



## Health and safety Policy

**The Management Committee will endeavour to keep the premises safe for use.**

- This policy is to:
  - Provide healthy and safe working conditions, equipment, and systems of work for any employees, volunteers, committee members, visitors, outside contractors, users and hirers.
  - Keep the Village Hall and equipment in a safe condition for all users.
  - Provide information as is necessary.
- It is the intention of the Village Hall Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill-health or any danger arising from its activities and operations.
- The Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety, as on the operation and maintenance of equipment and safe systems of work.
- To this end, it will seek to encourage all volunteers, committee members, visitors, contractors, users and hirers to engage in the establishment and observance of safe working practices. Everyone is expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

*Last updated Date 2023*

## Health and Safety Procedures

A monthly safety check of the building is carried out, and recorded on a check sheet

Annual checks and certificates are made for the Fire alarm control unit, fire extinguishers and fire blankets and a gas safe certificate for the central heating boiler

Five yearly checks and certificate of all electrical equipment is carried out

**This information relates to the safety procedures at the hall, which all hirers, users, visitors, volunteers, employees and contractors are expected to follow.**

### **In the case of a health & safety incident or accident please contact .....**

- It is the intention of the Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill-health or any danger arising from its activities and operations.
- Everyone is expected to recognise that there is a duty on them to comply with the safe practices identified by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.
- **The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:**
- All hirers will be expected to read the hiring agreement and should acknowledge this when requesting booking by **ticking the appropriate box.**
- Make sure that all emergency exit doors are clear throughout the hiring period.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured, and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been **Portable Appliance Tested.**
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs).
- Do not stack more than six chairs
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- **Be aware and seek to avoid the following risks:**
- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately.

- Creating tripping hazards such as buggies, umbrellas, mops, and other items left in halls and corridors.
- Use adequate lighting to avoid tripping in poorly lit areas.
- Risk to individuals while in sole occupancy of the building.
- Creating toppling hazards by piling equipment e.g. in store cupboards.
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives.
- Report any evidence of damage or faults to equipment or the building's facilities to .....
- Report every accident (in the accident book) to ..... phone number
- Last updated date 2023

## Fire Safety Procedures

- In the event of a fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest available exits, and assemble on the grass area at the end of the carpark.
- If the fire alarm has not be activated then this should be done by using one of the red break glass units by every exit.
- **CALL THE FIRE BRIGADE. DIAL 999 AND GIVE THIS ADDRESS:**

The Halls, Main Road, Easter Compton, South Gloucestershire BS35 5SJ

- Attendants should ensure that once the hall has been evacuated members of the public do not re-enter the building to collect personal belongings, etc.
- On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
- Attendants should only attempt to extinguish the outbreak using the fire appliances, provided if it is considered safe to do so.

## END OF SESSION CHECKLIST

- Check that heaters and cookers are turned off.
- Check that all electrical appliances are turned off and unplugged.
- Turn out all lights not required for security purposes.
- Close all internal doors.
- Secure all outside doors and windows.
- Key?

*Last updated 06/01/2023.*

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