

BISLEY VILLAGE HALL



Health & Safety Policy

Charity Registration no. 304978

Audit details

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Version 1.0

POLICY STATEMENT

1. Bisley Village Hall Management Committee of Trustees (referred to after this as “the Committee” or “the Trustees”) seeks to comply with all relevant 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.
2. The Committee’s Health & Safety policy is:
 - i. As far as is reasonably practicable, to eliminate accidents and minimise the likelihood of ill-health being caused by operating conditions in and around Bisley Village Hall.
 - ii. As far as is reasonably practicable, to ensure that Bisley Village Hall is maintained in a safe condition, that means of entry and exit are without risk and that operating procedures are formulated with the welfare of all interested parties in mind.
 - iii. To regularly assess the risks inherent in using the Hall facilities for different activities and take all reasonable steps to minimise these risks.
 - iv. To inform users, contractors, volunteers and staff of their obligations with regard to health and safety and as far as is reasonably possible ensure that they comply with these requirements.
 - v. To review the operation of the Policy on a regular basis and take any actions necessary to improve its scope and effectiveness.

AIMS

3. The Committee aims to maintain Bisley Village Hall as a safe and healthy environment to provide flexible meeting space for the local community and to enable all age groups of the local community to enjoy a wide variety of social, sporting and other communal activities.
4. The Committee 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. The Committee recognises that the effective prevention of accidents depends as much on the way people think and behave as it does on equipment, processes and systems.
5. The Committee encourages its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices. Hirers, users and other 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.

RESPONSIBILITIES

6. The Committee has overall responsibility for health and safety at Bisley Village Hall and monitors all aspects of fire prevention and safety in relation to the operations of the Hall and other activities. The Committee's day to day responsibility for the implementation of this policy include:

- Examining overall health and safety issues as they affect the Hall and ensure the development and introduction of improved assessment methods.
- Allocating sufficient resources to provide and maintain conditions and places of work and leisure activity that are, so far as reasonably practicable, safe and healthy.
- Taking all reasonably practicable steps to ensure that premises are operated and maintained so as to ensure a safe and healthy system of working.
- Providing, where necessary, approved protective equipment and clothing and ensure that its proper use is understood.
- Taking all reasonable steps to inform, contractors and Hall users about materials, equipment or processes used in their work and leisure activities, which are known to be potentially hazardous to health or safety.
- Providing appropriate facilities for first aid.
- Ensuring that any accident is fully investigated and, where the fault lies with working methods, equipment, materials or processes, that such fault is corrected and recommendations are made to prevent recurrence.
- Collecting, analysing and distributing information on accident, sickness and incidents involving personal injury or injury to health to learn from the experience.
- Seeking to ensure that relevant and up-to-date information and advice on all aspects of health and safety legislation and good practice is obtained and made available to interested parties.
- Promoting consultation in health and safety matters among all stakeholders to ensure effective participation by all Committee members, employees and users.

Hirers are responsible for:

- Reading the whole of the hiring agreement and signing the hiring form as evidence that they agree to the hiring conditions. The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers.
- Ensuring fire and safety equipment is not misused or removed from its designated location.
- Ensuring fire and other exits are not obstructed and that illuminated fire exit signs are on for all public entertainment.
- Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults. (As detailed in Safe Guarding Policy)
- Ensuring no smoking is observed on the premises
- Ensuring that no naked flame or lighted candles are permitted, except those on celebration cakes which should be on flame proof plates.

ORGANISATION OF HEALTH & SAFETY

7. It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises safe and healthy.
8. Should anyone using the hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform the Chairperson or the Bookings Secretary, as soon as possible so that the problem can be dealt with.
9. Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairperson or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items/activities:

First Aid box: -	Designated Trustee
Reporting of Accidents: -	Chairperson
Fire precautions and checks: -	Secretary
Risk Assessment and Inspections: -	Chairperson
Information to contractors:	Chairperson
Information to hirers: -	Bookings Coordinator
Insurance/Licenses: -	Chairperson/Financial Officer

SPECIFIC ARRANGEMENTS & PROCEDURES

10. Insurance

- Bisley Village Hall holds Employers Liability and Public Liability Insurance.
- Hirers of the Hall shall be responsible for making arrangements to insure against any third-party claims that may lie against them (or the organisation if acting as a representative) whilst using the premises.

11. Licences

- The Hall is subject to Surrey Heath Borough Council Premises Licence guidelines following the revision of the Licencing Act 2003.
- The Hall is not licensed for the sale of alcohol, but this may be considered by the Bisley Village Management Committee and with application for a Temporary Event Notice from Surrey Heath Borough Council by the hirer.
- The Music Licence is held for Playing and Performing Music, issued by PPL PRS Ltd.

12. Food Hygiene

- Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities.
- For advice regarding food hygiene in village halls the Food Standards Agency Document, Community and Charity Food Provision – Guidance on the Application of EU Food Hygiene Law, Dated 31st July 2013 – should be referred to.

13. Fire Precautions and Checks

- The Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

- The person with responsibility for testing equipment and keeping log book: Secretary
- Fire Safety equipment is regularly checked by a competent company as agreed by the Committee.

14. **Checking of Equipment, Fittings and Services**

- Weekly: Toilets, water heaters, fridges, outside lights, fire doors, all lights, water boilers and fire alarms.
- Monthly: Emergency lighting, First Aid Box, ladders and steps, locks and sockets.
- Yearly: Gas Inspection, Fire extinguishers.
- 2 Yearly: PAT testing.
- 5 Yearly: Electrical Installation.

Procedure in case of accidents

15. Any accident must be entered into the First Aid Log Book, which should be examined by the Committee on a monthly basis.

Arrangements for Contractors

16. 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 Bisley Village Management 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 do not work alone on ladders at height (if necessary, a Committee Member should be present).
 - Contractors have their own health and safety policy for their staff.
 - Any alterations or additions to the electrical installations or equipment must conform to the current regulations.