

Health and safety policy

This is the statement of general policy and arrangements for:		PENTYRCH VILLAGE HALL (Reg'd Charity No: 503499)
PENTYRCH VILLAGE HALL MANAGEMENT COMMITTEE		has overall and final responsibility for health and safety
SHAUN KERRIGAN		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents by managing the health and safety risks in the village hall	Management Committee	See Risk Assessment
Provide clear instructions and information to hirers about use of the hall and all its equipment	Management Committee	See Booking Terms and Conditions. New hirers inspect hall, facilities, safety equipment and fire evacuation plans
Engage and consult with hirers on day-to-day health and safety conditions	Management Committee	See Booking Terms and Conditions. Consult with hirers when they have safety concerns. Matters to be raised at Management Committee Meetings for discussion/remedial action
Implement emergency procedures – evacuation in case of fire or other significant incident.	Management Committee	See Terms and Conditions - Hirer designated 'Person in Charge'. Fire evacuation plans on display. Regular users conduct fire evacuation drills and note in the register.
Maintain safe and healthy environment within the hall and its outbuildings and car park and maintain boilers, fire extinguishers	Management Committee	Contracts with Service Providers in Place for safety equipment and regular testing of gas and electrical devices/circuits

	PENTYRCH VILLAGE HALL MANAGEMENT	Date:	21/07/2020
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We will review our policy if we think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Kitchen
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Risk assessment

First-aid box is located:	Kitchen although hirers should bring their own as well.
Accident book is located:	Kitchen

Company name: **PENTYRCH VILLAGE HALL**

Date of risk assessment:

21/07/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Users may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit No trailing leads or cables. Hirers to keep work areas clear, e.g. no boxes left in corridors. Commercial Cleaner used to clean the hall - currently use	Constant Vigilance	All users	Continuous	✓

		Cinderella Cleaners. Annual Deep Clean. Emergency Spillage Box kept in kitchen				
Car Park Slips and Trips in Icy/Snow conditions. Poor visibility round the perimeter of the building when dark	Pedestrians	Parking bays are clearly marked. Car Park Condition Report last compiled 2019. Salt Bin in pedestrian/car park area. Warning Signs on exterior wall about ice. Exterior Dusk to Dawn Lighting installed on main building and Floodlight on Squash Court building	Hirers to be reminded to drive carefully and to be aware of pedestrians walking in the car park	All users	Continuous	✓
Fire in the building	All	Fire Assessment carried out annually by IvorFire Ltd. Fire extinguishers inspected annually. Fire evacuation practice to be carried out annually by all regular users and noted in the Fire Practice book kept in the kitchen. All hirers to be made aware of the fire evacuation plans displayed in the hall. The hirer is the designated person in charge of Fire Safety during the period of hire. (See Booking Terms and Conditions)	Regular reminders to all users of fire safety practices	Management Committee	Continuous	✓
Food Hygiene and Health and Safety	All users	The Hirer is the designated person in charge of health and hygiene during the period of hire (See Booking Terms and Conditions). A fridge, freezer and wine cooler are provided for use of hirers in the kitchen for the storage of food. No children to be permitted to enter/use the kitchen. Two commercial dishwashers are provided.	Constant vigilance	All Users	Continuous	✓

Electrical Safety	All users	The hall has all small equipment PAT Tested on an annual basis. Building electrical system tested on a five yearly basis unless major building/electrical work has been carried out.	Management committee to be notified when any electrical device needs repair/replacement	Management Committee	Continuous	✓
Asbestos	All users	See separate Asbestos Report. Reviewed annually	Contactors to be made aware if they are likely to come in contact with asbestos.	Management Committee	Continuous	✓
Injuries using tables and chairs	All users	Two Table trolleys are provided for use by hirers. Two chair trolleys are provided for use by hirers. No chairs are to be stacked higher than the Yellow/Black safety line in the chair storage area behind the main hall.	Regular reminders to hirers to use the equipment provided	Management Committee	Continuous	✓
Public Liability by PVH	All users	Public Liability insurance to be maintained by the hall		Management Committee	Continuous	✓

Public Liability Insurance by Hirers	Hire group and/or others	Commercial hirers to maintain their own Public Liability Insurance and provide the Management Committee with a copy of their Certificate of Insurance		Hirers	Continuous	✓
Gas Boilers in the Boiler Room, Gents Toilet, Kitchen and Squash Court	All users	Annual Service by qualified gas engineers (Gas Safe Registered) Currently use Loumac Plumbing Ltd		Management Committee	Continuous	✓
Falling when using the stage steps	All users of the stage	Metal handrail installed fastened to the corridor wall to assist users	No	Management Committee	Continuous	✓
Equipment falling off stage lighting rails above the main hall and the stage	All users	Visual inspection of equipment	Ongoing regular inspection before each performance by Hilltop Theatre Group	Management Committee and Hilltop Theatre	Continuous	✓
Working at height	Contractors, users of the Hall installing decorations, drama group rigging scenery and lighting. Falling off ladders and other means of access	Contractors instructed to follow safe working practices and provide Risk Assessments and Method Statements.		Management Committee and Hilltop Theatre	Continuous	✓
Infectious Disease - COVID 19	All	See separate Risk Assessment		Management Committee	Done	✓
Water scalds in washbasins	Children and vulnerable adults	Hot Water supplies have temperature restrictions installed in toilets	None	Management Committee	Done	✓

We will review our risk assessment if we think it might no longer be valid (e.g. following an accident in the hall or if there are any significant changes to hazards, such as new work equipment or work activities)