

# **Carperby Village Hall Health and Safety Policy**

The Village Hall Health and Safety Policy aims to provide a safe and healthy environment for all users, staff, volunteers, and visitors. This document outlines the responsibilities, procedures, and practices required to maintain high standards of health and safety within the Village Hall.

## **Responsibilities**

### **Management Committee**

- Ensure that the Health and Safety Policy is implemented and reviewed regularly.
- Provide adequate resources for health and safety management.
- Ensure that all volunteers are aware of their health and safety responsibilities.
- Conduct bi-annual risk assessments and implement necessary measures to mitigate risks.
- Maintain records of health and safety inspections, incidents, and training.
- Maintain records of health and safety tests (PAT, fire equipment, gas).

### **Volunteers**

- Comply with the Health and Safety Policy and related procedures.
- Report any hazards, accidents, or incidents to the Management Committee.
- Use equipment and facilities safely and responsibly.

### **Users and Visitors**

- Follow all health and safety instructions provided by staff and volunteers.
- Report any hazards or concerns to the Management Committee.
- Behave in a manner that does not endanger themselves or others.

## **Risk Assessments**

Risk assessments are conducted bi-annually to identify potential hazards and implement measures to reduce risks. These assessments cover all areas of the Village Hall, including but not limited to:

- Fire safety
- Electrical safety
- Slips, trips, and falls
- Manual handling
- Use of equipment and machinery

The findings of risk assessments are documented and reviewed bi-annually or whenever significant changes occur.

## **Fire Safety**

The Village Hall is equipped with fire safety measures to ensure the safety of all occupants. These measures include:

- Fire alarms and smoke detectors
- Fire extinguishers and fire blankets
- Clearly marked fire exits and assembly points
- Fire procedures documented in the Booking Terms and Conditions available on the booking site

In the event of a fire, occupants must follow the evacuation procedures and assemble at the designated assembly point.

### **First Aid**

First aid provision is available to address minor injuries and emergencies. The Village Hall maintains:

- First aid box in the kitchen
- Procedures for reporting and recording accidents and incidents documented in the Booking Terms and Conditions

All accidents and incidents must be reported to the Management Committee and recorded in the accident book.

### **Electrical Safety**

To ensure electrical safety, the Village Hall:

- Conducts annual inspections and testing of electrical equipment
- Ensures that all electrical installations comply with current regulations

Faulty or damaged electrical equipment must be reported to the Management Committee and taken out of service until repaired or replaced.

### **Manual Handling**

Manual handling tasks are performed in a safe manner to prevent injuries. Volunteers are:

- Encouraged to seek assistance for heavy or awkward loads

Risk assessments are conducted for manual handling tasks to identify potential hazards and implement control measures.

### **Use of Equipment and Machinery**

All equipment and machinery used in the Village Hall are maintained and operated safely. This includes:

- Regular maintenance and servicing of equipment
- Instructions on the safe use of equipment

Users must follow instructions and guidelines provided for the safe use of equipment and report any faults or issues to the Management Committee.

### **Hygiene and Sanitation**

The Village Hall maintains high standards of hygiene and sanitation to prevent illness and infection. Measures include:

- Regular cleaning and disinfection of facilities
- Provision of handwashing facilities and supplies
- Safe disposal of waste

Users are encouraged to practice good hygiene and report any concerns to the Management Committee.

### **Review and Monitoring**

The Health and Safety Policy is reviewed bi- annually or whenever significant changes occur. The Management Committee monitors compliance with the policy through bi-annual inspections and feedback from users. Improvements and updates to the policy are made as necessary to ensure ongoing safety and health for all.

**Conclusion**

The Village Hall is committed to providing a safe and healthy environment for all. By adhering to this Health and Safety Policy, we can ensure that everyone can enjoy the facilities and activities offered at the Village Hall safely and responsibly.

**Reviewed: February 2025**

**Due for review: February 2027**