen, top drawer by the First Aid Box

Any accident must be reported to the Bookings Secretary or the Chairman 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 Chairman.

Bookings Secretary: Isabel Wilson 07817 989859

Chairman: Brian Greensmith 01283 820416

3.5 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 all relevant hiring conditions.

When using chairs, tables and the stage, kitchen and kitchen equipment, and bar area, the hirer must ensure all items are re-located to their correct positions in the hall and stacked safely, unless special conditions of hire override this point.

The hall's Conditions of Hire documents cover safety regulations and requirements that must be strictly observed. Similarly, hirers and users have a responsibility to comply with safety notices displayed around the premise.

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.

3.6 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 (eg: 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 (eg: electricity cables)
 - 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 is clear which member of the committee is responsible for overseeing that their work is progressing as specified 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
 - When using a naked flame, (blow lamp or similar) contractors must ensure it is operated in a safe area and fire protective materials are used as per appropriate.

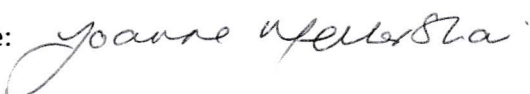
Village Hall Responsibility

- Insurance Company providing the hall's Employer's Liability and comprehensive Public Liability insurance cover is; Aviva Insurance Master Policy ref: 24166446CHC
- Review of Health and Safety Policy; The Management Committee will review this policy annually. The next review is due in **January 2022**
- Train Management Committee members, staff, hirers, users and other visitors as required for safe use of the Village Hall's facilities.
- Protect employees and other persons from the hazards of substances used at work as stated in Control of substances Hazardous to Health (COSHH) Regulations 2002, as amended. Make safety data sheets available that provide information on the hazardous properties of any substance used in the hall.

Completed: January 2021

Review date: January 2022

Completed by: Joanne Mellor-Shaw NEBOSH Gen. Cert.

Signature: 

Chairman: Brian Greensmith

Capacity: Chairman, Marchington Woodlands Village Hall Management Committee

Signature: 