

Silsoe Village Hall

Health and Safety Policy

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Silsoe Village Hall. Our policy is to

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provide health and safety working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors

B) keep the village hall and equipment in a safe condition for all users

C) provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors

It is the intention of the Silsoe Village Hall Management Committee 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.

Silsoe Village Hall Management 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 Management 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, the Committee will encourage 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.

Phil Hammond - Chairman

Silsoe Village Hall Management Committee

February 2022

Part 2: Organisation of Health and Safety

The Silsoe Village Hall Management Committee has overall responsibility for health and safety at Silsoe Village Hall and its grounds, and takes day to day responsibility for the implementation of this policy.

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 Management Committee in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 the Management Committee member responsible for Health and Safety (Mr P. Hammond phone number 07951 018593) or Bookings Officer (Mrs J. Jarrard phone number 01525 860550), as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Management Committee informed as soon as possible.

The following persons have responsibility for specific items:

First Aid Box - Mr P. Hammond

Reporting of Accidents - Mr P. Hammond

Fire precautions and checks - Mrs J. Jarrard

Risk Assessments and Inspections - Mr S. Stranks - 07484818418

Information to contractors - Mrs J. Jarrard

Information to hirers - Mrs J. Jarrard

Insurance - Mr J. Colleran - 07879 667836

A plan of the hall is available showing the location of the main electricity meters and fuses, emergency exits and fire doors, and fire extinguishers.

Part 3: Arrangements and Procedures

1. Licence

The hall is licensed for music, singing and dancing by Central Bedfordshire District Council. The hall also has a licence for the sale of alcohol.

2. Fire Precautions and Checks

The Management Committee has had a Fire Risk Assessment carried out in 2020 in accordance with the Regulatory Reform (Fire Safety) Order 2005. This will be updated annually.

A plan of the village hall showing the fire exits and fire fighting equipment is available. The Management Committee regularly check equipment including electrical equipment.

3. Procedure in case of accidents

The First Aid Box is located in the kitchen. The person responsible for keeping this up to date is the Management Committee member responsible for Health and Safety Mr P. Hammond.

The Accident Reporting Book is kept in the kitchen and any occurring accident must be recorded.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Health and Safety representative of the Management Committee.

4. Safety Rules

The Standard Conditions state that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment. A safety check is carried out monthly and any risks reported to the Management Committee.

5. 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 and that the contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience).

- Contractors have adequate public liability insurance cover.
- Contractors are made aware of any known hazards which might Arise (e.g. electricity cables or water pipes).
- Contractors do not work alone on ladders at height and if necessary, a volunteer should be present - Contractors have their own Health and Safety policy for their staff.
- The contractor knows which member of the Management 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 or the Electrical Engineers Code of Practice.

6. Insurance

The company providing the Hall's Employer's Liability and Public Liability insurance cover is Allied Westminster (Insurance Services) Limited.

7. Review of Health and Safety Policy

The Management Committee will review this policy annually in the month of June.