WESTON VILLAGE HALL

MANAGEMENT COMMITTEE

HEALTH & SAFETY

POLICY & PROCEDURES

Date of Approval	**March 2021**
Period of Review	**Annually**
Date of Review	**March 2026**
Date for next Review	**March 2027**

Change Management sheet			
Section	**Amendment made**	**Date of Amendment**	**By whom**
4.4 Fire Precautions and Checks	**Replace Chairman with Bookings Secretary**	**March 2024**	**AE**
7.0 Contractors	**Approved Entrust contractors will be used wherever possible.**	**March 2024**	**AE**
7.0 Contractors	**All contractors will have site of the asbestos register and indicate that they have done so.**	**March 2024**	**AE**
7.0 Contractors	**All evidence of compliance / licensing servicing and maintenance will be uploaded to the TAMs system**	**March 2024**	**AE**
4.4 Fire precautions and checks.	**Detail 6 monthly checks of Fire Evacuation Lights and Fire alarm system.**	**March 2026**	**AE**

1. Introduction:

Weston Village Hall Management Committee seeks 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.
Weston 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.

2. Responsibilities

2.1 Weston Village Hall Management Committee's policy is:

- As far as is reasonably practicable, to eliminate accidents and minimise the likelihood of ill-health being caused by working conditions.
- As far as is reasonably practicable, to ensure that the place of work is maintained in a safe condition, and that means of entry and exit are without risk.
- To provide and maintain a working environment for any employee, volunteer, and clients that is adequate with regards to facilities and arrangements for their welfare.
- To review the operation of the Policy and report to the Weston Village Hall Management Committee on its effectiveness.

2.2 The Weston Village Hall Management Committee have overall responsibility for health and safety at the Village Hall and takes day to day responsibility for the implementation of this policy to:

- Provide a safety service, including audit for the Hall, covering all aspects of safety and fire for Hall operations and other activities.
- Examine overall health and safety issues as they affect the Hall and ensure the development and introduction of improved assessment methods.
- Allocate sufficient resources to provide and maintain conditions and places of work that are, so far as reasonably practicable, safe and healthy.
- Take all reasonably practicable steps to ensure that premises in which work is carried out are operated and maintained so as to ensure, so far as is reasonably practicable, a safe and healthy system of working.
- Provide, where necessary, approved protective equipment and clothing and ensure that its proper use is understood.
- Take all reasonable steps to inform employees, sub-contractors and clients about materials, equipment or processes used in their work which are known to be potentially hazardous to health or safety.

- Keep all operations and methods of work under review so that they can, if necessary, be revised in the light of experience and up to date knowledge.
- Promote joint consultation in health and safety matters to ensure effective participation by all Trustees, volunteers and users.
- Provide appropriate facilities for first aid.
- Seek advice, where appropriate, when potentially hazardous situations exist or might arise.
- Collect, analyse and promulgate data on accident, sickness and incidents involving personal injury or injury to health and to investigate all such occurrences, and ensure that recommendations are made to prevent recurrence.
- Seek to ensure that relevant and up-to-date information on all aspects of health and safety legislation and good practice is obtained and made available to interested parties;
    - carry out a continual assessment for any change of activity, process or equipment and
    - make the findings of such an assessment generally available.
    - train new Trustees as appropriate, volunteers and those taking on new jobs or responsibilities and ensure that they are aware of any particular hazards of the job or working environment. A record of Fire and Safety Training will be kept.
- Ensure that any accident is fully investigated and, where the fault lies with working methods, machinery, materials or processes, that such fault is corrected.

2.3 Hirers are responsible for:

- Reading the whole of the hiring agreement and must 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.
- Ensuring fire and safety equipment must not be misused or removed from its designated location.
- Ensuring fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.
- Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

3. Organisation of Health and Safety

- 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 cooperate with the Management Committee in keeping the premises safe and healthy.
- 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 Chairman 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 Chairman or the Bookings Secretary informed as soon as possible.

- The following persons have responsibility for specific items:
  - First Aid box: Booking Secretary
  - Reporting of Accidents: Chairman
  - Fire precautions and checks: Chairman or a designated person
  - Risk Assessment and Inspections: Chairman or a designated person
  - Information to contractors: Chairman
  - Information to hirers: Booking Secretary
  - Insurance / Licenses: Treasurer

4. Arrangements and Procedures

4.1 Insurance

- Weston Village Hall holds Employers Liability and Public Liability Insurance.
- Hirers of Weston Village Hall shall be responsible for making arrangements to insure against any third party claims which may lie against them (or the organisation if acting as a representative) whilst using the Premises.

4.2 Licences

- The hall is licensed for music, singing and dancing by Stafford Borough Council.
- The sale of alcohol is prohibited but may be considered by the Weston Village Management Committee and with application for a Temporary Event Notice from Stafford Borough Council by the hirer.

4.3 Food Hygiene

- Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities.
- For advice regarding food hygiene in village halls the Food Standards Agency Document, Community and Charity Food Provision – Guidance on the Application of EU Food Hygiene Law, Dated 31st July 2013 – should be referred to.

4.4 Fire Precautions and Checks

- The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. A copy is kept in the Fire Safety File.
- Person with responsibility for ensuring testing equipment and the keeping of the log book: Bookings Secretary
- Fire Safety equipment is regularly checked as agreed by Weston Village hall management Committee as follows:
  - Annual inspection of Fire Extinguishers by qualified person (Chase Fire Protect)
  - 6 Monthly inspection of Fire Alarm by qualified person (Lantern Fire & Safety)
  - 6 Monthly inspection of the emergency security lights by a qualified electrician (Lantern Fire & Safety).
  - Weekly fire alarm check by Trustee.

Fire Safety Notices to be displayed as advised by the Fire Service:

4.4.1 FIRE ACTION

- Alert everyone
- Get everyone out
- Ring 999
- Stay out of the building

5.0 Checking of Equipment, Fittings and Services

- Weekly: Door mats and stops, clocks, toilets, water heaters, fridges, outside lights, emergency lighting, fire doors, all lights, torch, water boilers and fire alarm.
- Monthly: First Aid Box, ladders and steps, locks and sockets.
- Half Yearly: Window cleaning, outside gutters,
- Yearly: Fire extinguishers, electrical certificate, PAT testing, gas boiler

6.0 Procedure in case of accidents

- The First Aid Box is located in the kitchen.
- Any accident must be reported to the Chairman of the Management Committee.

7.0 Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- Entrust approved contractors will be used wherever possible to ensure compliance with operational regulation.
- All contractors will have site of the asbestos register and sign to confirm they have done so.
- The contract is clear and understood by both the contractors and the Weston Village Management 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 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 or gas installations or equipment must conform to the current regulations.
- All evidence of compliance / licensing servicing and maintenance will be uploaded to the TAMs system.

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