

ETAL VILLAGE HALL - HEALTH AND SAFETY POLICY

Our policy will be to:

- Provide healthy and safe conditions, equipment and systems for our committee members, volunteers and hall hirers and visitors.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such training and information as is necessary to achieve our aims to anyone who works in, uses, or visits the village hall.
- Adhere to the legislation and aims of the Health and Safety at Work Act 1974.

Statement

It is the intention of the Etal 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. The committee considers the promotion of the health and safety of its volunteers and all those who use its premises, including contractors who work there to be of great importance. We recognise that the effective prevention of accidents depends as much on a commitment to safety as on the operation and maintenance of equipment and safe systems of work. To this end the members will themselves engage in the establishment and observance of safe working practices and will seek to encourage all hirers, visitors, and contractors to do the same.

RESPONSIBILITIES

The Etal Village Hall Management Committee will have overall responsibility for health and safety at Etal Village Hall. The person delegated by the committee to have day-to-day responsibility for the implementation of this policy will be:

Robert Nevins

It will be the duty of all organisations hiring the hall to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in ensuring that the premises are safe and do not pose a risk to health of those using the hall. Should anyone using the hall come across a fault, damage, or any other situation, which could cause injury and cannot be immediately rectified they should record this in the Defects Book, located in the kitchen. The Defects Book will be checked by the Management Committee members when they are in the hall and anything requiring immediate attention will be referred to the Chair of the Committee. Defects will be a regular agenda item at Committee meetings. Where equipment is damaged a notice should be placed on it warning that it is not to be used, and it should be placed in the store cupboard or in the store under the stairs.

RISK MANAGEMENT

A risk assessment will be undertaken to identify all risks that could cause harm to people using the hall. Appropriate mitigation measures will be identified. Exit routes are clearly marked. Inspections of the fire extinguishers are carried out annually. Certificates will be held on the H&S file. An electrical inspection will be carried out every 5 years. Annual Health and Safety and Fire Risk assessments are conducted.

CONTRACTORS

The management committee will ensure that any contractors working at Etal Village Hall:

- Are competent to conduct the work.
- Have adequate employers' and public liability insurance.
- Have their own health and safety policy.
- Are fully aware of any hazards in the hall—e.g., electricity cables.
- Do not work alone on ladders at height.
- Knows which member of the Management Committee to contact in the event of an emergency.
- Comply fully with building regulations and that any alterations to the electrical installations conform to the current regulations of the IEE 18th Edition.

Contractors will be required to supply to the village hall committee evidence that appropriate risk assessments have been undertaken for all work conducted to the building.

ACCIDENTS

A first aid box is located in the kitchen. It also contains the accident report book. Any accident must also be reported in the Accident Book. The accident book will be reviewed at every Management Committee meeting and appropriate measures taken to prevent re-occurrence.

INSURANCE

The hall is insured by: - Allied Westminster

Adopted by Etal Village Hall trustees January 2024

Reviewed: - January 2025, January 2026