



BULPHAN
VILLAGE HALL

Reg. Charity No. 1173308

Health & Safety Policy for Bulphan Village Hall CIO

The Health, Safety and Welfare of all those managing, using and visiting Bulphan Village Hall is paramount at all times.

As trustees of the charity and as managers of non-domestic premises, the trustees recognise and accept their general duties under The Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the trustees is to take reasonably practicable measures in relation to the management of Bulphan Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- provide healthy and safe working conditions, equipment and systems for our trustees and hirers;
- keep the Village Hall and equipment in a safe condition for all users;
- provide all necessary support and information to Hall users, hirers and outside contractors.

The trustees will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All trustees, hirers, contractors and users of the hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) as regards any duty imposed on the trustees, to cooperate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

- i) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii) Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents to the hall manager or trustees.
- iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to inform the hall manager or trustees.

Hirers are responsible for:

- i) complying with all conditions of hire, as set out in the Standard Conditions of Hire and, if applicable, Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity; ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- iv) ensuring that highly flammable substances are not brought into or used in any part of the premises;
- v) seeking the consent of the trustees before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

- i) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- ii) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- iii) advising the trustees of any flammable or toxic substances that may be used in the course of work on the premises.

The trustees are responsible for:

- i) ensuring that all trustees, hirers, contractors and users of the Hall are aware of the Health & Safety Policy
- ii) ensuring that the Health & Safety Policy is fully implemented;
- iii) monitoring compliance with Health & Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;
- v) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- vi) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- vii) making such representations to trustees, hirers, contractors and users of the hall, as may be necessary to ensure their cooperation with Health & Safety Policy, particularly with regard to their actions and activities while on the premises;
- viii) cooperating with hirers, contractors and users of the Hall in pursuance of Health and Safety requirements.

The following persons have been delegated by the Trustees to manage the following:

Risk Assessment Manager	Trustee responsible for risk assessments and presenting them to the trustees for approval.	Stephen Persaud 07724 397962
First Aid Box	Check and replenish monthly	Angela Shearing
Reporting Accidents/ RIDDOR	Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary.	Stephen Persaud 07724 397962
Checking Accident Reports at least weekly or as advised of incidents.	Instigate any actions necessary to remove risks e.g. repairs. Advise Risk Assessment Manager and report to trustees at each meeting or as soon as necessary.	Janet McCheyne 0775 283 6902
Information to Hirers	For each booking check that new hirers have read and agreed to 'Standard Conditions of Hire'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	Martine Taylor 07483 315885
Information to Contractors	Liase with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.	Stephen Persaud 07724 397962
Risk Assessments/ Monitoring	Complete Risk Assessment forms, monitor and update as necessary. Report to trustees at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Stephen Persaud 07724 397962
Fire Risk Assessments/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Stephen Persaud 07724 397962
Annual Testing/Safety Certificates	Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers. Keep relevant certificates and display copies on the notice board as required.	Stephen Persaud 07724 397962

Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	Stephen Persaud 07724 397962
Implementation of Policy	Coordinate overall management of policy, including amendments and annual review	Janet McCheyne

PROCEDURES

This H&S policy document will be available to download from the Village Hall website – bulphanvillagehall.com

All hirers will be expected to read through the whole of the Standard Conditions of Hire and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Trustees with specific responsibilities for aspects of Health & Safety will report to the trustees at each meeting of the board of trustees.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to trustees, hirers, contractors and users of the Hall.

Signed: [D. Perkins] (Chair)

Date: 1st November 2021