

The Victoria Hall

(Registered Charity No: 301961)

Health & Safety Policy

Health and Safety Policy

The Victoria Hall aims to:

a) Provide healthy and safe working conditions, equipment, and systems of work for our volunteers, committee members, hirers, and contractors.

b) Keep the village hall and equipment in a safe condition for all users.

c) Provide such training and information as is necessary to volunteers, committee members, hirers, and contractors. It is the intention of The Victoria Hall Committee (hereinafter the Committee) to comply with all 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 Committee considers the promotion of the health and safety of volunteers, committee members, hirers, and contractors and those who use its premises 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. To this end, it will seek to encourage volunteers, committee members, hirers, contractors, and users to engage in the establishment and observance of safe working practices. Volunteers, committee members, hirers, contractors and users 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.

It is the duty of all volunteers, committee members, hirers, contractors, and users to take care of themselves and others who may be affected by their activities and to cooperate with the Committee in keeping the premises safe and healthy, including the grounds. 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 bookings secretary (or other committee member if unavailable) as soon as possible so that the problem can be dealt with. Where equipment is damaged, a notice should be placed on it warning that it is not to be used and again a member of the committee notified as soon as possible.

A plan of the hall is attached showing the location of fire exits, fire extinguishers and emergency lighting. The assembly point is opposite the hall in the car park.

The nearest doctor's surgery is: Gratton Surgery, Sutton Scotney SO21 3LE Tel: 01962 760394. The First Aid Box is located in the marked cupboard in the kitchen. The accident book/forms are kept with the First Aid Kit and must be completed whenever an accident occurs. Any accident must be reported to a member of The Committee.

All new hirers will also be given information/training by the booking secretary about safety procedures at the hall which they will be expected to follow (e.g., fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file. It is the intention of the Committee that The Victoria Hall complies with all 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 Committee has carried out risk assessments.

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured, and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested (PAT).
- Do not attempt to move heavy or bulky items (e.g., stacked tables or chairs) - use the trolleys provided.
- Do not stack more than eight chairs when using the trolley to move items into the store area.
- Do not allow children in the kitchen except under close supervision. Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to any member of the Committee
- Mop spills immediately.
- Remove potential trip hazards such as buggies, umbrellas, mops, and other items left in the hall.
- Use adequate lighting to avoid tripping in poorly lit areas.
- Be aware of potential risk to individuals while in sole occupancy of the building
- Be aware of risks involved in handling kitchen equipment, e.g., cooker, water heater and knives.
- Be aware of creating toppling hazards by piling equipment, e.g., in store cupboards.

Contractors

The Committee will check with contractors (including self-employed persons) before they start work that:

- contractors are competent to conduct the work e.g., 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 (e.g., 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 of the Institute of Electrical Engineers.