

Felton Village Hall Health and Safety Policy

Purpose of the Policy

This policy enables the Trustees to pursue their aim of providing and maintaining a village hall for the use of inhabitants of Felton and the Neighbourhood.

The Trustees strive to keep the building, its contents, and the area around it a safe and healthy environment for all those who make use of it, live near it and pass by it.

The Trustees strive to ensure Felton Village Hall is a safe and healthy place for all who use or work in it, or visit it by:

- keeping the building and the area around it safe and clean, and services and equipment well maintained
- providing information and advice as necessary for users, workers and visitors
- responding with appropriate urgency to issues reported by users
- modifying procedures to keep the Hall open for the benefit of the community as a Covid-19 Secure Venue

The rest of this Policy and the Procedures that follow set out in detail how this will be achieved.

Felton Village Hall has no caretaker. Everyone's health and safety is enhanced by effective communication between all who use or work in the Hall. The key partnerships are with Regular Users and the Cleaning Service.

Legal Requirements

The policy will ensure the Trustees operate in accordance with the requirements of:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Coronavirus Act 2020 and all related legislation and guidance

Responsibility for Implementing the Policy

- All Trustees, led by the Chair, have a collective responsibility for ensuring this Policy is implemented.
- One Trustee is responsible for Health and Safety
- Three Trustees have responsibility for liaising with those who work in or use the Hall.
- The Secretary arranges the insurance cover
- Hirers of the Hall
- People working in the Hall

People affected by the Policy

It is the duty of all using, working in or visiting the hall to take care of themselves and others who may be affected by their activities, to follow the guidance of those running activities and to adhere to safety notices displayed in the Hall.

All those hiring the Hall are responsible for working in accordance with the health and safety requirements set out in the hiring agreement.

All those working in the Hall are responsible for operating in accordance with the health and safety requirements set out in their contract or agreement

Monitoring and Review

Ongoing monitoring of the Policy will be led by the Health and Safety Officers, with an item on every agenda, checking for any breaches and any redundant procedures or new ones needed.

The regular programme of health and safety checks, inspections, reports and issue-raising allows for the effectiveness of the policy to be kept under review.

The annual review of this policy is the responsibility of the Health and Safety Officers supported by the Officer with responsibility for Policies.

The review will be presented to the Trustees as an annual report describing how well the policy has worked to keep everyone who works in or uses the Hall safe and well. The report will contain:

- information about any recordable accidents, a summary of the type of accidents recorded in the Accident Books and any action taken
- changes and improvements made to the Hall in the interests of Health and Safety
- money spent on ensuring health and safety (this is also in the Financial Policy review report)
- a summary of the health and safety aspects of the Hirers' feedback
- any breaches of the Policy and action taken
- changes in procedures accumulated over the year so the Policy can be updated
- recommendations for changes to the Policy

This policy will be reviewed annually. The next review is due in November 2022.

This policy was formally adopted on December 7 2020

Signed

Eileen Cameron

Chair

HEALTH AND SAFETY POLICY STATEMENTS

The Trustees take collective responsibility as a Committee for the management of health and safety, with the Chair leading.

One Trustee has an overview, with direct responsibility for the building, inside and out, services, fittings and equipment.

Three others liaise with groups and individuals who use or work in the Hall to ensure they are in a position to maintain their own and the Hall's health and safety.

Health and Safety Officer	overview of all health and safety matters risk assessments, inspections, fire safety, first aid boxes, accident books reporting of accidents,
Bookings Officer	Communication with hirers
Contractor Liaison Officer	Communication with contractors
Cleaning Liaison Officer	Communication with cleaning contractor
Secretary	Insurance

How these Officers exercise their responsibilities is set out in the Procedures section.

1. All Fire Safety regulations are adhered to
2. Up to date First Aid boxes and Accident books are stored in the Kitchen and the Servery
3. A spillage and body fluids kit is kept in a labelled place
4. Accidents are reported in accordance with RIDDOR
5. COSHH regulations are adhered to
6. All required safety tests of fire and services are up to date, and any advice is acted on promptly
7. A Village Hall Maintenance Plan, recording all inspections, is held by the Officers responsible for Health and Safety
8. The Trustees hold current Employer's Liability and Public Liability insurance
9. The Hall is licensed for a variety of activities, including the consumption of alcohol
10. The sale of alcohol by hirers unknown to the Management Committee is permitted through a Temporary Event Notice
11. No smoking is allowed on the premises, including of e-cigarettes
12. The capacity of the Hall for different activities and under different conditions is agreed with the Fire Officer and is publicised on the Hallmaster website and the Hiring Agreement
13. The Hiring Agreement makes expectations on hirers clear and has to be signed and checked

14. There are procedures in place to ensure all working in the Hall know what is required of them in terms of health and safety
15. There is a feedback form for hirers to complete, including health and safety matters. Regular Users complete this annually
16. Notices are displayed to help everyone remain safe and healthy
17. The Hall is kept clean and tidy
18. All fittings and equipment purchased for the Hall are robust and appropriate for using by many different groups of people
19. Chairs, tables and other equipment are stored so they are safe to access and replace
20. Clear operating information is placed by equipment as necessary
21. The Hall is checked frequently and regularly specifically to check notices, fabric, fittings and equipment
22. Where equipment is damaged or otherwise faulty it is removed or clearly identified to show it must not be used
23. The Trustees take prompt action to address any issues with the buildings, outside areas, fittings, furniture and equipment
24. There is a contingency sum in the budget that is intended to ensure that health and safety issues can be addressed if insurance does not cover them
25. External lights operated by movement sensors cover both external doors and the car park
26. Sand and salt are available in the winter for hirers to use
27. The Trustees reserve the right to decline a booking if they are not satisfied that health and / or safety matters are being taken sufficiently seriously
28. In the event of a severe issue or emergency, the Trustees will close the Hall immediately, changing the key code, and only reopen it after it is resolved and there has been a Trustees' inspection
29. While the COVID Act 2020 and any subsequent amendment is in force, the Trustees will work to keep the Hall open as a Covid-19 Secure Venue for as long and as often as regulations and guidelines allow, supporting wellbeing by providing a place where people can do things together as safely as possible
30. In the fast changing environment of COVID, all trustees will share legislation and guidance with each other as rapidly as possible
31. Health and Safety matters are included in the Trustees' training plan to ensure all with responsibilities are able to carry them out.

HEALTH AND SAFETY PROCEDURES

1 Responsibilities of the Chair

1. Ensure that health and safety issues are always given priority, are addressed fully and that urgent matters are dealt with immediately
2. Monitor the Management File at each Management Committee meeting against the dated contents list

2. Responsibilities of the Trustee responsible for Health and Safety

2.1 Overview of Health and Safety

1. Maintain the Management File which contains all Health and Safety documentation
2. Maintain the Health and Safety Monitoring File which contains documentation about issues, adherence to and effectiveness of the Policy including user feedback
3. Present a Health and Safety report to the Management Committee at each meeting and lodge any minuted matters in the Management File
4. Report any breaches of this policy or changes needed that should not wait for the annual review to the Management Committee
5. Ensure Officers who communicate with others have up to date information
6. Collect any health and safety issues that need action from Officers with responsibility for communicating with others
7. Receive updates to other Trustees' procedures, updating the Policy
8. Monitor and review this Policy to collect information about adherence to and the effectiveness of the Policy and report to
9. Update these procedures as and when necessary, updating the Policy

2.2.1 Safety of the Hall and its Contents

1. Keep all health and safety certificates, inspection outcomes and reports in the Management File
2. Keep the Log Book(s) for all external checks of equipment
3. Ensure the fire certificate, all safety notices and evacuation plan are displayed
4. Respond to any changes in the hall affecting health and safety by updating the map, organising any new checks and maintenance
5. Report significant changes in procedures to the Chair

2.2.2 Risk Assessments

- Ensure there are up to date Risk Assessments for:
 - fire safety in accordance with the Regulatory Reform (Fire Safety) Order 2005.
 - electrical safety
 - kitchen and servery
 - COSHH
 - cleaner's store
 - car park and grounds
 - fitness room
- Carry out a new Risk Assessment every time regulations or recommendations change, there has been an incident or new equipment has been installed
- Review all Risk Assessments annually
- Issue and update advice as necessary in line with Risk Assessments

2.2.3 Fire Safety

5 yearly

1. Organise a check of the mains electrical system

Annually

1. Organise an annual fire alarm, extinguisher and emergency lighting test in all the rooms
2. Organise an annual check of gas appliances
3. Organise servicing of any other fixed electrical equipment
4. Organise PAT testing of electrical equipment making the opportunity available to Regular User Groups and Leasees (for their equipment used in the Hall)

Monthly Checks

1. Fire extinguishers
2. Emergency lights
3. Smoke alarms
4. Liaise with those responsible for the Bridge Room and the Gym to ensure fire checks are made

Weekly Checks

1. Fire alarms
2. Fire doors and areas outside
3. All signage

2.2.4 First Aid Boxes

1. Ensure the First Aid boxes are stocked in accordance with current requirements for what should be in a workplace First Aid box. This means a monthly check that the contents are complete and still in date and an additional check when an accident has been noted in an Accident book.

2.2.5 Accident Books

1. Maintain the Accident Books, removing used pages, keeping in accordance with the Data Protection Policy
2. Monitor accidents recorded in Accident books to track any issues or patterns
3. Report accidents in accordance with RIDDOR

2.2.6 Other Safety Issues

1. Ensure a recorded weekly check is undertaken of:
 - door mats and stops, floor surfaces, stage
 - lights inside and outside and emergency lighting
 - toilets, water boilers, dishwasher, fridges, lights, torch,
 - Faults book, Accident book
2. Ensure a recorded monthly check is undertaken of sockets, ladders and steps

3. Responsibilities of all Hirers

1. Understand that the health and safety of all is dependent on the partnership between hirers and trustees
2. Read and sign the Hirer Agreement, and ask for clarification from the Bookings Officer if necessary
3. Hold appropriate insurance cover if necessary
4. Work in accordance with the standards and expectations of any relevant regulatory body
5. Work in accordance with all HSE regulations
6. Carry out a risk assessment for their booking using the outline one provided if they choose. This risk assessment will safeguard the health, safety and wellbeing of all involved in the activity, including any disabled people, children and vulnerable adults participating
7. Ensure mains electrical equipment owned by the group or individuals and used by more than one person is PAT tested (the Hall organises annual PAT test sessions)
8. If Regular User Groups store any substances covered by COSHH they will ensure it is stored in a secure place and that the Bookings Officer has been notified in writing

9. Work in accordance with the Health and Safety Policy of the Hall
 - keeping within the limits for the number of people allowed in the hall for their activity
 - if in the Main Hall, unlocking the main door as it is a fire exit
 - setting out furniture in accordance with fire safety and Covid-19 procedures
 - avoiding blocking fire exits
 - using equipment in the hall in accordance with notices
 - replacing furniture and equipment in accordance with notices
 - ensuring no safety equipment is moved or misused
 - leaving the Hall as clean and tidy as they would expect to find it
 - in the case of any emergency ringing 999
 - following Hall procedures in case of fire and
 - notifying a Trustee. Contact numbers are on the notice board outside
 - noting there is a defibrillator outside the Coquet Room entrance
 - completing the Accident Book as necessary and notifying the Bookings Officer
 - reporting any issue in the Faults Book
 - placing a “do not use” notice on any hall equipment that is damaged or faulty
 - informing the Bookings Officer immediately of any accidents, issues or concerns relating to the hall or its equipment
 - completing a feedback form for monitoring this policy – annually in the case of Regular Users
10. Work in accordance with any special procedures such as those required to maintain the Hall as a Covid-19 Secure Venue. Details for this are separate

4 Responsibilities of the Bookings Officer

4.1 In relation to all Hirers

1. Ensure all health and safety expectations of hirers are included in the Hiring Agreement
2. Update the Hiring Agreement as necessary
3. Issue, check and keep the hiring agreement for each Regular User Group and every individual hirer
4. Provide an outline risk assessment for hirers to use if they choose
5. Check and keep Risk Assessments, taking advice from the Health and Safety Officer as necessary
6. Ensure that all new regular users and hirers are given a brief introduction to the Hall
7. Respond to health and safety matters reported by hirers, alerting the Health and Safety Officer
8. Contact Regular Users and any hirers affected immediately of any changes or problems in the Hall, its fittings or equipment.
9. Issue and collect a feedback form for all hirers (Regular Users annually) including questions about health and safety
10. Update these procedures as necessary informing the Officer with Responsibility for

Health and Safety of changes

4.2 In relation to Licences

1. Ensure the hall always has a current Premises Licence which amongst permitting a range of arts activities also allows the supply and consumption of alcohol
2. Check whether a Temporary Event Notice is needed for a hire and that the hirer has organised one if necessary

5 Responsibilities of Contractors

1. Agree a contract that sets out these responsibilities
2. Work in accordance with
 - all HSE regulations including COSHH
 - the Health and Safety Policy of the Hall
 - standards and codes of practice of the relevant professional bodies
3. Work in accordance with any special procedures such as those required to maintain the Hall as a Covid-19 Secure Venue. Details for this are separate
4. Carry out all risk assessments for the job
5. Communicate with the Contractor Liaison Officer
 - to check on hidden hazards such as pipes and cables
 - to ensure a trustee is present when a sole worker is going to need to use a ladder
 - to report any health or safety issues
6. store materials and equipment in accordance with what has been agreed
7. Leave the Hall clean and tidy at the completion of the work or at any other time agreed with the Contractor Liaison Officer

6 Responsibilities of the Contractor Liaison Officer

1. Check with contractors (including self-employed persons) before they start work that:
 - the contract is clear and understood by both the contractor(s) and the Contractor Liaison Officer
 - the contractor/s
 - is/are competent to carry out the work (ie have appropriate qualifications, references, experience)
 - have adequate public liability insurance cover
 - have their own Health and Safety policy for themselves and their staff
 - have conducted risk assessments needed for the job
2. Decide whether a job is such that health and safety monitoring visits should be made
3. Ensure the hall is checked before any booking that follows all or part of the work
4. Check when a job is complete that there are no residual health or safety issues for

the Hall

5. Report any concerns about the way the work is done to the Health and Safety Officer
6. Update these procedures as necessary informing the Officer with Responsibility for Health and Safety of changes

7 Responsibilities of the Cleaning Service

1. Work in accordance with
 - All HSE regulations including COSHH
 - the Health and Safety Policy of the Hall
2. Work in accordance with any special procedures such as those required to maintain the Hall as a Covid-19 Secure Venue. Details for this are separate
3. Use experience and judgement to assess the cleaning that needs to be done and when it needs to be done and to advise the Cleaning Liaison Officer if more time is needed
4. Identify any new health and safety issues in the Hall or with any aspect of the work and report them to the Cleaning Liaison Officer
5. Advise the Cleaning Liaison Officer about any changes in equipment or materials which could improve health and safety in the Hall or for carrying out cleaning
6. Work with the Health and Safety Officers to maintain the COSHH Register

8 Responsibilities of the Cleaning Service Liaison Officer

1. Ensure people carrying out cleaning are
 - competent to carry out the work (ie appropriate experience and references)
 - aware of their responsibilities
2. Advise those who clean about any changes in the Hall which could affect their job or their health and safety when undertaking it
3. Ensure those undertaking cleaning are aware that they are responsible for their own insurance as a self-employed individual
4. Respond to any health and safety matters those involved in cleaning raise
5. Ensure any electrical equipment owned by the Hall and used by cleaners is made safe or replaced immediately if there is a problem
6. Report any concerns about the way the Hall is being cleaned to the Health and Safety Officer
7. Update these procedures as necessary informing the Health and Safety Officer of changes

9. Secretary

1. Keep the Employer's Liability and Public Liability Insurance documents secure
2. Arrange for the renewal of these insurance policies

The current policy is with Allied Insurance, Policy No: VH 88/0047440/BS59176
Renewal Date 6th August