

BROCKLEY VILLAGE HALL HEALTH AND SAFETY POLICY

Brockley Village Hall is a single storey brick-built community building in the centre of the village adjacent to the village green.

It comprises a main entrance lobby, separate men's, women's and disabled toilets, a cleaning cupboard, small meeting room and kitchen. The main hall has a main entrance from the lobby and 2 further double door fire exits clearly signed and with push bar exits. There is a back store which can also be accessed from the outside.

The building is a NO SMOKING area and a Fire Risk Assessment has been done by Trustees to cover all aspects but in particular for those hirers/users unfamiliar with the building layout and equipment.

Trustees encourage hirers/users to make themselves aware of fire exits, extinguishers and assembly point as described in the Hirer's Agreement along with the general safety points in this document.

Hirers are responsible for ensuring the Hall is securely locked after use as the building must never be left open and unoccupied.

The key is accessed by code in a key-safe near the front entrance.

STATEMENT OF INTENT

The Management Committee of Brockley Village Hall (the Trustees) recognises and accepts it's general duties to ensure that the building and equipment are safe and that risks are assessed and managed so far as is reasonably practicable.

Trustees will comply with all legislative requirements and codes of practice relating to duties it has in order to;

1. Provide healthy and safe working conditions, equipment and systems for all users/hirers.
2. Keep Brockley Village Hall and equipment in a safe condition for all users.
3. Provide necessary support and information to users, hirers and outside contractors.

Trustees will work to achieve these aims by;

1. Identifying and assessing risks.
2. Recording risks and regularly reviewing them.
3. Eliminating or controlling risks
4. Monitoring compliance
5. Establishing a clear, sensible and practical safety arrangements.

GENERAL

1. All persons have responsibility for ensuring their actions do not compromise the health and safety of themselves or any other persons on the premises.
2. Anyone who observes a practice or potential hazard has a responsibility to act to remove such danger and report such incidents in the Incident Book, which is kept in the Hall, for the attention of Trustees at each meeting, or if urgent by contacting the Booking Secretary as soon as possible.

3. Anyone noticing potentially dangerous, broken or defective equipment has the responsibility to remove it from use immediately and by drawing attention to defects by use of appropriate means i.e. labels and a note in the Incident Book for attention of the Trustees.

HIRERS/USERS

All hirers and users are responsible for;

1. Complying with all conditions of hire as set out in the Hire Agreement and ensuring that their organisation or party behaves in line with these conditions especially in respect of safety requirements and notices.
2. Ensuring familiarity with fire safety checks i.e. keeping all fire exits clear, location of extinguishers, evacuation procedures and the NO SMOKING policy.
3. Ensuring highly flammable substances are not brought or used on the premises.
4. Seeking consent of Trustees before using any internal decorations.
5. Checking that any portable electrical equipment brought onto the premises is PAT tested.

CONTRACTORS

Any contractors working in the building are responsible for;

1. Safe working practices for themselves and their employees.
2. Having regard for the safety of Hall users when working on the premises.
3. Advising Trustees of any flammable or toxic substances that may be used during work on the premises.

TRUSTEES

The Trustees are responsible for;

1. Ensuring all Trustees, hirers, users, contractors are aware of the Health and Safety Policy.
2. Ensuring the Health and Safety Policy is fully implemented.
3. Monitoring compliance with Health and Safety guidelines.
4. Regularly monitoring, assessing, reviewing and recording risks.
5. Keeping the Incident Book up-to-date, in which incidents/actions that could affect the health and safety of anyone, may be recorded and in which any broken or defective equipment can be noted.
6. Taking action as necessary to correct faults or arrange repairs to comply with health and safety issues and noting action in Red Log Book.
7. Ensuring regular safety checks are carried out by professionals;
 - I. Electrical inspection – every 3 to 5 years
 - II. PAT testing – annually
 - III. Asbestos check – there is minimal asbestos in the building as an Asbestos Survey was carried out prior to renovation 2020/21.
 - IV. Legionella check – covered by regular water checks as part of maintenance.
8. Ensuring that an appointed person will do regular visual checks/tests for the following;
 - Fire alarm – weekly
 - Alarm cord in accessible toilet – weekly

- Emergency lighting, visual – monthly, 15minute test monthly, 60minute duration test annually.
- Water temperature – monthly
- Meter reading – 2/3 monthly
- Toilets flushed and water run – weekly

All the above information will be recorded in Red Log Book which will be checked at each meeting of Trustees.

The appointed person is Mr D Andrew, 25 Woodcrofts Close, Brockley.

Procedures

- All hirers are required to read through the Hiring Conditions and sign Hiring Form as evidence that they agree and accept conditions. Hiring Conditions will inform hirers about safety procedures; fire evacuation, use of equipment, reporting incidents/accidents.
- All contractors will be made aware of the Health and Safety Policy, identified risks and their responsibilities.
- Trustees will discuss Health and Safety at each meeting.
- Full policy will be reviewed annually with risk assessments and amendments made throughout the year as appropriate. Any amendments will be added to policy documents and be made known to all Trustees, Hirers, Users and Contractors.

Hall

- Entrance and fire exits must at all times be kept clear of obstacles.
- The premises will be adequately heated; heaters are to be used according to instructions and will be maintained and PAT tested.
- Spills must be cleared up quickly.
- Electrical leads must not be trailed across the floor.
- Hirers should be aware of the fire exits.
- Hirers should be able to account for the number of people present during their hiring period.
- Children should not be allowed in the kitchen unless directly supervised.
- All cleaning solutions must be kept out of children's reach.
- Care must be taken when moving the sound system cupboard.
- Nothing should be dragged across the floor.

Car-park

The car-park will be maintained to a safe standard with a designated disabled parking space.

Village Pond

The village pond is the responsibility of Brockley Parish Council but all hirers/users will be made aware of the deep water by including notification on the booking form.

Updated July 2024