Health and Safety Policy

Purpose

To support the trustees and management committee in taking all reasonable measures to ensure that the hall, and any equipment provided there, are safe for the purpose of all the users.

Scope

This policy relates to the village hall building and all activities taking place within the hall, and the adjoining outside area that is the responsibility of the hall trustees. The individuals falling within the scope of this policy include, trustees, committee members, volunteers, users and employees and where appropriate contractors or individuals providing services to the village hall.

Roles and Responsibilities

**Trustee and Committee Responsibilities**

Severn Beach Village Hall & Playing Fields recognise their duty in ensuring that measures are in place to protect all users as identified in the scope of this policy from risks to their health and safety as far as is reasonably practicable. The trustees will support the committee through the formation of policy and risk assessment procedures.

The above will be achieved by advising all users to:

* Identify and assess risks to which people in their activity are likely to be exposed.
* Introduce specific measures as appropriate to minimise these risks.
* Adopt safe working practices.
* Maintain a ‘live’ document to effectively implement, monitor, review and improve health and safety policies on an on-going basis.
* Provide a register for the use by any users enabling report of any relevant incident, or suggestions for improvement. Provide a contact number in the event of emergencies.
* Where appropriate receive instruction and training to enable them to perform their work/activities safe and effectively.
* Ensure that appropriate Employers and Public Liability insurance cover is in place.

**Volunteers and User Responsibilities**

Every village hall user has a responsibility to take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions. Users should co-operate with Severn Beach Village Hall & Playing Fields in efforts in complying with statutory requirements and the health and safety policy.

In particular all users should:

* Conduct all activities in a safe and considerate manner
* Use any equipment provided according to instructions.
* Report and record incidents on the premises that have led, or may lead, to injury or damage.
* Make suggestions to improve health and safety for users of the hall.
* Ensure agreed measures are introduced to reduce or manage identified health and safety risks.

**General Arrangements**

**Accidents**

The first aid box is located in the kitchen area.

The trustees are responsible for maintaining the first aid box and for checking the incident/suggestion book reporting all entries to the committee. A notice will be in place in the hall asking users to contact a committee member in the event of urgent health and safety issues which require immediate attention.

**Fire Safety**

Fire exit signs will be clearly displayed

There is a no smoking policy for all rooms on the premises and signs will be in place.

On discovery of a fire the person concerned must raise the alarm located in the hallway and ensure that everyone evacuates the premises.

**House-keeping and premises**

A risk assessment will include reference to all identified potential hazards, for example trailing cables, loose carpeting, floor tiles, lighting, use of equipment and hand tools, storage and waste disposal. When users book the hall, they will be instructed to adhere to all health and safety guidelines for the benefit of all users.

**Users**

The hall committee will ensure that, so far as is reasonably practicable, people who entre the premises will not be exposed to any health and safety hazard. Users will be instructed on the procedure for locking the premises and ensuring that all appliances are switched off. Signs are in place.

**Risk Assessment**

An on-going risk assessment will be kept by the committee. This will be a ‘live’ document that records all identified risks; measures currently in place to address the risk, and what action is to be taken in an agreed timeframe. This will identify dates and responsible persons.

Date of adoption of policy ……22/11/2022……….

Date of next review …………22/11/2023………….