

DIDDLEBURY VILLAGE HALL HEALTH AND SAFETY POLICY

Part 1 General Statement of Policy

This document is the Health and Safety Policy of Diddlebury Village Hall (DVH)

Our Policy is to

- Provide safe and healthy working conditions, equipment and systems of work for Committee members, hirers, users and other visitors
- Keep the Hall and equipment in a safe condition for all users
- Provide such advice and information as is necessary for the Committee, hirers, users and other visitors

It is the intention of the Hall's Committee to comply with all relevant 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 considers the promotion of the Health and Safety of those who use its premises, including contractors who work there, to be of great importance. 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be 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 agreement for 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 of Health and Safety

The Committee has overall responsibility for health and safety at DVH and takes day to day responsibility for the implementation of this policy.

The Bookings Secretary will make Hirers aware of this policy in the Hiring Agreement.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Committee in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well being of the disabled, children and vulnerable adults.

Should anyone using the Hall come across a fault, damage or other situation which might cause injury and which cannot be rectified immediately, they should inform the Bookings Secretary or any other member of the committee as soon as possible so that the problem can be dealt with. Where equipment is damaged or otherwise faulty, a notice should be placed on it warning that it should not be used and the Bookings Secretary or any other member of the Committee must be informed as soon as possible.

The Committee has responsibility for the following items and procedures:

- Ensuring the premises and its facilities are fully maintained to ensure compliance with current Health and Safety regulations
- First Aid Box
- Reporting of Accidents
- Fire Precautions and checks
- Risk assessment and inspections
- Information to contractors
- Information to hirers (Bookings Secretary)
- Insurance except when specified

Part 3 Arrangements and Procedures

Procedure in Case of Accidents

The First Aid Box is located in the kitchen

Accident forms are also kept in the kitchen. These must be completed whenever an accident occurs and should be given to the Bookings Secretary as soon as possible.

Safety rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the conditions of hire.

It should be noted that all statutory and local regulations and rules for public safety must be strictly observed by hirers. Fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed.

The Hall premises and equipment will be regularly checked and faults reported to the Committee.

A risk assessment of the Car park will be made regularly and potholes filled at the earliest opportunity.

Contractors

The Committee 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 Committee
- The contractors are competent to carry out the work and have appropriate qualifications, references and experience
- Contractors have adequate public liability insurance cover
- Contractors have noted the Health and Safety file and are aware of any hazards which they may encounter (e.g. electricity cables)
- Contractors have their own Health and Safety Policy
- Contractors know which member of the Committee is responsible for overseeing their work
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice.

Part 4 Review of Health and Safety Policy

Periodically, in line with current legislation.