

Stannington Village Hall

Health and Safety Policy

Our Policy is to:

1. Provide healthy and safe working conditions, equipment, including required PPE where necessary, and safe systems of work for our trustees, caretaker, volunteers, user groups and hirers.
2. Ensure that the village hall and any equipment used by trustees, caretaker, volunteers, hirers and user groups is kept and maintained in a safe condition for all users.
3. Provide such training and information as is necessary for trustees, caretaker, volunteers, hirers and user groups.
4. Conduct regular health and safety risk assessments as necessary or required.
5. Comply with current fire safety law and all current Fire Safety Regulations. The Hall management will ensure that a Fire Risk Assessment as required by the Regulatory Reform (Fire Safety Order) 2005 (FSO) and will be conducted every two years. This will be carried out by a suitably 'competent' person. All findings will be recorded as required.
6. Ensure that the Hall's fire safety equipment, notices and procedures are suitable maintained and displayed according to current standards as required.
7. Record the outcomes of the fire risk assessment and of all fire safety equipment regular testing and maintenance in the fire safety logbook and to record all actions taken with dates and times.
8. It is the intention of the Stannington Village Hall Management Committee to comply with all health, safety and fire safety legislation in order to act positively and in full compliance where it can reasonably be done and where necessarily applicable to prevent injury, ill health or any danger arising from its activities and operations.

Stannington Village Hall Management Committee considers the compliance with all H&S legislation, Fire Safety Legislation, and promotion of the health and safety of its trustees, volunteers and 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 including fires, depends as much on safe and properly functioning equipment and safe systems of work.

To this end, it will seek to encourage all volunteers, committee members and users to engage in the establishment and observance of safe working practices, and to observe all relevant safety and fire safety procedures. This is particularly relevant with an aging and potentially frail community, disabled users and children on the premises.

The trustees, all volunteers, hirers, user groups and visitors will be expected to recognise that there is a duty on them to comply with all of the safety practices set

out by the committee, to comply with all safety and fire safety requirements set out in the hiring agreement, to comply with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Those preparing food, cooking and serving food in the kitchen should have the relevant Food Hygiene certificates.

Organisation of Health and Safety

The Stannington Village Hall Management Committee/Trustees has overall responsibility for health and safety at Stannington Village Hall.

All committee members have specific areas of responsibility for the implementation of this policy.

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 Management Committee/ Trustees in keeping the premises safe and healthy, including the external grounds. As a result, the Management Committee/Trustees maintains that children must always be supervised at all times they are in the building. Children are not allowed within the kitchen confines at any time. The only exception to this would be if children were working within an organised group. This will be sanctioned by the Booking Secretary/Trustees.

Should anyone using the hall identify any potential fault, damage or other situation with any equipment or furnishings which may cause injury or pose a potential health hazard or danger that cannot be rectified immediately they should inform the * Bookings Secretary, as soon as possible. This will ensure that the problem can be dealt with. Where equipment is found to be damaged a notice should be placed on it warning that it is out of use and not to be used. It should be removed from the area if possible and safe to do so and placed at the rear of the stage until dealt with. A member of the committee should be informed.

In addition to the regular health and safety checks, fire risk assessment, equipment maintenance and compliance the Committee members/Trustees have responsibility for these specific items:

- First Aid Box/Equipment
- Reporting of Accidents
- Information to contractors
- Information to hirers
- Insurance

*Bookings Secretary Richard Tolson

Ron Blyth

14th March 2025