



Woolpit Village Hall Health & Safety Policy

Registered Charity Number: 275859

The Health, Safety and Welfare of all those managing, using and visiting Woolpit Village Hall will be paramount at all times.

The Woolpit Village Hall Trustees, although having no legal requirement to record Health and Safety assessments, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed.

The policy of the Trustees is to take reasonably possible measures in relation to the management of Woolpit Village Hall to comply with all legislative requirements and codes of practice relating to duties which it has, in order to:

1. Provide healthy and safe working conditions, equipment and systems for our hirers, users and volunteers
2. Keep the Village Hall and equipment in a safe condition for the safety of everyone within the premises
3. Provide all necessary support and information to Hall users, hirers, visitors, volunteers and contractors.

The Trustees will work in the furtherance of these aims by:

1. Identifying and assessing risks;
2. Recording assessments and regularly reviewing them;
3. Eliminating or controlling risks;
4. Monitoring compliance and work conditions;
5. Establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All trustees, volunteers, hirers, contractors and users of the Hall are expected to recognise and accept their duties:

1. To follow health and safety instructions and to report dangers to the Hall Manager
2. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
3. As regards any duty imposed on the Trustees, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

1. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.

2. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in **the Incident Book** for the attention of the Trustees.
3. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the **Incident Book** for the attention of the Trustees.

Hirers are responsible for:

1. Complying with all conditions of hire, as set out in the Standard Terms and Conditions and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
2. Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and the General Emergency Evacuation Plan for Woolpit Village Hall.
3. Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency.
4. Ensuring that highly flammable substances are not brought into or used in any part of the premises.
5. Seeking the consent of the Trustees before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters.
6. Checking any portable electrical equipment brought onto the premises is safe for use.

Contractors are responsible for:

1. Safe working practices in respect of themselves and any employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
2. Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
3. Advising the Trustees of any flammable or toxic substances that may be used in the course of work on the premises.

The Trustees are responsible for:

1. Ensuring that all hirers, contractors, volunteers and users of the Hall are aware of the Health and Safety Policy;
2. Ensuring compliance with the Health and Safety Policy and that it is regularly reviewed.
3. Monitoring compliance with Health and Safety Guidelines;
4. Regularly assessing and reviewing risks and recording such risks;
5. Keeping an **'Incident Book'** in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
6. Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
7. Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;

8. Making such representations to hirers, volunteers, contractors and users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
9. Co-operating with hirers, contractors, volunteers and users of the Hall in pursuance of Health and Safety requirements and responsibilities.

10. The following persons have been delegated by the Village Hall Trustees to manage the following:

First Aid Box	Check and replenish monthly	Secretary
Check Incident Book/Reports at least weekly or as advised of incidents	Remove risks e.g. repairs. Report to Trustees at each meeting or sooner if appropriate.	Secretary
Reporting Accidents/RIDDOR	Minor accidents to be logged. Report to Trustees at each meeting or as necessary. Advise Hall Manager and complete RIDDOR forms as necessary.	Secretary
Information to Hirers	For each booking check that new hirers have read and agreed to Terms and Conditions. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	Booking Secretary
Information to Contractors	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health and Safety Policy/Risk Assessments and are aware of their responsibilities.	Hall Manager
Risk Assessments/Monitoring	Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Chairman/Hall Manager Booking Secretary

