



Review date September 2021

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Carnon Downs Village Hall (CDVH). **The first point of contact on any matters to do with H&S is 01872 865126 or cdvhsue@gmail.com**

Our policy is to:

1. Provide healthy and safe conditions, equipment and systems of work for our hirers, volunteers, Committee of Trustees and contractors.
2. Keep the village hall and equipment in a safe condition for all users
3. Provide such training and information as is necessary to hirers, Committee of Trustees, contractors, volunteers.

It is the intention of CDVH Committee of Trustees 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.

CDVH Committee of Trustees considers the promotion of the health and safety of its contractors and volunteers at work and those who use its premises to be of great importance.

CDVH Committee of Trustees 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 hirers, volunteers and contractors to engage in the establishment and observance of safe working practices.

Hirers, volunteers, contractors and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the CDVH Committee of Trustees, with all safety requirements set out in the Terms and Conditions of Hire and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2 – Organisation

The CDVH Committee of Trustees has overall responsibility for health and safety at Carnon Downs Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, volunteers, and contractors to take care of themselves and others who may be affected by their activities and to co-operate with the CDVH Committee of Trustees in keeping the premises (including the grounds) safe and healthy.



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Should anyone discover a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the CDVH Committee of Trustees, as soon as possible so that the problem can be dealt with.

Responsibilities

1. The CDVH Committee of Trustees

The CDVH Committee of Trustees are responsible for the issuing and maintenance of signs indicating faulty or damaged items which must not be used by any persons. They are also responsible for the removal and / or replacement of faulty or damaged items in a timely manner.

2. Contractors are responsible for

- 2.1. Safe working practices in respect of themselves and their employees and for meeting their statutory obligations under Health & Safety legislation and Public Liability Insurance;
- 2.2. Having regard to the safety of hall users when working on the premises and/or in respect of anything left or stored on the premises;
- 2.3. Advising the CDVH Committee of Trustees of any flammable or toxic substances if used when working on the premises.

3. Hirers are responsible for

- 3.1. Complying with the Terms and Conditions of Hire, 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 regarding insurance and statutory requirements relating to their organisation and or activity.
- 3.2. Ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures.
- 3.3. Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency.
- 3.4. Ensuring that highly flammable substances are not brought into or used in any part of the premises.
- 3.5. Seeking the consent of the CDVH Committee of 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.
- 3.6. Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use or has been P.A.T. tested if appropriate.



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Part 3 – Arrangements and Procedures

The CDVH Health & Safety file is stored in the large cupboard in the Kitchen at the Hall and a copy of all the relevant documents are held in the Health & Safety File on the CDVH One Drive.

The Health & Safety file contains the following information:

1. An up-to-date and signed Health & Safety Policy.
2. A plan of the building and location of electricity consumer unit and isolation equipment, gas boiler and gas main tap, mains water stop cock, emergency exits and fire doors, and fire extinguishers.
3. A Fire Risk Assessment which has been implemented and will be reviewed and updated as required.
4. Details of any regular checks and inspections required, the responsible person and a record of dates on which those inspections and checks were performed.
5. Records of accidents and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
6. Risk Assessments and Method Statements for CDVH maintenance and housekeeping activities, including manual handling assessments.
7. Contractors Risk Assessment and Method Statements (RAMS).
8. Information relating to Hygiene and preparation of food and drink.

CDVH Committee of Trustees and Contractors

The CDVH Committee of Trustees will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the CDVH Committee of Trustees
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- contractors do not work alone on ladders at height (if necessary, a volunteer should be present)
- contractors have their own health and safety policy for their staff and have responsibility for their own risk assessments as appropriate.



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- the contractor knows which member of the CDVH Committee of Trustees is responsible for overseeing that their work is carried out as specified and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers

Other arrangements relating to Health and Safety

The Buildings and contents are insured, all insurance requirements being reviewed annually by the CDVH Committee of Trustees. The Hall is licensed for entertainment and maintains a current Performing Rights Society Music Certificate.

Signed by

Print name

On behalf of the committee of Trustees.