Watchfield Village Hall

Health and Safety Policy

Reg.​ ​Charity​ ​No.​ ​1173096

**Health​ ​and​ ​Safety​ ​Policy​ ​for​ ​Watchfield​ ​Village​ ​Hall​ ​CIO**

The​ ​Health,​ ​Safety​ ​and​ ​Welfare​ ​of​ ​all​ ​those​ ​managing,​ ​using​ ​and​ ​visiting​ ​Watchfield​ ​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 Watchfield​ ​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.

The​ ​following​ ​persons​ ​have​ ​been​ ​delegated​ ​by​ ​the​ ​Trustees​ ​to​ ​manage​ ​the​ ​following:

**Risk​ ​Assessment Manager**

Trustee​ ​responsible​ ​for​ ​updating​ ​policies​ ​and risk​ ​assessments​ ​and​ ​presenting​ ​them​ ​to​ ​the Committee​ ​for​ ​approval.

Sue Nodder 01793 780329

**First​ ​Aid​ ​Box Check​ ​and​ ​replenish​ ​monthly**

Sheila Skeffington

**Reporting​ ​Accidents**

Minor​ ​accidents​ ​to​ ​be​ ​logged​ ​by​ ​users​ ​in​ ​the Accident​ ​Book ​

**Checking​ ​Accident Reports​ ​and​ ​Feedback Book​ ​at​ ​least​ ​weekly​ ​or as​ ​advised​ ​of​ ​incidents.**

Instigate​ ​any​ ​actions​ ​necessary​ ​to​ ​remove​ ​risks e.g.​ ​repairs. ​Advise​ ​Risk​ ​Assessment​ ​Manager and​ ​report​ ​to​ ​trustees​ ​​as soon​ ​as​ ​necessary.
Ruth Holman 01793 782234

**Information​ ​to​ ​Hirers**

For​ ​each​ ​booking​ ​check​ ​that​ ​new​ ​hirers​ ​have read​ ​and​ ​agreed​ ​to​ ​’Standard​ ​Conditions​ ​of Hire’.​ ​When​ ​amendments​ ​made​ ​to​ ​policy/Risk Assessments​ ​contact​ ​all​ ​hirers​ ​to​ ​inform​ ​and gain​ ​their​ ​acknowledgement.
Ruth Holman 01793 782234

**Information​ ​to Contractors**

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.

Sue Nodder 01793 780329

**Risk​ ​Assessments/ Monitoring**

Complete​ ​Risk​ ​Assessment​ ​forms,​ ​monitor​ ​and update​ ​as​ ​necessary.​ ​Report​ ​to​ ​trustees​​ ​and​ ​advise​ ​relevant​ ​people​ ​to​ ​inform hirers/contractors​ ​as​ ​necessary​ ​if​ ​amendments are​ ​made.

Sue Nodder 01793 780329

**Fire​ ​Risk​ ​Assessments/ Monitoring**
Complete​ ​Fire​ ​Risk​ ​Assessment,​ ​monitor​ ​and update​ ​as​ ​necessary.​ ​Report​ ​to​ ​committee​​ ​and​ ​advise​ ​relevant​ ​people​ ​to inform​ ​hirers/contractors​ ​as​ ​necessary​ ​if amendments​ ​are​ ​made.

Barry Reynolds

**Annual​ ​Testing/Safety Certificates**
Make​ ​arrangements​ ​for​ ​annual​ ​inspections​ ​of gas​ ​appliances,​ ​electrical​ ​appliances,​ ​fire extinguishers.​ ​Keep​ ​relevant​ ​certificates​ ​and display​ ​copies​ ​on​ ​notice​ ​board​ ​as​ ​required.
Ruth Holman 01793 782234

**Safety​ ​Notices**

Produce​ ​and​ ​display​ ​relevant​ ​safety​ ​notices​ ​in appropriate​ ​areas,​ ​including​ ​copies​ ​of​ ​Fire Evacuation​ ​Procedures​ ​and​ ​Floor​ ​Plans.
Sue Nodder 01793 780329

**Implementation​ ​of​ ​Policy**

Coordinate​ ​overall​ ​management​ ​of​ ​policy, including​ ​amendments​ ​and​ ​annual​ ​review

Sue Nodder 01793 780329

**PROCEDURES**

This​ ​H&S​ ​policy​ ​document​ ​will​ ​available​ ​to​ ​download​ ​from​ ​the​ ​Village​ ​Hall​ ​website​ ​– [www.watchfield.org/villagehall](http://www.watchfield.org/villagehall)

All​ ​hirers​ ​will​ ​be​ ​expected​ ​to​ ​read​ ​through​ ​the​ ​whole​ ​of​ ​the​ ​Standard​ ​Conditions​ ​of​ ​Hire​ ​and​ ​sign​ ​the hiring​ ​form​ ​as​ ​evidence​ ​that​ ​they​ ​agree​ ​and​ ​accept​ ​these​ ​conditions.​ ​The​ ​hiring​ ​conditions​ ​will​ ​inform​ ​all hirers​ ​about​ ​safety​ ​procedures​ ​at​ ​the​ ​hall,​ ​which​ ​they​ ​will​ ​be​ ​expected​ ​to​ ​follow​ ​(e.g.​ ​fire​ ​evacuation;​ ​use of​ ​equipment;​ ​reporting​ ​of​ ​incidents/accidents).

All​ ​contractors​ ​will​ ​be​ ​made​ ​aware​ ​of​ ​Health​ ​&​ ​Safety​ ​Policy,​ ​any​ ​identified​ ​risks​ ​and​ ​their responsibilities.

Trustees​ ​with​ ​specific​ ​responsibilities​ ​for​ ​aspects​ ​of​ ​Health​ ​&​ ​Safety​ ​will​ ​report​ ​to​ ​the​ ​trustees​ ​

The​ ​full​ ​policy​ ​will​ ​be​ ​reviewed​ ​annually,​ ​with​ ​risk​ ​assessments​ ​and​ ​necessary​ ​amendments​ ​being​ ​made as​ ​necessary​ ​throughout​ ​the​ ​year.​ ​Such​ ​amendments​ ​will​ ​be​ ​appended​ ​to​ ​the​ ​policy​ ​documents​ ​and made​ ​known​ ​to​ ​trustees,​ ​hirers,​ ​contractors​ ​and​ ​users​ ​of​ ​the​ ​Hall.

Signed:​ ​​

Position:

Date: