

Biddenham Village Hall Health & Safety Policy

Policy

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems for our employees, committee members, volunteers and hirers
- Keep the village hall and equipment in a safe condition for all users
- Provide such training and information as is necessary to achieve our aims to anyone who works in uses or visits the village hall.

It is the intention of the Biddenham Village Hall Management Committee 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

The Committee considers the promotion of the health and safety of its employees and 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 commitment to safety as on the operation and maintenance of equipment and safe systems of work. To this end the members will themselves engage in the establishment and observance of safe working practices and will seek to encourage employees, hirers, visitors and contractors to do the same.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with all safety requirements set out in the hiring agreement, the Operating Instructions and Emergency Procedures together with any instructions in the hall and to accept responsibility to do everything they can to prevent injury.

Organisation

The Biddenham Village Hall Management Committee has overall responsibility for health and safety at the Village Hall. Health and safety is reported on and discussed at every meeting of the Management Committee.

The person delegated by the Management Committee to have day-to-day responsibility for the implementation of this policy is:

David Watson
Maintenance Officer
17 Biddenham Turn
Bedford MK40 4AZ

Phone number 01234 345028,
Mobile 07771 971303

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in ensuring that the premises, including the car park and barns, are safe and do not pose a risk to health of those using the hall.

Should anyone using the hall come across a fault, damage or any other situation, which could cause injury and cannot be immediately rectified they should inform the Maintenance Officer (details above) or the Bookings Officer 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, and it should be placed in the store cupboard or in the store under the stairs.

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The following persons have the responsibility for specific items

First Aid Box	Treasurer
Reporting Accidents	Maintenance Officer
Monthly checks	Committee members
Quarterly and annual checks	Maintenance Officer
Fire Precautions	Maintenance Officer
Dealing with Hazardous Substances	Maintenance Officer
Equipment Safety and training	Maintenance Officer
Risk Assessment and Compliance	Maintenance Officer
Information to contractors	Maintenance Officer
Information to Hirers	Booking Officer
Insurance	Assistant Secretary

A plan is available in the Hall showing the location of electricity cables, main isolating switch and distribution boards, gas pipes, gas main valve, gas heaters and cooker, fire exits, fire extinguishers, mains water valve, loft access and drains.

Management

Main Risks

A full risk assessment has been prepared which identifies risks that could cause harm to people using the hall, the actions we already take to mitigate these risks and the additional actions necessary. This assessment will be redone every five years and reviewed and updated by the committee every year. Where appropriate hirers are informed of their responsibilities and required actions when they hire the hall (see below)

Regular inspections are undertaken monthly, quarterly and annually to ensure the hall and its equipment are safe for use.

Fire Safety

A fire risk assessment is completed every five years. The Maintenance Officer is responsible for updating the fire risk assessment, which is reviewed annually by the Management Committee, and for undertaking any remedial actions necessary.

Inspections/tests are carried out by either a member of the management committee or the Maintenance Officer on all fire safety equipment on a regular basis.

Fire extinguishers are checked annually (the certificate is held in the safety file) by:

Blazequel, Bedford Phone: 01234 357357

Hirers

Before they hire the hall all hirers are required to sign that they have read: the Operating Instructions (covering fire prevention, the safe use of electrical equipment, the gas cooker, noise, and use of the car park), instructions for the use of specific pieces of equipment in the hall, and the Emergency Procedures, which detail what to do in the event of a fire, gas leak or accident. Copies of all these documents are also placed in the hall and kitchen, and will be updated each time the risk review is updated.

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Contractors

The Management Committee will check with contractors before they start work that

- The contract is clear and understood by both parties
- The contractor
 - is competent to carry out the work
 - has adequate public liability insurance
 - is aware of any hazards in the hall—e.g. electricity cables
 - does not work alone on ladders at height
 - has its own health and safety policy for its staff
 - knows which member of the Management Committee is responsible for overseeing its work
- Any alterations to the electrical installations or equipment must conform to the current regulations of the IEE

Accidents

There is a first aid box in the kitchen, which also contains the accident report book. Any accident must be reported to a member of the Village Hall Management Committee.

The accident book is inspected quarterly by the Maintenance Officer and annually by the committee.

The Maintenance Officer is responsible for completing RIDDOR forms and reporting accidents when required.

Premises Licence

The hall is licensed (inside but not outside) for the following activities: entertainment and/or performances including live music, recorded music, dance and films, and sport except boxing and wrestling. Operating hours are from 9am to midnight Mondays to Saturdays and 11am to 10.30pm on Sundays. The premises are also licensed for the sale of alcohol between 11am and 11.30pm (9.30pm on Sundays)

Insurance

Details of the Hall insurance is displayed in the Hall kitchen

Organisations providing advice

Bedford Borough Council: Environmental Health	01234 718099
Bedfordshire and Luton Fire & Rescue Service	01234 845000
Health & Safety Executive	01234 22055

Policy Review

Both health & safety performance and the policy itself will be reviewed by the committee annually, in September.

Version	Approved by the Committee
V 1.0	7 th November 2017
V 1.0	Reviewed 10 th September 2019