

Hagbourne Village Hall

Health and Safety Policy

General Statement of Policy, Duties & Responsibilities

Policy Statement

The Hagbourne Village Hall Management Committee (HVHM Committee) recognises and accepts its health and safety duties for providing a safe and healthy environment (as far as is reasonably practicable) for all its hirers, contractors and trustees and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

It is the policy of the HVHM Committee to promote the health and safety of the HVHM Committee members, volunteers, and of all visitors to the village hall premises ("the Premises") by means of the following:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Encourage persons on the premises to co-operate with the HVHM Committee in all safety matters in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise in or around the Premises
- Make suitable and sufficient assessment of the risks to the health and safety of all persons arising out of or in connection with their use of the Premises
- Make specific assessment of risks in respect vulnerable adults as well as young people under the age of eighteen;
- Provide information to Hirers of any risks to which they may be exposed.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the hall satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and sanitary and washing facilities;
- Make sure that all equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Ensure that appropriate safety signs are provided and maintained;

Procedure

To achieve these objectives, the following steps have already been implemented:

1/ the designated fire safety co-ordinator for the village hall shall be the Chairman of the Management Committee.

2/ A separate file of all fire safety matters (risk assessments, inspection reports etc.) shall be maintained in the village hall records cabinet

3/ All escape routes and emergency exit doors shall be clearly signed and kept free from obstruction at all times to ensure safe evacuation from the building in the event of an emergency.

4/ All emergency lighting is to be checked on an annual basis by a recognised contractor and the results recorded.

5/ The Smoke alarm located in the boiler room as well as the Heat alarm located in the kitchen are to be periodically checked to ensure they are functioning correctly.

6/ Fire Fighting equipment as recommended by the Oxfordshire Fire and Rescue coordinator is to be provided at appropriate places within the village hall. Such equipment is to be serviced and maintained annually by a recognised contractor and the results recorded.

7/ Electrical System and portable appliances; the fixed wiring system is to be inspected every 10 years by a recognised contractor and the results recorded. Any defects or items no longer in line with the latest regulations are to be corrected.

8/ All portable electrical equipment is to be tested regularly and the results recorded.

9/ Theatrical lighting equipment is to be securely fixed with a secondary restraining system to prevent lights dropping into the hall.

10/ The hall's gas fired heating systems (a boiler and two gas fired air heaters) are to be regularly serviced by a registered gas engineer.

11/ An emergency evacuation safety sign is located in the entrance to the detailing the actions to be taken in the event of an emergency. An emergency assembly point sign is located on the protective steelwork around the closer of the two flood lights in the village car park adjacent to the hall.