Willingham by Stow Health and Safety Policy

The Health, Safety and Welfare of all those managing, using and visiting **Willingham by Stow Village Hall** is paramount at all times.

The Willingham by Stow Village Hall committee although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, 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, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of Willingham by Stow 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 Committee Members and Hirers;
2. Keep the Village Hall and equipment in a safe condition for all users;
3. Provide all necessary support and information to Hall users, hirers and outside contractors.

The Committee 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 Committee Members, 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;
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 Committee, 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 *as soon as possible directly to a member of the committee for their attention to be able to deal with any incident effectively.*
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 *by reporting directly to the committee* for the attention of the Committee. Telephone E Panter 07798 560237 / B Bussey 07949112630

**Hirers are responsible for**:

1. Complying with all conditions of hire, as set out in the Hiring Agreement, 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 (eg. keeping fire exits clear) and evacuation procedures;
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 Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings *either on the walls, ceiling or stage areas and not on or close to the radiators or any element of heating equipment* ;
6. Checking that, if any portable electrical equipment is brought onto the premises is safe for use.

**Contractors** are responsible for:

1. Safe working practices in respect of themselves and their 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 Committee of any flammable or toxic substances that may be used in the course of work on the premises.

**The Committee** are responsible for:

1. Ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
2. Ensuring that the Health and Safety Policy is fully implemented;
3. Monitoring compliance with Health and Safety guidelines;
4. Regularly assessing and reviewing risks and recording such risks;
5. Keeping a *record of any incidents* or actions that have, or might have, affected the health and safety of any person *which have been* reported and in *any incidents where* any defective or broken equipment *has been identified* ;
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 Committee Members, Hirers, 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 and Users of the Hall in pursuance of Health and Safety requirements.

The following persons have been delegated by the Village Hall Committee to manage the following:

|  |  |  |
| --- | --- | --- |
| First Aid Box | Check *accident book* *for any entries* and replenish regularly | RW |
| *Ensure reports or notifications of concern reported to any committee member are appropriately dealt with and recorded* | Instigate any actions necessary to remove risks e.g. repairs. Report to committee at each meeting or as soon as necessary. Advise Risk Assessment Manager. | All committee members.  Secretary to maintain records  Weekly checks of hall CG |
| Reporting Accidents/RIDDOR | Minor accidents to be logged. Report to committee at each meeting or as necessary.. Complete RIDDOR forms as necessary. This is currently done on line | Chairperson, secretary or  Committee member as  appropriate |
| 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. | current secretary/booking  clerk |
| 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. | Committee member |
| 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. | Relevant committee member |
| Fire Risk Assessments/Monitoring | Complete Fire 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. | EP |
| Annual Testing/Safety Certificates | Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required. | Secretary and treasurer |
| Safety Notices | Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans. | EP |
| Implementation of Policy | Co-ordinate overall management of policy, including amendments and annual review. | Committee members |

Review annually July 2025