

*This Health and Safety Policy was last updated on 29<sup>th</sup> February 2024*

# **Hewish and Puxton Village Hall**

Managed by Hewish & Puxton Village Hall Ltd (hereinafter referred to as 'The Management')

*A Company Limited by Guarantee : Registered Charity Number 1178504*

## **HEALTH AND SAFETY POLICY**

This health and safety policy sets out how health and safety issues are managed within Hewish and Puxton Village Hall (*hereinafter referred to as 'The Hall'*).

### **Applicability**

The policy applies to all volunteers and users of The Hall, and also applies to other people who work at The Hall e.g. self-employed staff, temporary staff and contractors. It applies to all other people who visit The Hall.

### **The Policy**

#### **Our statement of general policy is:**

- to provide and maintain safe and healthy working conditions and equipment for users of The Hall or anyone employed by The Hall
- to provide adequate control of health and safety risks arising from activities at The Hall
- to review and revise this policy as necessary at regular intervals.

#### **Responsibilities and actions:**

- Overall responsibility for Health and Safety is held by The Management in accordance with the Health and Safety at Work Act 1974 and all applicable regulations made under the Act, and all other relevant statutory legislation, 'so far as reasonably practicable'.
- The Management Chairperson has day to day responsibility for ensuring the Policy is put into practice
- The Management has responsibility for specific areas such as accident reporting, first aid, training, risk assessment and that training which may be delegated to a 'competent person or persons'
- It is the duty of all users of The Hall and anyone employed by or contracted to work at The Hall to act responsibly, taking care of their own health and safety and that of others and to do everything they can to prevent injury to themselves or others within The Hall and its precincts.

### **Arrangements (systems and procedures) for health & safety**

This section outlines how The Hall will meet the commitments made in the statement of intent and effectively implement them. It details the measures that will be put into place to eliminate or reduce as far as is reasonably practicable the risks posed by hazards in the hall. Risk assessments will be undertaken and the findings of these assessments will be reported to The Management for approval of actions required to remove or control risks and ensuring the actions are implemented.

- A **hazard** is anything in The Hall or within its precincts that could cause harm to people.
- A **risk** is the chance, however large or small, that a hazard could cause harm.

### **Housekeeping**

All rubbish and waste materials must be disposed of safely. Spillages must be cleaned up as soon as is reasonably practicable.

## **Use of equipment, furniture and fabric of the hall**

Any equipment must be kept tidy and clutter free observing electrical safety such as not overloading sockets and the avoidance of trip hazards such as trailing wires.

Electrical equipment belonging to the hall will be tested, displaying a label with the date, and a record maintained.

All other equipment will be inspected annually for signs of damage or faults.

Users of the hall must report any fault or defect in equipment or fabric of the hall to a member of The Management, immediately. A contact number is given on the noticeboard inside the hall.

## **The provision of First-Aid**

In the event of an accident, first aid should be given with simple treatment if it is within the knowledge and capabilities of the person administering first aid.

***The first aid box is kept in the kitchen***

## **Accident reporting and investigation**

All accidents, in The Hall and within its precincts, that involve personal injury to a member of the public, contractors, employees or other users of The Hall should be reported to the chairperson.

## **The Provision of Emergency Procedures - fire and evacuation**

Individuals who have hired The Hall or who are responsible for running an event in The Hall must ensure that attendees are aware of the fire exits.

Users of The Hall must ensure that there are safe and clear routes providing access to and egress from the premises. These routes should, at all times, remain free from obstructions, and from slipping and tripping hazards.

Fire appliances must be kept clear of obstructions, be serviced regularly, have their records maintained and be used only for the purposes for which they are intended.

Only those trained in the use of fire fighting appliances or who feel competent to use them, should attempt to tackle a fire.

***Priority is always safe evacuation of the building***

## **Electrical equipment safety**

All electrical equipment will be checked prior to being introduced into The Hall and will be regularly serviced and maintained. No unauthorised items may be used in The Hall without prior agreement from The Management.

## **Control of Substances Hazardous to Health (COSHH)**

All users of The Hall and anyone employed by The Hall using hazardous substances, including cleaning materials, are required to use, handle and store them in the way prescribed by the safety data available for the substances. The Management will be responsible for identifying all substances which need a COSHH assessment, and will undertake and implement all actions identified and check that new substances can be used safely before they are introduced to The Hall.

Where possible The Management will endeavour to replace hazardous chemicals with less harmful alternatives.

## **Violence and Aggression**

The Management has a zero tolerance of violence, aggression or any other form of anti-social behaviour and will take action against any perpetrators of such acts.