

# **DARSHAM VILLAGE HALL MANAGEMENT COMMITTEE**

Cheyney Green, The Street, Darsham, IP17 3FA

REGISTERED CHARITY NO: 230730

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## **HEALTH AND SAFETY POLICY**

### **Part 1: General Statement Key Health, Safety and Environmental Policy Objectives:**

- To ensure that village hall operations are undertaken in accordance with best practice procedures which reflect compliance with current and up to date statutory safety, health and environmental legislation.
- To provide the users of the village hall with 'best practice' information, procedures and equipment.
- To ensure that the village hall and its surrounding areas do not cause risk to the health and safety of users and to others who may be affected by its use.
- To ensure that the use of the village hall and its surrounding areas do not cause risk to the local or wider environment through poor environmental control or practices.
- To continually improve the health and safety policy at regular intervals or at other times where events such as significant health and safety incidents or the introduction of new or updated legislation dictates.
- We shall do all that is reasonably practicable to implement our legal duties under all relevant statutory provisions and in particular those provisions outlined in:
  - The Health and Safety at Work Act 1974
  - The Management of Health and Safety at Work Regulations 1999
- In particular, as members of the Village Hall Committee we will:
  - Provide and maintain equipment that is safe and without risk to health.
  - Ensure the safety and absence of risks to health in connection with the use, handling and storage of articles and substances.
  - Ensure the maintenance of areas under our control is safe and without risks to health, which includes the provision and maintenance of safe access and egress routes.

## **Part 2: Organisation of Health and Safety**

The Darsham Village Hall Management Committee has overall responsibility for health and safety at Darsham Village Hall 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 either of the Co-Chairs or the Bookings Secretary 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 Maintenance Trustee informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: Chair

Reporting of Accidents: Chair

Fire precautions and checks: Maintenance Trustee

Risk Assessment and Inspections: Chair

Information to contractors : Maintenance Trustee

Information to hirers: Bookings Secretary

Insurance: Treasurer

A plan of the hall is attached showing the location of fuse box, emergency exits and fire doors, and fire extinguishers.

## **Part 3: Arrangements and Procedures**

### 3.1 Licence

The sale of alcohol is permitted through a Temporary Event Notice which must be obtained by the hirer as required.

### 3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is attached.

Person with responsibility for testing equipment and keeping log book: Trustees who look after projects & maintenance

Local Fire Brigade Contact: Leiston Fire Sation, 15 King Georges Avenue, Leiston, IP16 4JX

Company hired to maintain and service fire safety equipment: Name: Flameskill Ltd

Last Reviewed September 2023

Location of service record: Health and Safety Folder, Store Room

Checking of Equipment, Fittings and Services

- Weekly: Door mats and stops, floor, toilets, boiler, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, dishwasher, torch and fire alarm, First Aid box, ladders and steps, locks and sockets
  - A full list of weekly checks is attached
- Yearly: Fire extinguishers, electrical certificate, PAT testing

### 3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency department is Ipswich Hospital, Heath Road, Ipswich, IP4 5PD

In case of emergency the hirer should call 999.

The location and telephone number for the nearest doctor's surgery is Saxmundham Health, 5 Lambsale Meadow, Saxmundham, 01728 602022

The First Aid Box and information is located in the kitchen. The person responsible for keeping this up to date is the Chair. The accident forms are kept in the First Aid kit. These must be completed whenever an accident occurs and the bookings secretary or Chair notified. Any accidents must be reported to the Chair of the Management Committee. 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 Chair.

### 3.4 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. The hiring agreement states 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. As well as weekly visual checks, the Hall risk assessment is reviewed annually and upon any change in circumstance or layout at the hall. Any risks identified should be reported to the management committee and rectified as soon as possible.

### 3.5 Parking and Vehicle Movement

The car park is owned by DVH, the road outside the hall is privately owned and maintained by the Cheyney Green. Hirers must ensure that cars are parked so as not to obstruct access for local residents and emergency vehicles.

### 3.6 Contractors

The Management Committee will confirm with contractors (including self-employed persons) before they start work that: Darsham Village Hall:

- The contract is clear and understood by both the contractors and the Committee
- The contractors are competent to carry out the work (eg 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 (eg electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (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 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 Institute of Electrical Engineers Code of Practice

3.7 Insurance Company providing the hall's Employer's Liability and Public Liability insurance cover: Hiscox Underwriting Limited

Date of renewal: 31/03/2024

3.8 Review of Health and Safety Policy The Village Hall Committee will review this policy annually.

