

Batheaston New Village Hall - Health and Safety Policy (version 1.0 15 Jan 22)

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members, visitors and hirers.
- Keep Batheaston New Village Hall premises and equipment in a safe condition for all users.
- Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations within Batheaston New Village Hall.

The Trustees consider the promotion of the health and safety of employees and volunteers at work and those who use the premises, including contractors who may work there, to be of great importance.

Employees, volunteers, contractors, visitors, users and hirers will be expected to recognise that there is a duty on them to comply with

- the practices set out by the Trustees
- the safety requirements set out in the hiring agreement
- the safety notices on the premises

Employees, volunteers, contractors, visitors, users and hirers have responsibility for managing risks, so far as reasonably practicable, arising from their own activities when they have control of the premises or control of equipment on the premises.

1.0 Responsibilities for Health and Safety

- The Trustees have overall responsibility for health and safety at Batheaston New Village Hall and for the implementation of this policy.
 - It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations at Batheaston New Village Hall.
- All hirers of the hall are expected to read this Health and Safety Policy Statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.
 - As a caretaker is not present on the premises. The hirer undertakes to be the responsible person for the event/function. The hirer will have legal duties with regards to the safety of those persons attending or assisting with the event.
- It is the duty of all employees, volunteers, contractors, hirers and visitors to:
 - take care of themselves and others who may be affected by their activities
 - do everything they reasonably can to prevent injury to themselves and others
 - co-operate with the Trustees in keeping the premises safe and healthy, including the grounds and car park
- 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 a Trustee or member of the Hall Management Team 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 is not to be used and it should be reported immediately to a Trustee or member of the Hall Management Team.
- Routine reviews, checks and inspections of safety procedures and equipment are conducted by the Trustees or their nominees. Further information can be obtained from a Trustee or a member of the Hall Management Team.

2.0 Safety Information

2.1 Fire Precautions and Checks

- Guidance is provide in section 3 of this policy and procedure document
- A copy of the Emergency Guidelines for Hirers/Person Responsible is displayed on the Hall Notice Board and is available from the Bookings Manager.
- A diagram of the hall showing the location of fire exits, fire extinguishers and smoke detectors is displayed on the Hall Notice Board and is available from the Bookings Manager.
- A copy of the Evacuation procedure is displayed on the Hall Notice Board and is available from the Bookings Manager.
- The Fire and Security system is maintained by JG Fire and Security services
- The service record book for the fire safety equipment is displayed on the hall notice board.

2.2 Risk Assessments

- The Trustees are responsible for undertaking risk assessments and the actions and outcomes they identify will be regularly reviewed in order to aim for the lowest level of risk possible. However the Trustees are aware that risk can never be eliminated completely.
- New risk assessments are carried out if new or changed circumstances are identified and are part of the Trustees ongoing commitment to safety.
- Hirers should also carry out their own risk assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm.

3.0 Safety Practices (refers to “Terms and Conditions of Hire” section 10)

The following practices must be followed in order to minimise risks:

Safe Access

- Avoid risk to personal safety if you are the sole occupant of the building.
 - Ensure you have a phone with you
 - Ensure someone else knows you are visiting the hall
- Familiarise yourself with Fire Safety and emergency requirements as follows:
 - If you are responsible for the room / building hire, it is essential you know who is attending your event. This will be important in the event of evacuating the building and checking all have left the building safely.
 - Ensure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
 - Familiarise yourself with the location of fire call points and fire extinguishers (these are adjacent to all exits of the building)
 - Know how to initiate the fire alarm and what to do in the event of a fire
 - Familiarise yourself with the Emergency Guidelines and Evacuation Procedure which are displayed on the noticeboard close to the fire control panel.
 - Know the address of the building in the event of having to dial 999
Batheaston New Village Hall
School Lane
Batheaston BA1 7EP
 - Familiarise yourself with escape routes from the building and the assembly point which is at the top of School Lane. (Building floor plans, escape routes are displayed on the noticeboard close to the fire control panel)
- Ensure entrance lobby, stairs and kitchen are free from tripping hazards such as buggies, umbrellas, bags, mops etc
- Use adequate lighting to avoid tripping
- Ensure any water spills are mopped and dried immediately
- Avoid overcrowding and do not allow running between rooms

Safe use of appliances, equipment and fittings

- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc
- Report any evidence of damage or faults to equipment or to the buildings facilities to a Trustee or member of the Hall Management Team
- Do not bring onto the property any portable electrical appliance that has not been Portable Appliance Tested (PAT) in the last 2 years
- Do not leave portable electrical appliances operating while unattended
- Avoid risks when using or handling kitchen equipment eg cooker, water heater, knives
- Do not allow children into the kitchen without proper supervision
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool
- Do not work on steps, ladders or at a height until these are properly secured and another person is present
- Avoid creating toppling hazards by piling equipment eg in storage areas
- Do not stack chairs to a height that makes them unstable
- Take care when moving heavy or bulky items eg stacked tables or chairs
- Wear suitable protective clothing when using cleaning or other toxic materials

4.0 In the event of Accidents

4.1 The nearest Accident and Emergency Department is:

Royal United Hospital
Combe Park
Bath, BA1 3NG

- In the event of needing to call 999, the building address is

Batheaston New Village Hall
School Lane
Batheaston
BA1 7EP

4.2 The First Aid Box is located in the kitchen. If the kitchen door is locked, the person responsible for hiring the hall will have the code to open the door.

4.3 The Accident Book is adjacent to the first aid box in the kitchen.

- An accident form must be completed whenever an accident occurs.
- The completed Accident Form should be removed from the accident book and passed to a Trustee or member of the Hall Management Team along with a verbal description of the accident

4.4 The Hall Management Team will assess any risks that led to the accident and, if practicable, put in measures to prevent a recurrence.

5.0 Insurance

A copy of the “Employers Liability Insurance” certificate for Batheaston New Village Hall is displayed on the hall notice board and a copy of the policy can be obtained from a Trustee or member of the Hall Management Team upon request.

- Batheaston New Village Hall is insured through Norris and Fisher, Insurance Brokers Ltd.

6.0 Contractors

Before any contractor or person on site begins any work they should:

- Carry out their own risk assessment
- Ensure they have adequate liability cover
- Familiarise themselves with this Health and Safety Policy

7.0 Review of Health and Safety Policy

- The Trustees will review this policy annually before each AGM and also as required by any change of circumstances.
- Individuals with responsibility for aspects of Health and Safety will report to the Trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users, employees or employers.
- These reports and subsequent actions will be recorded in the minutes of Trustees meetings.