

LIGHTHORNE VILLAGE HALL

HEALTH & SAFETY POLICY

APRIL 2021

Policy Statement

- This document is the Health and Safety policy of the Lighthorne Village Hall Committee, hereinafter referred to as the 'Committee'.
- Our policy is to:
 - i. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, visitors, hirers and employees.
 - ii. Keep the hall premises and its facilities and equipment in a safe condition for all users.
 - iii. Provide such training and information as is necessary to volunteers, users and any staff.
- It is the intention of the Committee to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations within the hall and its environs.
- The Committee consider the promotion of health and safety of all who use the premises, including contractors who may work there, to be of great importance. They recognise that an 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, they will seek to encourage all visitors, contractors and users and staff to engage in the establishment and observance of safe working practices.
- Any employees, contractors, visitors and users 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 anything they can to prevent injury to themselves and others.

Responsibility

- The Committee has overall responsibility for health and safety in the hall and for the implementation of this policy. It is the intention of the Committee to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations in the hall.
- All users of the facilities are expected to read this Health and Safety Policy statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the site. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

- It is the duty of all contractors, hirers, visitors and any staff to:
 - i. Take care of themselves and others who may be affected by their activities.
 - ii. Do everything they can reasonably can to prevent injury to themselves and others
- Co-operate with the Committee in keeping the premises safe and healthy including the car park.
- 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 any member of the Management Committee as soon as possible so that the problem can be dealt with. Where equipment is damaged, a notice should be place on it warning that it is not to be used and it should be reported immediately.
- Routine reviews, checks and safety inspections of safety procedures and equipment are conducted by appointed Committee members or their nominees.

Safety Information

Fire Precautions and Checks

- A plan of the hall showing the location of fire exits, extinguishers and smoke detectors is displayed on the hall notice board.
- A copy of the Hall Emergency Evacuation Procedure is displayed on the hall notice board.
- The service record for the fire safety equipment is available from the Management Committee upon request.

Risk Assessments

- The Committee carry out Risk Assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent them.
- Theses risk assessments also help the Committee to comply with the various laws and regulations contained in a wide range of legislation. Copies of the risk assessments are available from the Management Committee on request.
- The risk assessments, together with the actions and outcomes they may identify, are kept under review in order to aim for the lowest level of risk possible. However, the Committee is aware that risk can never be eliminated completely. New risk assessments are carried out if new or changed circumstances are identified and are part of the Committee's on-going commitment to safety.

Safety Practices

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at a height until they are properly secured and another person is present.

- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested (PAT).
- Do not attempt to move heavy or bulky items (e.g. stacked tables and chairs) without the proper equipment.
- Do not stack chairs more than twelve high.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen. Avoid over-crowding and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- All faults or repairs should be noted in the Maintenance Manual kept in the kitchen.
- Report every accident in the Accident Book kept in the kitchen and to the Management Committee.
- No Smoking in the Hall or Annexe at all times. No Smoking within 2m of the Hall or Annexe at all times.
- No tea lights, candles, naked flames or pyrotechnics are permitted in the Hall or Annexe (without the written consent of the Committee).
- Be aware and seek to avoid the following risks:
 - Creating slipping hazards on steps or wet floors - mop spills immediately.
 - Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the foyer, kitchen, main hall and storage areas.
 - Avoiding tripping by using adequate lighting.
 - Risk to individuals while in sole occupancy of the building.
 - Risks involved in handling kitchen equipment e.g. cooker, water heater and knives.
 - Creating toppling hazards by piling equipment e.g. in store cupboards.

Insurance

A copy of the Public Liability Insurance certificate for the Village Hall is displayed on the hall notice board and can also be obtained from the Secretary.

Contractors

Before any contractor or person on site begins any work they should:

- a) Carry out their own risk assessment.
- b) Ensure they have adequate liability cover.
- c) Familiarise themselves with this Health and Safety Policy.

IN CASE OF ACCIDENTS

The nearest Accident and Emergency department is: South Warwickshire General Hospital, Lakin Road, Warwick

The nearest doctor's surgery is: Hastings House, Kineton Road, Wellesbourne

Tel: 01789840245

Two First Aid kits are provided as follows:

1. Hall Kitchen - wall cupboard above sink.
2. Annexe Bar – base unit under sink.

Please record every incident in the Accident Report Book in the kitchen first aid cupboard.