



Naphill Village Hall

Naphill Village Hall & Playing Fields Council

Health and Safety Policy

1.0 Introduction and Purpose

- 1.1 The health, safety and welfare of all those managing, using and visiting Naphill Village Hall is paramount at all times.
- 1.2 The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and 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.
- 1.3 The policy of the Committee is to take reasonably practicable measures in relation to the management of Naphill Village Hall and playing fields to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:
 - a) Provide healthy and safe working conditions, equipment and systems for our Committee Members and Hirers;
 - b) Keep the Village Hall and equipment in a safe condition for all users;
 - c) Provide all necessary support and information to Hall users, hirers and outside contractors.
- 1.4 The Committee 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.

2.0 Duties

- 2.1 All Committee Members, 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, including any employees and sub contractors;

- c) As regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

3.0 Organisation

3.1 General Responsibilities

- a) Everybody has a responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- b) 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 in the Incident Book for the attention of the Committee.
- c) 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 note such action in the Incident Book for the attention of the Committee.

3.2 Hirers are responsible for:

- d) Complying with all conditions of hire, as set out in the 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;
- e) Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- f) Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- g) Ensuring that highly flammable substances are not brought into or used in any part of the premises;
- h) Seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- i) Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

3.3 Contractors are responsible for:

- d) 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;
- e) Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- f) Advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

3.4 The Committee are responsible for:

- g) Ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- h) Ensuring that the Health and Safety Policy is fully implemented;
- i) Monitoring compliance with Health and Safety guidelines;

- j) Regularly assessing and reviewing risks and recording such risks;
- k) Keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- l) Ensuring any employee is trained sufficiently to complete their duties safely, and to regularly review training requirements;
- m) 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;
- n) Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- o) Making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- p) Co-operating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

Approval

This policy has been approved by the Council at its meeting on 4th June 2018

Date for next review: June 2019 or when legislation changes if sooner

Appendix A – Schedule of Responsibilities

The following people have been delegated by the Management Committee to manage the following:

First Aid Box	Check and replenish monthly.	Norma Clarke
Checking Incident Book/ Reports at least weekly or as advised of incidents.	Instigate any actions necessary to remove risks e.g. repairs. Report to committee at each meeting or as soon as necessary. Advise Risk Assessment Manager.	Norma Clarke
Reporting Accidents/ RIDDOR	Minor accidents to be logged. Report to committee at each meeting or as necessary. Advise Risk Assessment Manager. Complete RIDDOR forms as necessary.	Norma Clarke
Information to Hirers	For each booking check that new hirers have read and agreed to the Terms and Conditions. When amendments are made to the policy and Risk Assessments contact all hirers to inform and gain their acknowledgement.	Tanya Stevens
Information to Contractors	Liaise with contractors (including self-employed) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy and Risk Assessments, and are aware of their responsibilities.	Any Trustee who instructs contractors
Risk Assessments/ Monitoring	Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers and contractors as necessary if amendments are made.	Whole Council (individual areas of responsibility assigned)
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 and contractors as necessary if amendments are made.	Whole Council (individual areas of responsibility assigned)
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.	Whole Council (individual areas of responsibility assigned)