



## THE NARTH AND DISTRICT VILLAGE HALL (“the Hall”)

### Health and Safety Policy

#### Part 1: General Statement of Policy

Our policy is to:

- Provide healthy and safe conditions, equipment and systems of work for our volunteers, committee members and hirers
- Keep the Hall and equipment in a safe condition for all users
- Provide such information as is necessary to volunteers and users

It is the intention of the Committee to comply with all health and safety legislation and act positively where it can reasonably do so to prevent injury, ill health or danger arising from its activities and operations. The Committee considers the health and safety of its volunteers and those who use its premises, including contractors, who work there, to be of great importance. It recognises that the prevention of accidents depends on a committed attitude of mind to safety, the operation and maintenance of equipment and on safe systems and working practices.

The Committee will expect all volunteers, hirers and visitors 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 and others.

Signed: C Atkinson

Name: Clark Atkinson Position: Chair, The North and District Village Hall Committee

#### Part 2: Organisation of Health and Safety

The Committee has overall responsibility for health and safety at the Hall.

The Persons delegated by the Committee to have day-to-day responsibility for the implementation of this Policy are: David Lloyd, Judi Smowton and Richard Smowton

The above people have responsibility for: First Aid, Risk Assessment, Reporting of Accidents, Fire Precautions and Checks, Information to Hirers/Contractors and Insurance.

It is the duty of all volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the 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 persons above 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 should not be used and it should be placed in the kitchen.

## **Part 3: Arrangements and Procedures**

### **3.1 Licence**

The Hall does have a Premises Licence for regulated entertainment and licensable activities (including the sale of alcohol).

### **3.2 Fire Precautions and Checks**

See also the Fire Safety Information and Emergency Plan (available online and in H&S file in kitchen)

Fire Service contact number: 999

Company maintaining and servicing fire safety equipment: The Fire People, Cwmbran NP44 3JU. Copies in H&S file.

### **3.3 Procedure in Case of Accidents**

Nearest Minor Injuries Unit: Neville Hall Hospital, Abergavenny NP7 7EG (open 7am to 1am)

Nearest Accident & Emergency Department: The Grange University Hospital, Cwmbran NP44 8YN

Nearest GP Surgery: Wye Valley Practice, Trellech NP25 4RB 01600 860302

Location of First Aid Kit: Kitchen. The accident book is held with the First Aid kit. This must be completed whenever an accident occurs. Any accident must be reported to a member of the Committee. A defibrillator is available on the outside of the building (no code required).

### **3.4 Safety Rules**

All hirers are expected to read the whole of the hiring agreement and should sign the Booking Form as evidence that they accept the hiring conditions. New Hirers will be given information/training by the Bookings Coordinator about health and safety procedures at the Hall which they will be expected to follow e.g. fire evacuation procedures and use of equipment. They will be shown the location of the Accident Book and Health and Safety file.

All volunteers, hirers and visitors are expected 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 and others.

The Committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- Check 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 any electrical equipment where there are signs of damage, exposure of components or water penetration etc
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical appliances operating while unattended
- Do not bring onto the premises any portable electrical appliances which have not been PAT tested
- Do not attempt to move heavy or bulky items on your own.

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- Do not stack chairs more than 5 high
- Do not attempt to carry or tip the urn when it contains hot water
- Do supervise small children in Hall and surrounding areas
- Do not allow children under 14 in the kitchen and avoid overcrowding
- Cleaning chemicals to be stored in the locked cupboards in the Ante Room
- Do not touch kitchen fan heater with wet hands
- Report any evidence of damage or faults to equipment to the Booking Coordinator
- Report every accident in the accident book and to the Bookings Coordinator
- Be aware and seek to avoid the following risks:
  - Slipping in car park (winter)
  - Creating slipping hazards on wet floors
  - Creating tripping hazards
  - Tripping in poorly lit areas (use adequate lighting)
  - Risks involved in handling kitchen equipment e.g. cooker, kettles, knives

### **3.5 Contractors**

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

- Contract is clear and understood by both parties
- Contractors are competent to carry out the work e.g. have appropriate qualifications, experience
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise e.g. electric cables
- 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
- Contractor knows which member of the Committee is responsible for overseeing their work and checking it is completed as agreed and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers

<b>Part 4: Insurance</b>
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The Hall has Public Liability Insurance cover.

Details of insurers: Norris & Fisher, Threefield House, Threefield Lane, Southampton SO14 3LP

Tel: 02380 269009

Policy number: CARV15004752

<b>Part 5: Review of Health and Safety policy</b>
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The Committee will review this policy annually. Committee members with responsibility for aspects of health and safety will report to the Committee regularly, including any accidents, faults, misuse etc. by hirers or other matters which could affect the health and safety of Hall users.