

Harbury Village Hall Committee - Health and Safety Policy

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Part 1: General Statement of Policy

This document is the Health and Safety Policy of Harbury Village Hall.

Our policy is to:

- a) To ensure, so far as is reasonably practicable, the health, safety and welfare of all persons working in or using the hall.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such training and/or information as is necessary to contractors, committee members, volunteers, and hirers.

It is the intention of Harbury Village Hall Management 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.

Harbury Village Hall Management Committee considers the promotion of the health and safety of all 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 all users to engage in the establishment and observance of safe practices.

Contractors, 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: Andy Rutherford

Position: Chairman

Date: March 2020

- Version 1.0 (May 2009) - Distributed to committee for approval
- Version 1.1 (June 2009) - Fire Safety Risk Assessment updates
- Version 1.2 (June 2010) – Yearly Health and Safety Review
- Version 1.3 (September 2010) – Updates from Health and Safety Independent Review
- Version 1.4 (June 2011) - Yearly Health and Safety Review
- Version 1.5 (August 2015) - Revised
- Version 1.6 (March 2016) – Updated following major building work
- Version 1.7 (September 2017) – Updated following building improvements
- Version 1.8 (March 2020) - Updated

Part 2: Organisation of Health and Safety

Harbury Village Hall Management Committee has overall responsibility for health and safety at Harbury Village Hall. The people delegated by the management committee to have day to day responsibility for the implementation of this policy are shown in section 2.2.

2.1 Contractors, Hirers, Visitors Responsibilities

It is the duty of all contractors, hirers and 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, including the grounds.

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 a Committee Member, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

Contractors, hirers and visitors should report any significant accidents which occur on the premises to the Chairman or a member of the Management Committee as soon as possible.

2.2 Management Committee Responsibilities

Owner	Responsibility
Chairman	- Insurance - Statutory Licences - Ensure that contractors adopt safe working procedures - Reporting of accidents to regulatory authorities - Tracking to resolution of any Health & Safety issues identified - First Aid - Food Hygiene - Building and other regulations as required for refurbishment projects
Health & Safety sub committee	- Health and Safety Policy (this document) - Health and Safety risk assessment, inspections and monitoring - Health and Safety training and/or information - Resolution of any Health Safety issues identified - Fire Safety Risk Assessment, including Fire Evacuation Plan - Fire Extinguisher Service - Electrical Equipment Testing - Water Hygiene Procedures; monthly, quarterly, annual tasks - Hazardous substances and equipment; none
Booking Secretary	- Health and Safety Information to Hirers - Ensure that "non charitable for profit hirers" have their own insurance - All hirers must sign a booking form which confirms that they will adhere to the conditions of hire, including their Health and Safety Responsibilities
Contractor Cleaner	- Help maintain a clean and safe Village Hall - Inform the Chairman of any problems or risks - Water Hygiene Procedures; weekly tasks - Work safely and responsibly

2.3 Documentation

The following documents are available on the Village Hall website and displayed in the in the Village Hall as appropriate:

Document(s)	Use
Village Hall Management Committee	Names, roles, contact details
Village Hall Layout	- Location of fire exits, fire extinguishers, electricity isolation, water isolation - There is no gas supply to the hall
Hirers Information	- Information for Hirers - Health & Safety Information for Hirers - Check List when leaving Hall
Statutory Licences	- Premises Licence - PRS Licence
Fire Safety	- Fire Evacuation Procedure - Fire Action Notices - Fire Extinguisher - Certificate of Inspection
Health and Safety Policy	This document
Accident Records	Accident Reporting Record (located in the kitchen)

2.4 Public Safety

The maximum number of persons including all staff and artistes, to be admitted to the premises shall not exceed:

Room	Event Type	Maximum Number of People
Main Hall	- Dance with tables and chairs - Concert with seats - Licensed number	130 200 300
Farley Room	- Recommended number - Licensed number	50 100

Part 3: Arrangements and Procedures

3.1 Insurance

Insurance	Renewal	Responsibility	Details
Village Hall Insurance	Yearly	Chairman	- Ansvar Insurance Company - Charity Connect Policy – Village Hall Scheme
Contractors Insurance	As required	Chairman	Checking that contractors have adequate insurance cover

3.2 Statutory Licences

Licence	Renewal	Responsibility	Details
Premises Licence	Yearly	Chairman	Music, Dancing, Singing, Plays, Cinema, Sale of Alcohol
PRS Licence	Yearly	Chairman	Performing Rights Society for Community Buildings

3.3 Hall Fabric and Furniture

Item	Frequency	Responsibility	Details
Floors	All times	All users	Maintaining floors as far as practicable in a clean, safe condition
Tables and Chairs	All times	All users	- Tables and chairs are returned to their allotted places (see diagrams and pictures in hall) - Chairs are stacked a maximum of five high, and only stacked with the same style of chair
Cleaning	Weekly	Contractor Cleaner	- Inform the Chairman of any problems or potential risks Cleaning materials are in the locked store room - Cleaning products COSHH Safety Data Sheets are on display on the Health & Safety Notice Board in the main hall - All hazardous substances purchased by the Chairman
Access Equipment and Working at Height	When Used	Authorised Users Only	- All users of the ladders and other access equipment provided by the hall are to read and sign the working at height risk assessment. - Rope barriers in place at the bottom of both sets of stage steps unless the stage is in use.
Access Equipment	Yearly	Health & Safety sub committee	Maintenance check of access equipment; - Any ladders or towers - Loft ladder
Refurbishment Work	As required	Chairman or Delegate	Any necessary building and other regulations are obtained for refurbishment projects. Appropriate professional advice and expertise obtained
Asbestos Survey	As required	Chairman or Delegate	- Village Hall Asbestos Survey undertaken prior to recent building work. - Copy of report available

			Survey report to be shown to all contractors who are likely to carry out intrusive work prior to work commencing.
Managing Contractors	As and when required	Chairman	- Chairman to check any necessary method statements and risk assessments prior to work commencing - Chairman or other responsible person to monitor contractors carrying out minor works whilst they are on site. - Project Manager hired to monitor contractors for all large projects.
Gritting	N/A	Village Hall Committee	Village Hall policy is not to grit the outside area in cold weather

3.4 Fire Precautions

Item	Frequency	Responsibility	Details
No smoking	All times	All users of the hall	The Village Hall is a no smoking environment
Fire Exits	All times	All users of the hall	Ensure all fire exits are clear
Emergency Lighting	Monthly	Health & Safety sub committee	Ensure emergency lighting working. Regularly tested by competent contractor
Fire Alarms	Weekly	Health & Safety sub committee	Test alarm – previous bell removed and electronic system installed by contractor January 2016. Tested weekly by chairman. Regularly tested by competent contractor
Fire Drills	Yearly	Health & Safety sub committee	Schedule a Fire Drill when hirers are using the hall
Fire Extinguishers	Yearly	Chairman	Fire Extinguishers Service – Certificate of Inspection
Fire Safety Risk Assessment	Yearly	Health & Safety sub committee	Review fire-risk assessment and make changes where necessary

3.5 Electrical Equipment

Item	Frequency	Responsibility	Details
Portable electrical equipment	All times	Hirers	Any electrical equipment bought into the Village Hall by contractors or hirers must have a PAT certificate obtained in the last year
Village Hall owned Portable Electrical Equipment	Yearly	Health & Safety sub committee	Portable Appliance Testing (PAT) of Village Hall owned equipment
Certificate of Electrical Safety	Every 5 years	Health & Safety sub committee	Fixed Wire and Isolation Equipment Testing

3.6 Food Hygiene

Item	Frequency	Responsibility	Details
Kitchen	Quarterly	Management Committee Workgroup	Responsible for cleaning: - Fridges, rubbish sack holder, cupboards Check and clean as required: - Cups, plates, cutlery -Users reminded of good practice via appropriate signage

Preparing Food	Requirement
Village Hall Committee	- One committee member will hold a Food Hygiene Certificate - That committee member, or appointed delegate with a Food Hygiene Certificate, will be present at any Village Hall Committee run event where food is available
All hirers	- The Hirer shall, if preparing, serving or selling food, have responsibility for observing all relevant food health and hygiene legislation and regulations and safe practice - In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations

3.7 Water Hygiene

Item	Frequency	Responsibility	Details
Procedures	Yearly	Health & Safety sub committee	Produce, review and revise as necessary
Risk Assessment	Yearly	Health & Safety sub committee	- Risk assessment , water sample tests, training with documentation carried out by external company (KEY) - Yearly review of risk assessment by Health & Safety sub committee and KEY contacted if any concerns
	Monthly	Health & Safety sub committee	- Carry out bi- monthly water temperature tests - Record results, maintain appropriate records
	Weekly	Cleaner	Run Showers and document in log book
	Quarterly	Cleaner	Clean shower heads

3.8 Accidents

Item	Frequency	Responsibility	Details
First Aid	As required	All users of the hall	- The First Aid Box is located in the kitchen, and is available for use by anyone sustaining an injury with the Village Hall - The record book should be completed for every treatment

First Aid Box	Quarterly	Chairman	The contents are checked and replaced as necessary
Accident Records	When the occur	All users of the hall	- Accidents must be recorded in the Accident Book and on an Accident Record located in the kitchen - The Village Hall Chairman, or committee member, should be notified of any accident by the hirer or nominated person as soon as possible - Any Health & Safety issues or concerns can also be recorded
Defect Reporting	As required	All users of the hall	- All defects to be recorded in the defects book kept in the kitchen - The Chairman or delegate checks the book regularly - All defects repaired/removed as soon as possible - DO NOT USE labels kept in the kitchen by the defects book
Accident Reporting	As soon as possible	Chairman	- All major accidents or incidents must be reported to the appropriate authorities - All serious accidents investigated thoroughly and recorded as soon as possible after the accident.

3.9 Health and Safety Procedures

Item	Frequency	Responsibility	Details
Health and Safety Policy	Yearly	Health & Safety sub committee	Review this document, and update if required
Health and Safety risk assessment and inspections	Yearly	Health & Safety sub committee	We will try and get external assessors once every five years
Health and Safety Training	As required	Health & Safety sub committee	Normally to new contractors
Resolution of any Health Safety issues identified	As identified	Health & Safety sub committee	Report progress to Chairman

3.10 Public Events

Item	Frequency	Responsibility	Details
Functions	Per Hire	Hirer	Following information is provided to hirers either via the website or in hard copy:- ● Information to Hirers ● Charges for Hire ● Hiring Agreement ● Standard Conditions of Hire ● Hirers Leaving the Hall ● Health & Safety for Hall Users ● Fire Evacuation Procedures

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