

MOUNTFIELD VILLAGE HALL (MVH)

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Mountfield Village Hall.

Our policy is to:

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

It is the intention of MVH 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.

MVH considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. MVH 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 committee members and users to engage in the establishment and observance of safe working practices.

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 or

Signed: (On behalf of the Management Committee)

Name: *Steve Smith*

Position: *Chairman*

Date: *25/8/20*

Part 2: Organisation of Health and Safety

MVH Committee has overall responsibility for health and safety at Mountfield Village Hall.

It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co- operate with the MVH in keeping the premises safe and healthy, including the grounds.

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 a member of MVH Committee 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. (This is the responsibility of the person finding the fault, even when the fault is found by a hirer).

Part 3 Arrangements and Procedures

3.1 Licence

MVH has a licence, copy at rear of binder

3.2 Fire Precautions and Checks

Insert here a copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire fighting equipment, assembly point(s).

Company hired to maintain and service fire safety equipment:

Name: JS Fire Protection Ltd

Address: 4 Mews Road , St Leonard on Sea

Copy of Service record at rear of folder

List of Equipment and its location.

Fire extinguishers x 5 (main hall / kitchen)

Fire alarm (corridor by disabled entrance)

Fire blanket (kitchen)

Smoke alarms x 2 (kitchen and bottom of meeting room stairs) - tested monthly

Test interval - yearly

3.3 Contractors

The management committee will check with contractors (including self- employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety file and are aware of any hazards which might arise
- contractors do not work alone on ladders at height
- contractors have their own health and safety policy for their staff
- the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance

Village Hall Employer's Liability and Public Liability insurance cover

Name of Insurer: Insure your Village Hall

Date of Renewal: 22/11/2020

Copy of certificate at rear of binder

3.4 Procedure in case of accident

The First Aid Box is located in the kitchen

MVH Committee has responsibility for the first aid box, this is checked monthly by the cleaner and a committee member informed if supplies are required.

Record at rear of binder

The accident book/forms are kept with this file and must be completed whenever an accident occurs.

Any accident must be reported to a member of MVH Committee

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information by the booking secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk.

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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 or others.

The committee carries out a risk assessment annually, copy attached.

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc
- Do not leave portable electrical appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolley provided
- Do not stack more than five chairs
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to a member of MVH Committee
- Report every accident in the accident book to a member of MVH Committee

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- use adequate lighting to avoid tripping in poorly lit areas
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling hazards by piling equipment e.g. in store cupboards

This policy is reviewed on a yearly basis, last reviewed :