

Trunch Village Hall Management Committee (the Committee) recognises it has responsibilities 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 of the Committee is to:

- provide healthy and safe working conditions, equipment and systems for committee members, hirers, agency staff, contractors and visitors;
- keep the village hall and equipment in a safe condition for all users; and
- provide such advice and information as is necessary.

To ensure the Committee meets its responsibilities it will:

- identify and assess risks;
- record assessments and regularly review them;
- eliminate or control risks;
- monitor compliance and work conditions;
- establish a practical method of organising safety arrangements.

### **Health and Safety Responsibilities**

All users of the hall, including the Committee, hirers, agency staff, contractors and visitors, are expected to recognise and accept their personal responsibilities for their own health and safety whilst on the premises. All users should follow health and safety instructions and report any hazards as soon as practicable to the Committee - who will then act upon these reports at the earliest opportunity to assess and manage the risk. Users should take reasonable care for their health and safety and also consider others who may be affected by their actions.

#### **The Committee are responsible for:**

1. Ensuring all users of the hall (including the Committee, hirers, agency staff, contractors and visitors) are aware of this Health and Safety Policy.
2. Ensuring this policy is implemented successfully.
3. Ensuring the hall is managed in a manner that is compliant with Health and Safety laws.
4. Providing an *Incident & Fault Logging Folder* for hall users to record potential hazards or any incident that could have or has resulted in a person's health or safety being put at risk.
5. Rectifying any hazardous risks that are reported or identified to a suitable standard that they no longer pose a risk, or the risk is managed safely. They will also be responsible for releasing funds where necessary to ensure this policy is implemented and record rectifications made.
6. Ensuring that all hall users are following this policy to ensure their safety and the safety of others, challenging omissions where necessary.

#### **Hirers are responsible for:**

1. Complying with all conditions of hire, as set out in the hire agreement and for ensuring their organisation conducts its activities in line with these conditions, especially in respect of compliance with all safety notices and instructions. It is worth noting that hirers may have responsibilities above and beyond these with regard to insurances and statutory requirements for their individual organisation.
2. Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.
3. Ensuring they familiarise themselves with the locations of fire exits, meeting points and evacuation procedures, including organising a person on site to be in charge of evacuations.
4. Ensuring no highly flammable or combustible materials are brought into the premises.
5. Seeking permission from the Committee prior to erecting decorations within the hall that may be combustible and ensuring that any decorations are not placed near or over heaters. Hirers must also ensure they keep fire exits clear at all times.
6. Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use and where necessary has been PAT tested.

### Contractors are responsible for:

1. Ensuring they consider the safety of hall users when conducting work on the premises and with any materials or equipment left on site.
2. Using safe work practices in respect of their company and employees and for meeting their statutory obligations under Health and Safety Law and ensuring they have suitable public liability insurance coverage.
3. Informing the Committee of any hazardous or toxic substances that will be used during the course of the work on the premises.

### Premises Management

To prevent risks arising within the premises, checks will be conducted by members of the Committee at regular intervals. This will be done to ensure the early identification of risks so they can be rectified at the earliest possible opportunity. The table below shows checks that will be completed and when they will take place.

<b>Health and Safety Policy Updates</b>	The policy will be reviewed on an annual basis. Reviews and amendments may take place in the interim if an omission is identified.
<b>First Aid Box</b>	The first aid box will be checked and where necessary replenished on a regular basis.
<b>Accident Book Incident &amp; Fault Logging Folder</b>	The <i>Accident Book</i> and <i>Incident &amp; Fault Logging Folder</i> will be checked on a regular basis, or when advised of accidents, incidents or faults. Action will be taken to eliminate or control risks. Issues will be reported to the Committee at each meeting, or sooner if it is of an urgent nature.
<b>Information to Hirers</b>	The policy is available in the hall's information folder and will be provided to hirers as part of the terms and conditions of hire.
<b>Information to Contractors</b>	Contractors will be asked to acknowledge receipt of this policy and confirm they are aware of their responsibilities.
<b>Risk Monitoring</b>	Risk assessments will be undertaken, monitored and updated as necessary.
<b>Annual Testing</b>	Annual checks will be completed by a suitably qualified person on gas appliances, electrical appliances and fire safety apparatus. Certificates will be displayed on the hall's noticeboard.
<b>Safety Notices</b>	Safety notices are displayed in suitable areas of the hall containing relevant health and safety information. Escape routes are well signposted and are kept clear at all times.

This policy will be implemented by the Trunch Village Hall Management Committee and shall be reviewed on an annual basis to ensure it remains relevant and effective. However, amendments may be made prior to the annual review if deemed appropriate. A copy of this document will be made available in the Trunch Village Hall's information folder.

All hirers and hall users (including contractors) of Trunch Village Hall will be expected to make themselves aware of this policy upon booking the venue or when hired to complete work at the premises.

## General Health and Safety Guidance

The guidance below has been provided to assist the Committee and users in fulfilling their health and safety responsibilities.

### Premises

- The entrance must be kept clear of any obstructions or hazard whilst the entrance is in use.
- Doors should be kept open using the latches and door stops provided and not with heavy objects that could form a tripping hazard.
- Matting should be present at the entrance to the hall to prevent excess water being walked into the hall during wet weather.
- The hall should be heated to a comfortable level with user instructions provided. The heating system should be maintained and serviced regularly.
- The temperature of hand washing water should be kept at a comfortable level and/or warning signage of the presence of hot water.
- Floor coverings should lie flat and be kept in good condition.
- Spills must be cleared up quickly to prevent slipping.
- If there are concerns regarding an electrical installation, these should be reported immediately and the area cordoned off prior to a repair taking place.
- If electrical equipment appears to be broken or unsafe to use, it should be removed immediately and a notice placed on the item that it is not to be used.
- Hall users should familiarise themselves with the location of the main fuse box and water stopcock.
- Electrical cables should not be trailed across the floor. If this is unavoidable it should be covered with a cable cover and the hazard clearly signposted.
- Fire safety apparatus will be serviced annually and all hall users should familiarise themselves with the locations of fire exits and fire extinguishers.
- Hall users should be aware of the procedure to follow in the event of a fire.
- Fire exits must not be obstructed by any objects, decoration or other hazard at any time.
- As good practice, hirers should have a method to account for the number of persons present during their hire.
- Ovens, hobs and toasters should not be left unattended at any point whilst in use.
- Kettles should not be over-filled nor should the leads be left to trail over the edge of the worktop.
- Children should not be allowed in the kitchen unless they are supervised by a responsible adult.
- Cleaning products should be kept in a secure place and in any case out of reach of children. Hazardous cleaning products should be clearly marked with suitable warning signs.
- Equipment within the hall should be maintained to a good standard to ensure it does not pose a risk.
- Free-standing objects should be of sturdy construction and where necessary fixed securely to the floor or wall. Chairs should be stacked to a maximum of 4 high.
- The stairs to the stage should be used when going up and down onto the stage.
- All persons should exercise care in storage areas, both while removing and replacing items.
- Hirers are responsible for the safety of those in the hall during their period of hire.
- Due care should be exercised in the car park areas.

### Manual Handling

It is the responsibility of the individual to protect themselves from injury when lifting, pulling or pushing. To prevent injury:

- Do not attempt to move anything that you know is beyond your physical capability.
- Ask for assistance when moving heavy or awkward items.
- Don't try to lift more than you can. If possible, separate the load into smaller more manageable loads.
- When lifting remember to bend your knees and keep your back straight and ask for help when possible.
- When removing items from a shelf ensure you are elevated enough to see what you are pulling down from the shelf.
- Ensure you are able to take the weight of the item you are removing from a shelf above you.
- Use a step ladder if required to do so to safely remove items from a shelf, but ensure the ladder is secure and you have another person present whilst you're using it.

## Hygiene

- Hands should be thoroughly washed prior to food preparation.
- Kitchen work surfaces should be cleaned with an appropriate cleaner prior to being used for food preparation.
- Disposable paper hand towels should be provided in the kitchen and toilets.
- 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.

## First Aid

- A fully stocked first aid kit is available in the hall and this will be checked and replenished regularly.

## Accident Recording

If there is an accident in the hall this should be recorded in the **Accident Book**. Details that should be recorded include:

- name of casualty
- time, date and location of incident
- the cause of the incident
- the nature of the injury
- first aid that was administered and who by
- whether further medical attention was required
- name of the person who dealt with the incident

Accidents may be required to be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation).

The **Incident and Fault Logging Folder** can be used to record problems that have the potential to cause or are already causing a risk to any person. This will be checked regularly by the Committee.

## Fault Logging

Any person discovering a faulty or broken piece of equipment should take the appropriate action to remove or make safe such equipment and should record all details in the **Incident and Fault Logging Folder**.

This should be considered as general guidance and not an exhaustive list of all health and safety risks and advice available, nor should this be considered a full risk assessment for the hall.

Hall users are reminded that they are responsible for their own health and safety whilst in the hall as well as others during their period of hire.

Insurances and statutory requirements under Health and Safety law may apply to contractors and organisations using the hall.

The Committee will ensure that the hall, access to it and any equipment or substances provided are safe for people to use so far as is reasonably practicable.