

## **Privett Village Hall**

**Registered Charity No. 267434**

# **Health and Safety Policy**

## **Health and Safety at Work Act, 1974**

The Privett Village Hall Committee, comprising all the Trustees of the Charity, recognises and accepts its health and safety duties as the body responsible for ensuring, as far as is reasonably practicable, that Privett Village Hall is a safe and healthy environment for village events, and activities organised by others who rent the hall, in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

The Committee is not responsible for the health and safety of the staff and children involved with the Privett Montessori School which has a Licence to use the hall during term time. Veronica van Ingen is responsible for all health and safety matters relating to Privett Montessori School. The Committee endeavours to support the school as and when requested.

### **1. Policy Objectives.**

The Committee will take all reasonable practicable steps to meet its responsibilities paying particular attention to the provision and maintenance of:

- (i) A safe village hall and safe access to (and egress from) it.
- (ii) A healthy hall environment.
- (iii) Plant, equipment and systems of usage that are safe.
- (iv) Safe arrangements for the use, handling, storage and transport of articles and substances.
- (v) Sufficient information, instruction and supervision to enable all hall users to avoid hazards and contribute to their own safety and health.
- (vi) Reasonably practical safe arrangements for protection against risk to health and safety of the general public or other persons which may arise from hall activities.

### **2. Management Responsibilities.**

The Trustees are responsible for ensuring that the safety policy is carried out, including risk assessments, and that responsibilities for the safety, health and welfare are properly assigned and accepted. The Trustees will maintain health and safety records including risk assessments, usage instructions, portable appliance inspections, fire certificates and recordable incidents.

### **3. Hall Users' Responsibilities.**

It is the duty of all Hall Users, under Section 7 of the Health and Safety at Work Act, to take reasonable care for the lives of themselves and others who may be affected by their acts and omissions. Every individual must:

- (i) Take care of his/her safety whilst at the hall.
- (ii) Take care for the health and safety of all members of the general public who may be affected by his/her actions or omissions with particular consideration for the needs of children and young persons and the elderly and infirm engaged in activities at the hall.
- (iii) Comply with all safety instructions displayed in the hall.
- (iv) Be aware of personal safety if alone in the hall, particularly in the evening.
- (v) Co-operate with the Trustees so as to enable them to carry out their own responsibilities successfully.
- (vi) Not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.
- (vii) Report at the earliest opportunity injuries, accidents or dangerous occurrences at the hall including those involving the public and participants in organised activities.

### **4. Policy for Visitors and Contractors**

The person renting the hall will be provided with written instructions for use of the hall and details of how to contact a Trustee if issues arise. The person renting the hall must take responsibility for their visitors and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

### **5. First Aid and Accident Reporting**

- (i) A First Aid Box is provided in the kitchen. The Trustees are responsible for replenishment.
- (ii) In the event of an injury or illness a Trustee, if one is present, or the person renting the hall should ring for an ambulance directly. To call an ambulance - dial 999 and ask for ambulance.
- (iii) All accidents must be entered in the Accident Book situated in the kitchen.
- (iv) The Trustees will investigate incidents, accidents and near misses and consider the actions necessary to prevent a recurrence.

### **6. Fire Drills and Evacuation Procedures.**

- (i) The assembly point for the whole building is the car park. No-one should leave the assembly point without the permission of the person in charge.
- (ii) If a fire occurs the Fire Brigade must be called immediately by dialling 999 and asking for Fire.
- (iii) A Trustee must be notified of the fire and the actions that are being taken.
- (iv) When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

## **7. Smoking**

The hall is a no-smoking environment. Hall users are not allowed to smoke anywhere in the building. Smoking is permitted outside the building but cigarette ends must be extinguished and placed in the metal box provided on the wall by the front doors. The Trustees are responsible for managing the No Smoking policy.

## **8. Safe equipment**

The Trustees are responsible for identifying all hall equipment that needs maintaining and ensuring effective maintenance procedures are drawn up and carried out. Problems found with any equipment should be reported to a Trustee. The Trustees are also responsible for checking that new equipment meets health and safety standards before it is purchased.

## **9. Safe Handling of and Use of Substances**

The Trustees are responsible for identifying substances which need a COSHH assessment and undertaking COSHH assessments. They are also responsible for ensuring all the actions to reduce the risks identified in the assessments are implemented. The Trustees are also responsible for checking (before purchase) that all new substances can be used safely.

## **10. Food Hygiene**

All users of the hall should comply with the following specific hygiene requirements when handling or preparing food:

- (i) Regularly wash hands before and during food preparation but especially after using the toilet.
- (ii) Refrain from handling food if experiencing any skin, nose, throat or bowel problem.
- (iii) Ensure cuts and sores are covered with waterproof dressings.
- (iv) Keep themselves clean and wear clean clothing.
- (v) Do not smoke in a food room (it is illegal and unhygienic).
- (vi) Never cough or sneeze over food.
- (vii) Clean as you go. Keep all equipment and surfaces clean.
- (viii) Prepare raw and cooked food in separate areas. Keep food covered and either refrigerated or piping hot.
- (ix) Ensure waste food is disposed of properly. Keep the lid on the dustbin and wash your hands after putting waste in it.
- (x) Avoid handling food as far as possible.
- (xi) Advise the Trustees of any defects or concerns regarding the facilities e.g. cleanliness, refrigeration operation, cracked food preparation surfaces.

## **11. Cleaning Materials, General Machinery and High Risk Areas.**

- (i) All portable machinery must be switched off and unplugged when not in use.
- (ii) Wandering cables are a hazard, use with caution and safety in mind.
- (iii) All cleaning materials must be locked away when not in use. Two lockable cupboards are provided, one in the gents toilet and one in the Lobby.

**12. Guidelines on Manual Handling**

There is some lifting and handling involved in many tasks (eg moving tables and chairs, carrying display boards, boxes of drinks etc). In order to reduce the risk of injury the following guidelines should be followed by all hall users:

- (i) Hall users should not lift or handle any object which they perceive would put themselves at risk of injury. If in doubt don't lift the object, request help.
- (ii) Use common sense to minimise risk, eg carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a "human chain".
- (iii) Follow the good handling techniques as advised.

**13. Risk Assessments.**

A Risk Assessment and Inspection has been carried out, July 2021, and documented. The Trustees discussed the findings and actions are being taken to remove or control the risks. Additional Risk Assessments and Inspections will be carried out annually, or at times of major change, and actions undertaken if required.

**14. Monitoring**

The Trustees will review this Health and Safety Policy annually.

**15. Covid-19 Procedures**

The Trustees have put in place specific procedures relating to Covid. These are updated in line with Government directives.

**16. General**

- (i) All thoroughfares, fire exits and gates must be left clear in case of emergency.
- (ii) Cars must not be parked such as to cause any obstruction or hazard.
- (iii) Hazards or suspected hazards or other Health and Safety matters should be reported to the Trustees immediately or as soon as practical, so that action can be taken. If the hazard is of a serious nature immediate action must be taken to protect the area or clear the area to prevent injury to hall users.

We request that our Policy is respected.  
A copy of the Policy is available on the website – [www.privettvillagehall.co.uk](http://www.privettvillagehall.co.uk).

Signed           Graham Flack .....

Date             13/07/2021.....

Review Date     Next Review - July 2022.....