



Health and Safety Policy

1. General Statement of Policy

This document is the Health and Safety Policy of Lower Holker Village Hall

Our policy is to:

- a) To provide healthy and safe working conditions, equipment and systems of work for employees, trustees, hirers, users and visitors to the hall.
- b) To keep the village hall and equipment in a safe condition for all
- c) To provide such advice and information as is necessary for employees, trustees, hirers, users and visitors to the hall

2. Our Intention

It is the intention of Lower Holker Village Hall Trustees 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.

Lower Holker Village Hall Trustees consider the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance and 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 is our intention to encourage its employees, trustees, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors, including contractors, will be expected to recognise that there is a duty on them to comply with the practices set out by the Lower Holker Village Hall Trustees, with all safety requirements set out in the Hire Agreement, with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

3. Health & Safety Policy

1. As far as is reasonably practicable, to eliminate accidents and minimise the likelihood of ill-health being caused by operating conditions in and around the Village Hall.
2. As far as is reasonably practicable, to ensure that the Village Hall is maintained in a safe condition, that means of entry and exit are without risk and that operating procedures are formulated with the welfare of all interested parties in mind.
3. To regularly assess the risks inherent in using the Hall facilities for different activities and take all reasonable steps to minimise these risks.

4. To inform employees, users and contractors of their obligations with regard to health and safety and as far as is reasonably possible ensure that they comply with these requirements.
5. To review the operation of the Policy on an annual basis and take any actions necessary to improve its scope and effectiveness.

4. Responsibilities

The Trustees of Lower Holker Village Hall have overall responsibility for health and safety at the hall and takes day to day responsibility for the implementation of this policy to:

- Examine the village halls safety, covering all aspects of fire prevention and safety for hall operations and other activities and ensure that regular improvements are implemented
- Ensure sufficient resources to provide and maintain conditions and places of work and leisure activity that are, so far as reasonably practicable, safe and healthy.
- Provide, where necessary, approved protective equipment and clothing and ensure that its proper use is understood.
- Take all reasonable steps to inform employees, contractors, hirers and users about materials, equipment or processes used in their work and leisure activities, which are known to be potentially hazardous to health or safety.
- Keep all operations and methods of work under review so that they can, if necessary, be revised in the light of experience and up to date knowledge.
- Ensure that nobody uses a ladder to work at height alone
- Provide appropriate facilities for first aid.
- Seek to ensure that relevant and up-to-date information and advice on all aspects of health and safety legislation and good practice is obtained and made available to interested parties.

5. Hirers

Hirers are responsible for reading the Lower Holker Village Hall Health & Safety Policy and that all statutory or local regulations and rules for public safety be strictly observed.

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 Village Hall Caretaker or Secretary as soon as possible so that the problem can be dealt with.

The Hirer shall:

- Familiarise themselves with the location of fire extinguishers and fire alarm points and fire blanket and the location of all exits including the emergency exits. (See Appendix 1, Sheet 1,2 and 3 - Village Hall Layout Plan)
- Assembly Points which are clearly marked at the far side of the village car park
- Ensure that the "Emergency Exit" signs are all illuminated
- Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details reported immediately to the Village Hall Secretary
- Prior to the start of an event indicate the Fire Exits and Evacuation Meeting Place to the persons attending the event
- Ensure that all fire exits in the room and the hall lobby and foyer entrances are not blocked with items such as, e.g. wheelchairs,, mobile scooters, buggies.
- Ensure that any equipment such as, e.g. piano, is not blocking a fire exit
- Ensure all fire doors are kept closed and not wedged open for any reason
- Ensuring fire and safety equipment is not misused or removed from its designated location.
- **Please Note** * The handrail must be used and children must be accompanied when using the stairs.

6. Procedure in case of accidents

The First Aid Box is located in the small kitchen on the ground floor

Any accident must be reported to the Caretaker or Secretary of the Village Hall immediately

7. Fire Precautions and Checks

Responsibilities

It is the responsibility of the Village Hall Chairperson along with the Trustees to ensure that:-

1. Trustees complete an annual Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005
2. Every five years, ensure testing and inspection of the fixed electrical installation is arranged
3. Every five years ensure that the testing of portable electrical equipment using an external electrician is arranged
4. Ensure that fire extinguishers are serviced annually by a specialist contractor
5. Ensure that fire safety measures specified in the fire risk assessment are implemented
6. Ensure that an electrician conducts an annual inspection of the emergency lighting and full discharge test.
7. Ensure that the building fabric and services are maintained in good condition and effective working order
8. Arrange for window cleaning and maintenance and that outside gutters are kept free of debris
9. Ensure that records are maintained of all of the above premises checks, testing and maintenance activities

It is the responsibility of the Village Hall Caretaker to:-

1. Monitor on a daily basis that high standards of housekeeping are maintained, with gangways and exits remaining clear and unobstructed and kitchens/ toilets in a clean condition
2. Check the fire alarm on a weekly basis, record the outcome and instigate any remedial action required
3. Ensure that the no smoking signs are posted and maintained
4. Ensure that as part of an opening up routine that emergency lighting is working
5. Conduct a monthly activation test of all emergency lighting ensuring that, all emergency lighting is working when power is switched off and ensure lighting is working when power is switched back on
6. Keep records of all checks carried out routinely
7. Ensure that the village hall grounds are kept clean, tidy and free from hazards
8. Accompany the trustee who is a competent person in Health & Safety, to carry out an annual Risk Assessment.
9. Report to the Chairman any health and safety concerns which they are not able to resolve

8. Arrangements for Contractors

Lower Holker Village Hall Trustees will check with contractors (including self-employed persons) before they start work that:-

1. The contract is clear and understood by both the contractors and the Village Hall Committee.
2. The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience).
3. Contractors have adequate public liability insurance cover.
4. Contractors do not work alone on ladders at height
5. Contractors have their own health and safety policy for their staff.

6. The contractor knows which member of the committee is responsible for overseeing that their work is as agreed in the contract and to a satisfactory standard.
7. Any alterations or additions to the electrical installations or equipment must conform to the current regulations.

9. Insurance

Lower Holker Village Hall Trustees hold Employers Liability and Public Liability Insurance. Hirers of the Village Hall shall be responsible for making arrangements to insure against any third party claims that may lie against them (or the organisation if acting as a representative) whilst using the premises.

NOTE

A layout plan of the Village Hall is attached showing the location of emergency exits, fire doors, fire extinguishers and fire blanket. It is the responsibility of the Hirer to familiarise themselves or their representatives, with these locations.

Contacts:

Secretary: Rhona Barton - 015395 58636

Caretaker: Mark Butterworth - 015395 58304

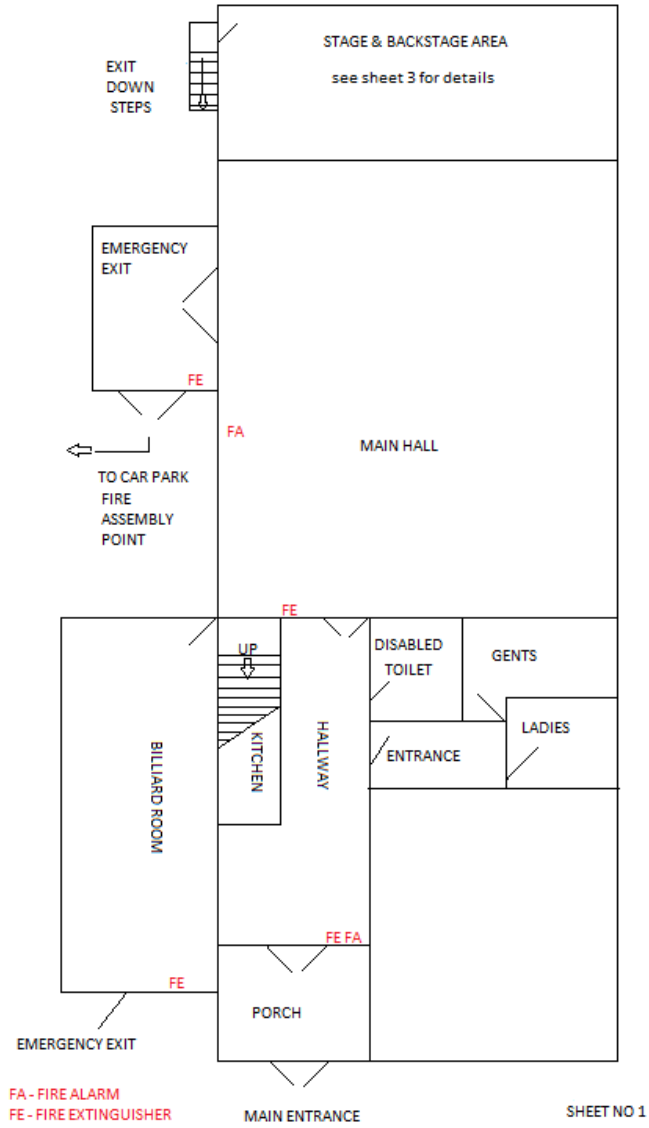
Signed by

Chairperson Lower Holker Village Hall

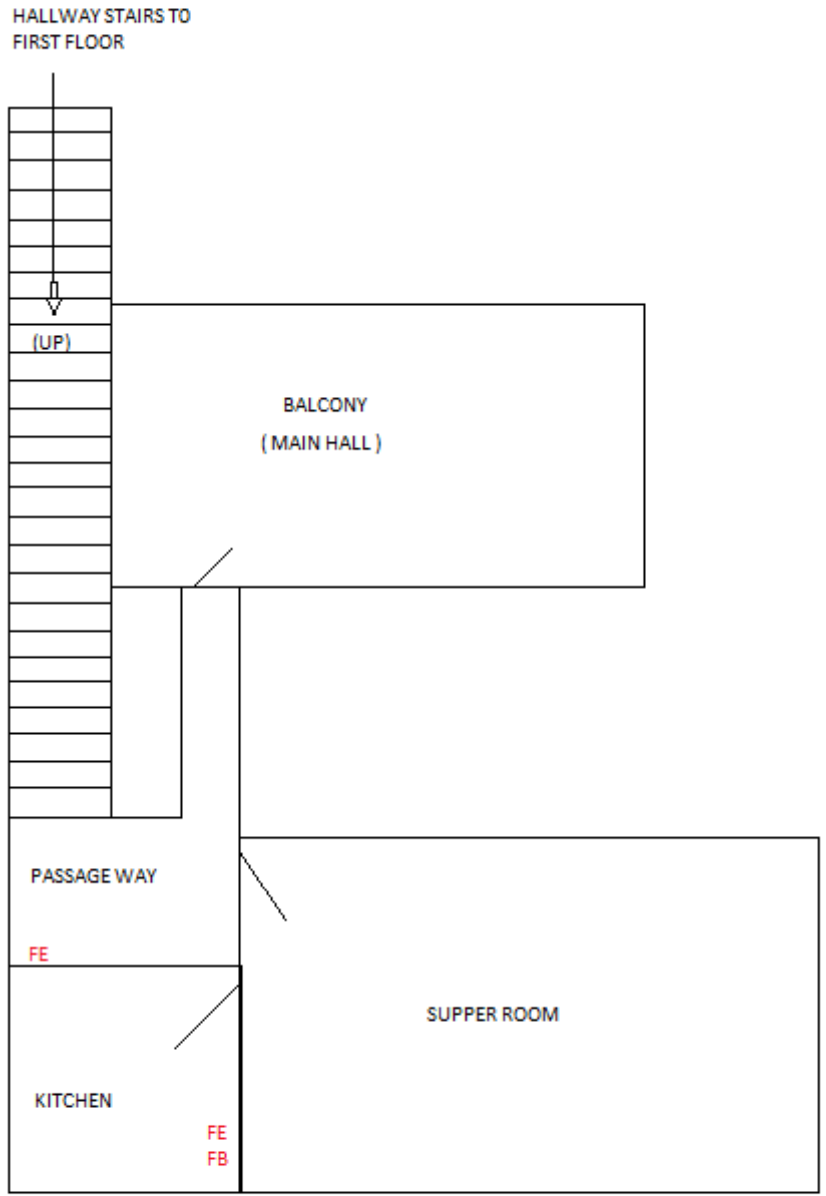
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LOWER HOLKER VILLAGE HALL - GROUND FLOOR LAYOUT

APPENDIX 1



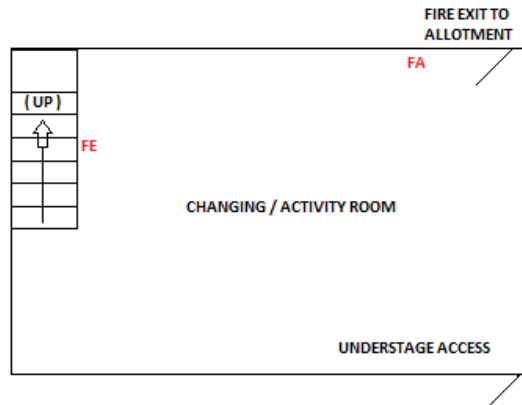
FIRST FLOOR LAYOUT ABOVE HALLWAY



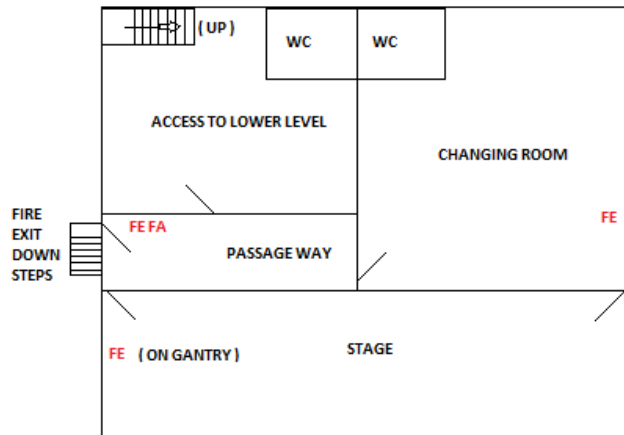
FE - FIRE EXTINGUISHER
FB - FIRE BLANKET

SHEET NO 2

BACKSTAGE AREA - LOWER LEVEL



STAGE & BACKSTAGE AREA - STAGE LEVEL



FA - FIRE ALARM
FE - FIRE EXTINGUISHER

SHEET NO 3