MARTIN VILLAGE HALL HEALTH & SAFETY POLICY

Health and Safety Policy

The Health, Safety and Welfare of all those managing, using and visiting Martin Village Hall is paramount at all times.

As trustees of the charity and as managers of non-domestic premises, the trustees recognise and accept their general duties 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 trustees is to take reasonably practicable measures in relation to the management of Martin Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

● provide healthy and safe working conditions, equipment and systems for our Committee Members and Hirers;

● keep the Village Hall and equipment in a safe condition for all users;

● provide all necessary support and information to Hall users, hirers and outside contractors.

The trustees will work in the furtherance of these aims by:

a) identifying and assessing risks;

b) recording assessments and regularly reviewing them;

c) eliminating or controlling risks;

d) monitoring compliance and work conditions;

e) establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All trustees, hirers, contractors and users of the hall are expected to recognise and accept their duties:

a) to follow health and safety instructions and to report dangers;

b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;

c) as regards any duty imposed on the trustees, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

i) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.

ii) Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the trustees.

iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the trustees.

Hirers are responsible for:

i) complying with all conditions of hire, as set out in the Standard Conditions of Hire and, if applicable, Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;

ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;

iii) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;

iv) ensuring that highly flammable substances are not brought into or used in any part of the premises;

v) seeking the consent of the trustees before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;

vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

i) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance; ii) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises; iii) advising the trustees of any flammable or toxic substances that may be used in the course of work on the premises.

The trustees are responsible for:

i) ensuring that all trustees, hirers, contractors and users of the Hall are aware of the Health & Safety Policy

ii) ensuring that the Health and Safety Policy is fully implemented;

iii) monitoring compliance with Health and Safety guidelines; iv) regularly assessing and reviewing risks and recording such risks;

v) keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;

vi) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;

vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;

viii) making such representations to trustees, hirers, contractors and users of the hall, as may be necessary to ensure their cooperation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;

ix) cooperating with hirers, contractors and users of the Hall in pursuance of Health and Safety requirements.

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It is the responsibility of the Management Committee to action the following:

1. Provide risk assessments, monitor and update as necessary

2. Ensure that first aid boxes are properly stocked and replenished

3. Record all accidents in the Accident book

4. Complete Riddor forms as necessary

5. Instigate any actions necessary to remove risks e.g. repairs

6. Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities

7. Ensure that the village hall is regularly assessed by the local fire officer and that fire extinguishers and other fire equipment is regularly maintained and serviced

8. Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required.

9. Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.

This policy is reviewed regularly and updated as required.

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