



## **CROCKENHILL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC)**

### **HEALTH & SAFETY POLICY**

#### **INTRODUCTION:**

This document is the Health and Safety Policy of Crockenhill Village Hall. A written statement is required where five or more persons are employed but CVHMC have produced one on the basis of good working practice.

#### **GENERAL POLICY:**

The Trustees will ensure, so far as is reasonably practicable

- To provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers.
- To keep the village hall and equipment in a safe condition for all users.
- To provide such training and information as is necessary to staff, volunteers and users.

It is the intention of CVHMC to comply with all health and safety legislation and to act positively where it can reasonable do so to prevent injury, ill health or any danger arising from its activities and operations.

CVHMC considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. CVHMC 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practice 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.

#### **ORGANISING THE HEALTH & SAFETY POLICY:**

CVHMC has overall responsibility for the health and safety at Crockenhill Village Hall.

It is the duty of all Trustees, employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with CVHMC in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person in charge, or the Bookings Administrator/Caretaker, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.



### **OTHER CVHMC POLICIES & POLICY STATEMENTS :**

All of the CVHMC policies and procedures are reviewed annually at the AGM and are displayed on the website.

- Complaints policy and procedures
- Conflict of interest
- Equality statement
- Fire safety policy
- Fire and smoke alarm statement and procedures
- Fraud statement
- GDPR policy and procedures
- Hall hire policy and procedures
- Investment statement
- Lone working policy and procedures
- Modern slavery and human trafficking statement
- Related party transaction statement
- Reserve policy statement
- Safeguarding policy and procedures
- Staff payment statement

### **OPERATIONAL LICENCES AND INSURANCE:**

The following CVHMC operational licences and insurance are renewed annually and displayed on the noticeboard

- Allied Westminster public and employers liability and buildings and contents policy schedule. Full details are available on request.
- Premises licence authorising the times of regulated entertainment and activity is displayed on the hall noticeboard.
- PPL / PRS licence for the use of recorded music where played in a public setting.
- TV licence to cover the use of TV sets (including smart TVs) DVD, Blu-ray and VHS recorders, Laptops and desktop computers, tablets, mobile phones and other portable devices, digital boxes or Pay TV services (such as Sky, Virgin Media or BT TV), games consoles, Media Streaming devices and Live TV Services (such as YouTube, Amazon Fire TV, Apple TV, Chromecast, Roku and Now TV).

### **MANAGING THE HEALTH & SAFETY OF CROCKENHILL VILLAGE HALL:**

A detailed plan of the layout of the village hall is displayed on the website and the noticeboard.

The risk assessment (including the fire risk) is reviewed annually by CVHMC.

A Control of Substance Hazardous to Health (COSHH) folder is kept in the cleaning cupboard and only approved products are purchased and used.



### **Accidents:**

- The first aid box is located in the kitchen and is regularly checked and maintained by the caretaker.
- Accidents are written in the accident book and problems in the enquiry book.
- Hirers are encouraged not to be on site alone and to carry a mobile phone.
- Details of the nearest doctors surgery, hospital and emergency/casualty department is on the hall noticeboard.

### **Hygiene:**

- A detailed list of cleaning duties is provided to the cleaning staff.
- Colour coded equipment for use in designated areas is provided.
- Hand sanitiser is provided at entry points.
- Spray clean and cloths is provided in caddies for hirers to use.
- Food handlers guide is displayed in the kitchen.
- Legionella testing is carried out.

### **Fire Safety:**

- The fire safety equipment is serviced by an authorised independent company.
- The electrical equipment is serviced by an authorised independent company.
- The caretaker regularly carries out a security, fire and alarm precaution check.
- The local Fire Brigade contact details are displayed on the hall noticeboard.
- No smoking notices are displayed throughout the building.
- Emergency exits are clearly visible and not blocked.
- Location of firefighting equipment is clearly visible in the hall.
- The full details of CVHMC fire safety measures are covered in the fire safety policy.

### **SAFETY RULES:**

It is the intention of CVHMC 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.

All hirers are expected to read the whole of the hiring agreement and to sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will be advised by the booking administrator about safety procedures at the hall which they will be expected to follow, (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment, hall plan, first aid kit) and will be shown the location of the accident book and communication book.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by CVHMC, with all safety requirements set out in the hiring agreement and terms and conditions and with



safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

CVHMC has carried out risk assessments. The following practices must be followed in order to minimise risk

**Practices:**

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hire.
- 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 which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) – use the trolleys provided.
- Do not stack more than 5 chairs.
- Do not attempt to carry or tip a water urn/boiler when it contains hot water. Leave it to cool.
- 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 over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to the bookings administrator and or the caretaker.
- Report every accident in the accident book and advise the bookings administrator and or caretaker.

**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.
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives.
- Creating toppling hazards by piling equipment e.g. in store cupboards.

**CONTRACTORS:**

CVHMC will check with contractors ( including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and CVHMC.
- The contractors are competent to carry out the work e.g. have appropriate qualifications, references and experience.
- Contractors have adequate public liability insurance cover.
- Contractors are made 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.



- The contractor knows which member of CVHMC is responsible for overseeing that their work is as asked 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.

**CVHMC members report to the committee regularly any faults, accidents, misuse by hirers or other matters which could affect the health and safety of users or employees.**

Statements are reviewed annually at the AGM as a formality.

Last reviewed and Approved April 2024.