



## **Health & Safety Policy**

**June 2022**

### **Part 1 : Policy Statement**

Our policy is to:

- a) Provide healthy and safe working conditions, equipment, and systems of work for our employee, volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users. It is the intention of Woodhouse Community Hall Trust (WCHT) 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.

WCHT Committee considers the promotion of the health and safety of its employees at work and 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, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, 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.

Signed: \_\_\_\_\_  \_\_\_\_\_ (On behalf of the Management Committee)

Name: \_\_\_\_\_ Manjit Darby \_\_\_\_\_

Position: \_\_\_\_\_ Trustee & H&S Lead

Date: \_\_\_\_\_ 29<sup>th</sup> June 2022 \_\_\_\_\_

## Part 2: Organisation of Health and Safety

The Management Committee has overall responsibility for health and safety at WCHT.

The Trustee Manjit is delegated by the management committee to have day to day responsibility for the implementation of this policy.

The following persons have responsibility for specific items:

First Aid box (located in kitchen):	Caretaker
Reporting of accidents/RIDDOR:	Trustee Manjit
Fire precautions and checks:	Caretaker / Trustee to have contractor oversight
Training in use of hazardous substances and equipment:	Caretaker
Risk assessment and inspections:	Trustee Manjit
Information to contractors:	Chairman Rod / Treasurer Mark
Information to hirers:	Administrator Sandra
Checking faults and damage reports from hirers:	Caretaker
Insurance:	Chairman Rod & Treasurer Mark

## Part 3: Arrangements and Procedures

### 3.1 Licence

The village hall has a Premises Licence authorising the following regulated entertainment:

Music, Singing, Dancing, Live performers, Playing of recorded sound, Sporting/game competitions in the presence of an audience (including but not limited to, darts and snooker/pool etc) Other forms of live dance, Showing of a film, Performance of a play.

Between the following hours: Mon -Sun 8.00 – 23.00, with licensable activity ceasing at 23.30 hours The proposed closing time of the premises will be no later than 24.00.

### 3.2 Safety Rules

All hirers complete and sign a hire form which includes Terms and Conditions of Hire. All new hirers are shown around by the Caretaker and shown the 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 the location of the accident book and first aid kit.

Hirers are expected to undertake their own risk assessment for their event.

### **3.3 Health and Safety Information for Hall Users**

The committee ensures that key Health and Safety information is displayed prominently in the hall and regularly updated. The following are displayed:

- Hall Risk Assessment
- Fire Risk assessment
- Fire Evacuation Plan & Procedure
- Hall Plan showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler.
- Kitchen & Hall Safety
- Food Handling
- Emergency Contact Phone Numbers
- Accident Reporting

A defibrillator is available outside the Hall premises and for use in accordance with Emergency services instructions.

### **3.4 Health and Safety File**

A comprehensive file is maintained by the Administrator which includes all the following procedures and records:

Maintenance and Test Schedule (including contact details of current contractors)

Hall Risk Assessment (displayed)

Fire Risk Assessment, Fire Evacuation Plan (displayed)

Fire Equipment Test Certificate (displayed)

Electrical Safety – PAT & Fixed wiring Boiler & Cooker Gas Certificates

Insurance PL/employers Certificate and Policy Doc (displayed)

Inventory of hall contents for hall hire/users (displayed)

Inventory – full photographic for insurance

Accident Reports & RIDDOR guidance Safety Notices (displayed)

Hall Plan showing services (displayed)

- Premises Licence (displayed)
- Hall Booking form and T&Cs (also on website)
- Safeguarding Policy (also on website)

### **3.5 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
- 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 Hall and Fire Risk Assessments and the Hall Services plan and are aware of any hazards which might arise (e.g. 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 of the Institute of Electrical Engineers.

#### **Review of Health and Safety Policy:**

The management committee will review this policy annually

29/06/2022