

Dorney Village Hall

Health and Safety Policy

Part 1 - General Statement of Policy

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

- Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Dorney 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.

Dorney 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.

Name: Bill Dax

Position: Trustee (On behalf of the Management Committee)

Date: April 2019

Part 2: Organisation of Health and Safety

The Dorney Village Hall Management Committee has overall responsibility for health and safety at Dorney 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 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 Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

- First Aid box: Bookings Secretary
- Reporting of Accidents: Bookings Secretary
- Fire precautions and checks: Bookings Secretary
- Risk Assessment and Inspections: Bookings Secretary/Treasurer
- Information to contractors: Treasurer
- Information to hirers: Bookings Secretary
- Insurance: Treasurer

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

Part 3: Arrangements and Procedures

Licence

- Performing Rights Society Music Certificate

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 exits and firefighting equipment is attached.
- Person with responsibility for testing equipment and keeping log book:
Bookings Secretary

Local Fire Brigade Contact:

Maidenhead Fire Station, Bridge Road, Maidenhead, Berkshire, SL6 8PG.

Checking of Equipment, Fittings and Services:

- **Weekly:** Door mats and stops, toilets, water heater, stage, accident book, fridge, outside lights, emergency lighting, fire doors and all lights.
- **Monthly:** First Aid Box, stepladder, locks and sockets.
- **Half Yearly:** Window cleaning, outside gutters.
- **Yearly:** Fire extinguishers, electrical certificate.

Procedure in case of accidents

- The location of the nearest hospital Accident and Emergency/Casualty dept is:
- The location and telephone number for the nearest doctor's surgery is:
- The First Aid Box is located in the kitchen in the cupboard to the right hand side of the main sink.
- The Accident Book is located in the drawer in the Kitchen above the First Aid cupboard. These must be completed whenever an accident occurs.
- Any accident must be reported to the Bookings Secretary.
- 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 Bookings Secretary.

Safety Rules

- All hirers will be expected to read the whole of the Hiring Agreement and should sign the Booking 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.
- A Risk Assessment is carried out monthly and any risks reported to the Management Committee.

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 (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)
- 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

Insurance

- Company providing the Hall's Employer's Liability and Public Liability insurance cover: Ansvar Insurance, 31 St Leonard's Rd, Eastbourne BN21 3UR
- Policy Number: CCP2201855

Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in April 2020.

Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive, Priestley House, Priestley Road, Basingstoke, RG24 9NW

Maidenhead Fire Station, Bridge Road, Maidenhead, Berkshire, SL6 8PG.

Dorney Village Hall

Fire Exits, Fire Extinguishers/Blankets & Electricity Fuse Box

