

West Pennard Village Hall – Health and Safety Policy



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, The Management of Health and Safety at Work Regulations 1992 and the Regulatory Reform (Fire Safety) Order 2005, 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 all reasonable and practical steps in relation to the management of West Pennard Village Hall to comply with all current legislative requirements in order to:

- a. Provide a healthy and safe environment for our Committee Members, Hirers of the hall and any visitors, including contractors.**
- b. Keep the Village Hall equipment and systems in a good condition for all users.**
- c. Provide all necessary support and up to date information to users, visitors and outside contractors.**

In order to achieve these aims, the Committee will:

- a. Identify and assess risks on a regular basis.**
- b. Record and review both the H&S and Fire risk assessments on a regular basis.**
- c. Eliminate or control all identified risks.**
- d. Monitor compliance.**

Responsibilities

All Committee members, Hirers, Visitors and Contractors are expected to recognise and accept their responsibilities:

- a. To follow the Health and Safety instructions and report any breaches of policy.**
- b. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.**

General

- 1. All persons have a responsibility to ensure their actions do not compromise the health and safety of themselves and anyone else on the premises at the time.**
- 2. Anyone who sees any practice, action or hazard that would contravene health and safety has the responsibility to act to immediately remove any danger and subsequently report the incident to the Committee using the Incident Log.**
- 3. Anyone who sees any equipment that is deemed to be hazardous, broken or in any way defective has the responsibility to immediately remove the equipment from use and use any practical means (label etc.) to notify others, the defect should also be recorded in the Incident Log for the attention of the Committee.**

Hirers

- 1. Comply with all conditions set out in the West Pennard Village Hall Terms and Conditions of Hire.**
- 2. Ensure that all persons within their group are aware of the position and content of fire safety notices, equipment and evacuation procedures.**
- 3. Designate a responsible person within their group who will take charge of the evacuation process in case of emergency.**
- 4. Take responsibility for the maintenance and safe use of their own equipment that is used/stored in the Hall.**

Contractors

- 1. Safe working practices for themselves and their employees, including sub-contractors, and for meeting their statutory obligations with regard to all current Health and Safety legislation and Public Liability Insurance.**
- 2. Have due regard to the safety of Hall users when working on the premises and in respect of any equipment left or stored within the premises.**
- 3. Advise the Committee of any flammable or toxic substances that may be used in the course of their work on the premises.**

The Committee

- 1. Ensure that all Hirers, Contractors and Visitors to the Hall are aware of the Health and Safety and Fire Safety Policy.**
- 2. Carry out regular risk assessments of the premises and surrounding areas and maintain a record of such assessments along with the required action list.**
- 3. Maintain and monitor an Incident Log which should be used to record any incidents or actions that impact on Health and Safety of any person(s) using the Hall, this log will also be used to record any defective equipment.**
- 4. Take any actions required to rectify the cause of any recorded incidents and also arrange repair or replacement of any defective equipment that belongs to the Hall.**

Committee members with specific responsibilities will report to that Committee at each full Committee meeting, a detailed list of those responsibilities will be recorded at Appendix 1 of this document.

This policy will be reviewed annually with any necessary additions/amendments made to the Policy and any such changes will be made known to all concerned parties.

First Aid

A well stocked and appropriately labelled First Aid Box is situated in the Kitchen along with an Accident Log which should be used to record any minor accidents involving injury to one or more persons.

The details to be recorded in the accident log are as follows:

- 1. Date and Time of accident**
- 2. Name of Casualty**
- 3. Cause of accident**
- 4. Description of injury**
- 5. Treatment administered, including any items used from the First Aid Box**
- 6. Whether outside medical assistance was sought (ambulance)**
- 7. The name of the person reporting the accident.**

Incident Log

An Incident Log will be provided in the Kitchen and is to be used to record any incidents relating to defective, missing or broken equipment.

The following details should be recorded:

- 1. Date and Time of incident**
- 2. Detail of Incident and/or Defective Item**
- 3. Any remedial action taken**
- 4. Name of person reporting Incident.**

Data protection

In order to comply with the terms of the Data Protection Policy, completed pages from both the Accident and Incident logs are to be removed from the book, post review, and stored separately.

Appendix

Appendix 1 – List of specific Health and Safety related Responsibilities.