

The Monk Sherborne Village Hall Charity Committee - Health and Safety Policies and Procedures

POLICY STATEMENT

The Monk Sherborne Village Hall Committee seeks 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.

The Monk Sherborne Village Hall Committee's Health & Safety policy is:

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 Monk Sherborne Village Hall.
2. As far as is reasonably practicable, to ensure that The Monk Sherborne 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 reasonable steps to minimise these risks.
4. To inform users, contractors, volunteers and staff 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 a regular basis and take any actions necessary to improve its scope and effectiveness.

AIMS

- a) The Monk Sherborne Village Hall Committee aims to maintain The Monk Sherborne Village Hall as a safe and healthy environment to provide flexible meeting space for the local community and to enable all age groups to enjoy a wide variety of social, sporting and other communal activities.
- b) The Monk Sherborne Village Hall 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 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.
- c) 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.

RESPONSIBILITIES

The Monk Sherborne Village Hall Committee has overall responsibility for health and safety at The Monk Sherborne Village Hall and takes day to day responsibility for the implementation of this policy to:

- Maintain safety, covering all aspects of fire prevention and safety for Hall operations and other activities.
- Take all reasonably practicable steps to ensure that premises in which community activity is carried out are operated and maintained so as to ensure a safe and healthy system of working.
- Complete a risk assessment for each organised event.
- Take all reasonable steps to inform employees, sub-contractors and Hall 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.
- Provide appropriate facilities for first aid.
- Ensure that any accident is investigated and, where the fault lies with working methods, machinery, materials or processes that such fault is corrected and recommendations are made to prevent recurrence.
- Collect data on accident, sickness and incidents involving personal injury or injury to health to learn from the experience and improve operating procedures.
- Minute accidents and incidents at the next committee meeting.

Hirers are responsible for:

- Reading the whole of the hiring agreement and signing 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.
- Completing their own risk assessment for their activity. Sample forms to be made available at booking if required.
- Ensuring fire and safety equipment is not misused or removed from its designated location.
- Ensuring fire and other exits are not obstructed and their attendees are made aware of emergency fire exits.
- Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

ORGANISATION OF HEALTH & SAFETY

- 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 Committee in keeping the premises safe and healthy.
- Should anyone using the hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform a committee member 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 Committee be informed as soon as possible.
- A register of such faults/damage shall be maintained by the committee with remedial actions noted.

The following persons have responsibility for specific items/activities:

First Aid box: - Nominated health and safety representative

Reporting of Accidents: - Nominated health and safety representative

Fire precautions and checks: - Nominated health and safety representative

Risk Assessment and Inspections: -designated committee member responsible for the event.

Information to contractors: - Chairperson

Information to hirers: - Bookings Coordinator

Insurance/Licenses: - Secretary