

# Health & Safety Policy

## Part 1 - General Statement of Policy

This document is the Health & Safety Policy of Clifton Campville Village Hall (CCVH).

Our Policy is to:

- a) Provide healthy and safe working conditions and equipment 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 CCVH Management Committee to comply with all relevant Health and Safety regulation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

CCVH Management Committee considers the promotion of the health and safety of those who use the 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 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 & Safety

The CCVH Management Committee has overall responsibility for health and safety at CCVH 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 all Users, including 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

Chairperson 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 Chairperson, or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid Box :	Chairperson
Reporting of Accidents:	Chairperson
Fire precautions & checks:	Chairperson
Risk Assessment & Inspections:	Chairperson
Information to contractors:	Chairperson
Information to Hirers:	Treasurer
Insurance:	Vice Chair

The electricity switches are in the cupboard in the main hall.

Emergency fire exits and fire extinguishers are all denoted by notices around the building.

## **Part 3 - Arrangements & Procedures**

### **3.1. Fire Precaution & Checks**

The Management Committee carries out checks to Equipment, Fittings and Services as follows:

#### **Monthly:**

Door Mat, toilets, water heaters, accident book, fridge, emergency lighting, fire exits, all lights, dishwasher, First Aid Box, steps, window cleaning, locks and sockets.

#### **Yearly:**

Outside gutters, fire extinguishers.

Electrical safety certificate – every 5 years.

### **3.2. Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty department is:

#### **Sir Robert Peel Community Hospital**

Plantation Lane, Mile Oak, Tamworth, Staffs B78 3NG

Hours: 08:00hrs to 22:00hrs 7 days a week for minor injuries

Telephone # : 01827 263800

The location and telephone number of the nearest doctors' surgeries are:

#### **Measham Medical Unit**

High Street, Measham, Derby DE12 7HR

Hours: 08:00hrs to 18:00hrs Mon-Fri

Telephone# : 01530 270667

#### **Laurel House Surgery**

12 Albert Road, Tamworth, Staffs B79 7JN

Hours: 08:00hrs to 18:30hrs Mon - Fri

Telephone # : 01827 69283

The First Aid Box is located in the kitchen cupboard duly marked with a notice.

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

The nearest Defibrillator is on the outside wall of the Village Hall. In case of an emergency dial 999 and emergency personnel will give you access to the box.

The Accident Book is kept in the kitchen cupboard. This must be completed whenever an accident occurs. Any accident must be reported to the Chairperson of the Management Committee.

### **3.3. Safety Rules**

All Hirers will be expected to read the whole of the 'Hiring Agreement' and should sign the hiring form as evidence that they agree to the hiring conditions.

The hiring agreement states 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. Where applicable, illuminated fire exit signs must be on for all public functions. If no illuminated lighting, then notices must be kept up to date & readable.

### **3.4. 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 Management 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 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 carried out to a satisfactory standard.

### **3.5. Insurance**

The company providing the Village Hall's Employer's Liability and Public Liability insurance cover is:

Allied Westminster - Policy # VH 88/0047440 / BS 66480  
Renewed annually in September each year.  
A copy of the certificate is on the main noticeboard.

### **3.6. Review of Health and Safety Policy**

The Management Committee will review this policy annually. The next review is due in December 2019.

### **3.7. Address & Telephone number of organisations that can give advice on health and safety:**

Health and Safety Executive - website [www.hse.gov.uk](http://www.hse.gov.uk)

Tamworth Community Fire Station - website [www.staffordshirefire.gov.uk](http://www.staffordshirefire.gov.uk)

## **Risk Assessment**

- see separate form