

FRITWELL VILLAGE HALL

Health and Safety policy

Statement

The Committee recognises its general duty to ensure that the Village Hall premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The Committee will take all reasonably practicable measures to comply with applicable legislative requirements and codes of practice in order to:

- Provide healthy and safe working conditions, equipment and systems for our Committee members, Volunteers, and Hirers
- Keep the Village Hall and equipment in a safe condition for all users
- Provide all necessary support and information to Hall users, hirers and outside contractors.

Responsibilities

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duty to:

- Follow health and safety instructions and to report dangers
- Take reasonable care for the health and safety of themselves and other persons

Any person noticing potentially hazardous, broken or ineffective equipment should remove such equipment from use immediately, draw attention to defects by available means (e.g. a warning label or note) and to record any action in the Accident Book for the attention of the Committee.

HIRERS should comply with the Terms and Conditions of Hire and ensure that their organisation/party also comply with those conditions and all safety requirements and safety notices. These include:

- Ensuring familiarity with fire safety procedures (e.g. keeping fire exits clear) and evacuation procedures (attached at Appendix 1 to this Policy)
- Obtaining the consent of the Committee before using any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters
- Ensuring that any permitted portable electrical equipment brought onto the premises is safe for use/has been P.A.T. tested

NB/ Highly flammable substances should not be brought into or used in any part of the premises without the express consent of a Committee member.

Hirers may have other responsibilities such as additional insurance and statutory requirements, such as for the use of inflatable play equipment, which should be identified by the Hirer, recorded on the booking form, and complied with.

CONTRACTORS are responsible for:

- Ensuring safe working practices are employed whilst working on site; and for meeting their statutory obligations under Health & Safety legislation.
- Having appropriate Public Liability Insurance (which should be agreed with a Committee Member before work commences.
- Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- Advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The COMMITTEE are responsible for:

- Ensuring that the Health and Safety Policy is available to all Committee Members, Hirers, Contractors and Users of the Hall and that the Health and Safety Policy is fully implemented and monitored.
- Keeping an Accident Book in which any incidents or actions can be reported and in which any defective or broken equipment can be noted (this is kept in the kitchen)
- Taking and noting appropriate action as may be necessary, correct faults or to arrange repair of equipment
- Providing a labelled First Aid Box (which is kept in the Kitchen)

The H&S policy document will be available to download from the Village Hall website – <http://www.fritwellvillagehall.co.uk/>

All Hirers will be expected to read through the whole of the Terms and Conditions of Hire and tick the relevant box online as evidence that they agree and accept these conditions.

GENERAL GUIDELINES

These guidelines, which are not comprehensive, are intended as general information to assist Hirers and other Hall Users in the safe use of Fritwell Village Hall:

- The entrance should be clear of obstacles and hazards at all times that people are entering or leaving the building.
- Spills must be cleared up quickly to prevent slipping. (There is a mop in the Kitchen)
- Electrical leads should not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- Do not leave the cooker/oven unattended, even for a short time.

- Ensure kettles are not over-filled nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- Be careful when replacing tables onto the trolley, and stacking chairs
- Be conscious of good hygiene practice when working in the kitchen

FRITWELL VILLAGE HALL COMMITTEE – OCTOBER 2018

Appendix 1

What to do in the event of a Fire

- Turn on the lights and make sure any noise making equipment (i.e. Disco / Stereo) is turned off so that people can hear important information and evacuation instructions.
- Point out the Fire Exits (plan available in Village Hall foyer) and instruct people to keep calm and evacuate the hall in an orderly manner.
- Ask people to assemble on the grass/pavement outside the perimeter fence to the front of the Village Hall. It is essential that everyone then remains at the assembly point so that all attendees can be accounted for.
- Don't forget to make sure that the toilets and kitchen are clear of people provided it is safe to do so
- If safe to do so, make sure that the roller hatch and door into the kitchen are closed to minimise the risk of the fire spreading
- Once you are sure that the hall has been cleared of people call the fire brigade, if someone has not already done so.
- Make a head-count at the assembly point and make sure everyone is accounted for. Inform the fire brigade if anyone is not accounted for.
- Please inform either of the following members of the Village Hall Committee that there is a fire and that the fire brigade have been called:
 - Ian Critchley (Chairman) on 01869 346106
 - Christine Denton (Secretary) on 01869 316624

It is essential that you follow these instructions in the event of a fire. Please familiarise yourself with this procedure to minimise potential problems in the event of an emergency.