



Leonard Stanley Village Hall

Health and Safety Policy

June 1st 2021

This document sets out the Health and Safety Policy of Leonard Stanley Village Hall.

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members and hirers.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Leonard Stanley Village Hall Management Committee to comply with all 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.

Leonard Stanley Village Hall Management Committee considers the promotion of the health and safety of its employees at work and 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, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and 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 and others.

Organisation of Health and Safety

The Leonard Stanley Village Hall Management Committee has overall responsibility for health and safety at Leonard Stanley Village Hall.

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the management committee in keeping the premises safe and healthy, including the grounds.

Faults and Damage

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 Hall Manager as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used until such time as it can be repaired.

Accidents

Accidents should be recorded on an Accident form provided, place in an envelope supplied then posted in the village hall post box situated on the outside of the porch. The Hall Manager checks for post each day and will take action, as appropriate. The Accident forms shall be reviewed at each meeting of the village hall committee.

First Aid

There is a First Aid box in the kitchen. Should any items be removed from the First Aid box or otherwise become unusable, whoever removes the item(s) or notices that items are unusable or missing should report it immediately to the Hall Manager.

The Hall Manager or other nominated person will check the contents of the First Aid box on a weekly basis.

Fire precautions and checks

The Online Booking system includes in the confirmation email information regarding fire and other safety measures.

The Hall Manager organises fire checks on extinguishers in line with the recommendations for the relevant extinguishers.

Fire and safety precautions will be included in Risk Assessments and the village hall scheduled maintenance checks.

Should the use of fire extinguishers be required, users should follow the instructions on the extinguishers. The location of the fire extinguishers is mentioned in the online booking confirmation email.

Risk assessment and inspections will be carried out by the Hall Manager periodically, as needed, but at least once p.a. The Hall Manager may call upon assistance from volunteers such as Jan Hunt, the Fire Brigade or other specialist fire safety consultants.

The Hall Manager will ensure contractors and hirers are aware of the hall's health and safety policies and procedures.

Risk Assessments

The Health and Safety at Work Act 1974 The Act requires that all reasonable precautions are taken to ensure that premises and equipment are safe for use. Specific requirements are made in Regulations made under the Act, including **the use of risk assessments** to identify the risks to health and safety from an activity and to identify appropriate control measures.

All hirers of the hall are required to abide by the Village Hall' Terms and Conditions and Covid extensions (where applicable). Where relevant, they are also required to complete a risk assessment prior to their booking being confirmed.

Insurance

The hall's insurance policy expires on June 30th each year. The Chairman will conduct a review of insurance requirements in May each year and make recommendations to the Trustees.

A plan of the hall will be produced when feasible showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, loft access.