

Biddenham Village Hall
Health & Safety Policy Statement

The management committee volunteer their time in order to maintain the village hall as a valuable village asset.

We aim to keep the hall in good order such that it can be used safely for classes, meeting and celebrations.

As the Chairman of the committee, I recognise my legal and moral duties to protect the health and welfare of all users of our facility. To fulfil these duties, I will ensure that sufficient time and resources are provided for the inspection and maintenance required to keep the building, infrastructure and services in safe order.

We have prepared this health and safety policy and will review its performance at least annually to ensure that it is effective.

The aims of our policy are to:

- Provide healthy and safe 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.
- to comply with all relevant health and safety legislation

Signed

Name...Phil Innes.....

Chairman of the Village Hall
Committee.....

Date...January 2021.....

Biddenham Village Hall

Health and Safety Policy

Organisation for Health and Safety

The Chairman of the Village Hall Committee is the Responsible Person and will ensure that there is an HSE policy that is effective, implemented, and reviewed on a regular basis.

The Biddenham Village Hall Management Committee will assist with the formulation and implementation of the policy by discussing HSE at all meetings, reviewing updates to the policy, the risk review, procedures and instructions, any other HSE documentation and helping with monthly inspections.

The person delegated by the Chairman to have day-to-day responsibility for the implementation of this policy is the Maintenance Officer (MO). In particular the MO is responsible for arranging external inspections, carrying out quarterly and annual inspections, preparing and updating the HSE policy, risk reviews and documentation for users, and ensuring that any work done in the hall is carried out in a safe manner.

Gary Magee of GM Safety is the Competent Person and will provide expert advice on all HSE matters.

All volunteers, users and hirers of the village hall have the responsibilities to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Take reasonable care of the facility and any equipment provided.
- Comply with the organisation's Health and Safety Policy and safety rules.
- Familiarise themselves with the Emergency Procedures and the position of all firefighting equipment and exit routes.
- Report any safety hazards to the committee.
- Fully conform to the General Instructions or verbal instructions given to them to ensure their personal safety and the safety of others.
- Use all safety equipment and/or protective clothing as may be required.
- Use only those items of equipment for which they are competent to use and use them in accordance with manufacturer's instructions and Operating Instructions in the hall
- Report all accidents to the committee, whether injury is sustained or not.
- Familiarise themselves with the locations of the first aid kit.
- To store, prepare and serve food in a safe, hygienic manner.
- To clear spills and deal with any other potential hazard in a competent and timely manner.

Arrangements for Health and Safety

Risk assessment and resources

The general risk assessments and the fire risk assessment are held and managed by David Watson the maintenance officer (MO).

Competent safety advice is available for the committee, the maintenance officer and all users. At present we are using the following competent advisor; Gary Magee CMIOSH MIIRSM who can be contacted anytime on 07557 732939.

Any changes to facilities or the controls to mitigate risks must where possible be raised first with the responsible person.

We would like our facility to be accessible, fun and safe. If you have any ideas, concerns or suggestions please raise them at the earliest convenience.

Fire Safety

A fire risk assessment is reviewed annually (MO). It is then reviewed by the management committee who also review progress on any actions proposed.

Fire Extinguishers are checked monthly by members of the management committee (MC) and checked and certified annually by Blazequel, Bedford.

Smoke alarms checked annually (MO).

Operation of kitchen door closer is checked monthly (MC).

Fire alarm is checked monthly (MC).

Fire doors are checked quarterly (MO).

Emergency exit signs and lighting are checked monthly (MC), and a three hour battery test is completed annually (MO).

Occupancy numbers are limited to well below safe evacuation limits (booking officer)

Gas Leaks and CO Poisoning

Operation of gas fires checked monthly (MC).

Operation of boiler checked quarterly (MO).

Gas fires and boiler inspected and certified annually.

CO monitor checked annually.

All ventilation vents checked and cleaned annually (MO).

Electricity, shock and fire risk

Fixed wiring and sockets are checked and certified every five years.

Portable electrical equipment is checked and certified every year.

All electrical equipment, plugs, sockets and wiring for all equipment is visually checked quarterly (MO).

Portable equipment visually checked monthly (MC).

Operation of all RCD's are checked monthly (MC).

Trips and Slips

Automatic outside lighting checked quarterly (MO).

Carpark is inspected quarterly for any slip/trip hazard (MO).

Internal floors are inspected quarterly for any slip/trip hazard (MO).

A path is cleared between the car park entrance and front door in the event of snow/icy conditions (MO).

Floors are given sufficient time to dry after washing before the next booking.

Other Injuries

Contents of first aid box checked quarterly (Treasurer).

Accident book checked quarterly (MO), and annually (MC).

Stairway gate checked quarterly (MO).

Temperature setting on IR taps checked monthly (MC).

Fridge temperature checked monthly (MC).

List of any hazardous materials kept and updated annually.

COVID

We have prepared a separate risk review and action plan to mitigate the risk of COVID transmission in the hall. This includes review by the management committee of all hirers for compliance with the current regulations, extra cleaning schedules and materials

Inspection Schedules

Inspections are undertaken monthly by members of the management committee, and quarterly and annually by the maintenance officer.

These inspections are to both ensure that the hall is safe to hire, that safety equipment is working properly and also to ensure that the lighting and other equipment in the village hall is working properly.

| Version | Approved by the Committee |
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| V 1.0 | 7 th November 2017 |
| V 1.0 | Reviewed 10 th September 2019 |
| V1.1 | Approved 6th January 2022 |