

**ASHURST VILLAGE HALL
ASHURST, STEYNING, WEST SUSSEX, BN44 3AP**

HEALTH AND SAFETY POLICY

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Ashurst Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Ashurst Village Hall Management 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.

Ashurst Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Management 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 Hiring Agreement 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 Ashurst Village Hall Management Committee has overall responsibility for health and safety at Ashurst Village Hall and takes day to day responsibility for the implementation of this policy.

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 co-operate with the Management 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 cannot be rectified immediately they should inform the Chairman or the Bookings Secretary, 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 is not to be used and the Chairman or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

Reporting of Accidents: Chairman
Fire precautions and checks: Chairman
Risk Assessment and Inspections: Chairman
Information to contractors: Chairman
Information to hirers: Booking Secretary
Insurance: Treasurer

A plan of the hall is attached showing the location of emergency exits.

Part 3: Arrangements and Procedures

3.1 Licence

The hall is licensed for the Sale of Alcohol, music, singing and dancing by Horsham District Council.

The hall does not have a license with the Performing Rights Society.

3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is attached to the Fire Emergency Plan. This can be viewed on the website and on the Notice Board in the entrance lobby. The nearest telephone is located at the Fountain Inn, Ashurst.

Person with responsibility for testing equipment and keeping log book:
Mr G Timms ,Chairman.

Maintenance schedule & company details for fire equipment available on request from the Chairman.

Checking of Equipment, Fittings and Services:

Weekly: Door mats and stops,, toilets, stage, accident book, fridges, outside lights, fire doors, all lights, dishwasher, water boiler, fire alarm.

Monthly: First Aid Box,, locks and sockets

Half Yearly: gutters, emergency lighting, ladders/steps.

Yearly: Fire extinguishers, electrical certificate

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is Worthing Hospital, Lyndhurst Road, Worthing. BN11 2DH. 01903 205111

The location and telephone number for the nearest doctor's surgery is Steyning Medical Practice, Steyning Health Centre, Tanyard Lane, Steyning, West Sussex BN44 3RJ
Tel: 01903 843400 | Fax: 01903 843440

The First Aid Box is located in the kitchen.

The person responsible for keeping this up to date is the Chairman.

The accident forms are kept adjacent to the First Aid Box in the kitchen. These must be completed whenever an accident occurs.

Any accident must be reported to the Chairman of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman.

3.4 Safety Rules

All hirers will be expected to read the whole of the Booking Conditions of hire and Hall Policies, and should complete the agreement on the Booking Form as evidence that they agree to the hiring conditions.

The Booking Conditions state that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Particular health and safety instructions apply to Theatrical and Entertainment Events.

If Lone Working is carried out, a 3rd party must be informed of start and finish time.

When engaged in any activity above floor level, 2 persons must be present.

A Risk Assessment is carried out annually and any risks reported to the Management Committee.

3.5 Contractors

The Management 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 (eg have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health and safety policy for their staff
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- 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

3.6 Insurance

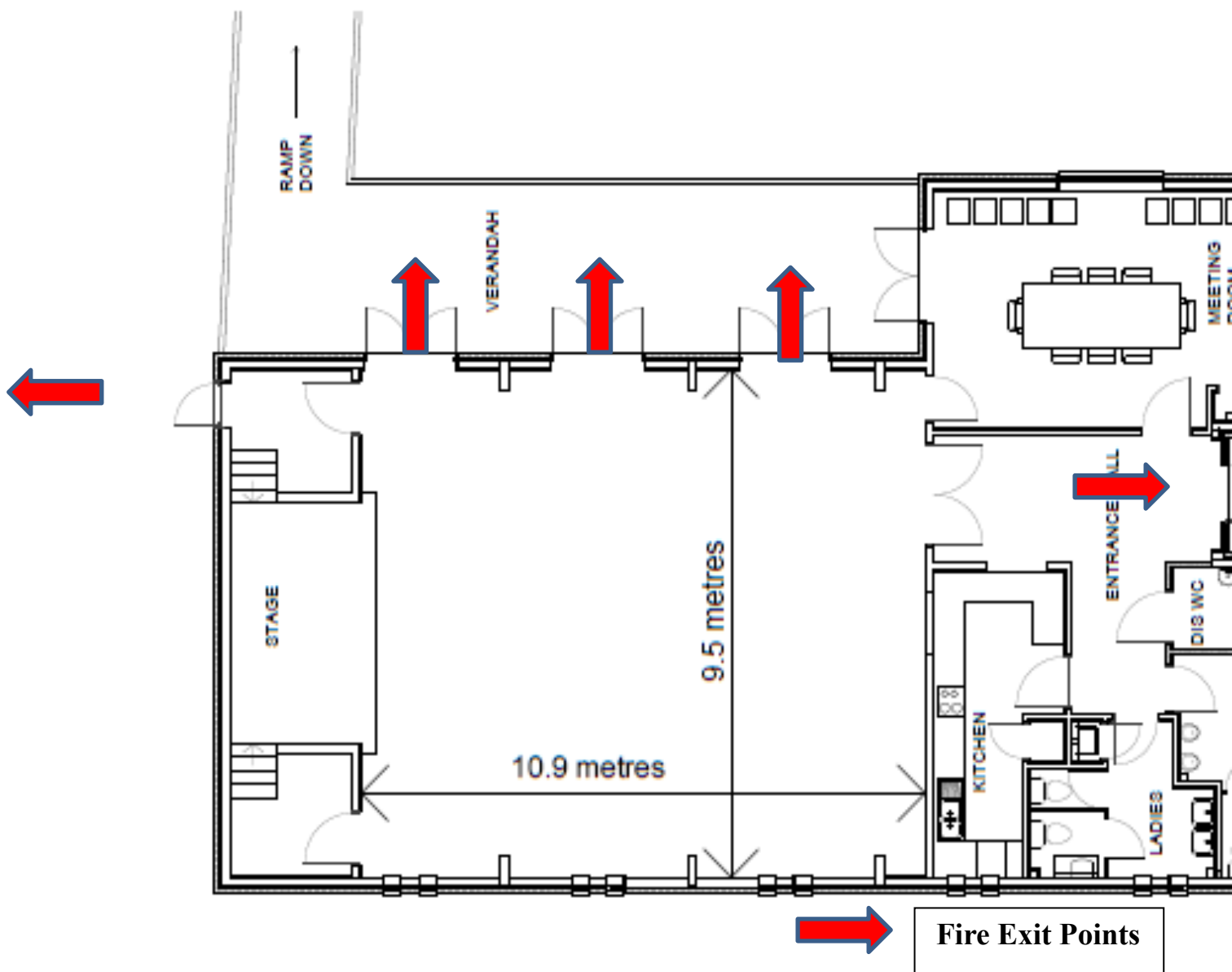
Employer's Liability and Public Liability insurance cover is held and available upon request from the Chairman.

3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually.

Policy Date: February 2020

Next review date: February 2021



Fire Exit Points

