

General Statement of Policy (Part One)

This document is the Health & Safety Policy for Aynho Village Hall as currently adopted by the Aynho Village Hall Management Committee.

The Committee's policy is to:

1. a) Provide healthy and safe conditions, equipment and systems of work for employees [should there ever be any], volunteers, contractors, committee members, hirers and all users
2. b) Keep the Village Hall and equipment in a safe condition for all users
3. c) Provide all such training and information to implement this policy as necessary.

It is the intention of Aynho Village Hall Management Committee to comply with all Health & Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger or loss arising from its activities and operations.

Aynho Village Hall Management Committee considers the health & safety of those who use its premises or may be affected by its activities and operations 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, it will seek to encourage all users to engage in the establishment and observance of safe working practices, including carrying out their own risk assessment where required.

All users will be expected to recognise that there is a duty on them to comply with the practices set out by the Aynho Village Hall Management Committee and to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves or others.

Signed on behalf of the Management Committee

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Name :
Position :
Issued Date :
Last Review Date :

Organisation of Health & Safety (Part Two)

Responsibilities

The Aynho Village Hall Management Committee has overall responsibility for Health & Safety of people using Aynho Village Hall. The person delegated by the Management Committee to have day to day responsibility for providing safe conditions, equipment and systems for all users is:

Name: Ray Willis - mobile telephone: 07966 561730 Email: ray.willis1961@gmail.com

The person(s) delegated by the Management Committee to have responsibility for ensuring all village hall users are aware of this policy and accept their own responsibility to observe safe working practices, including carrying out their own risk assessment where required is the Bookings Secretary as follows;

Name: Shirie Beaumont - Email: aynhovhbookings@gmail.com Telephone: 07878 430705

There is a general risk assessment, available on request and posted on the notice board, which all users of the village hall should read and note. It is the duty of all village hall users, visitors and contractors to take care of themselves and others who may be affected by their activities and to co-operate with Aynho Village Hall Management Committee in keeping the premises and its grounds in a safe and healthy condition.

Where appropriate, if the activities of users might carry risks which are not included in the general risk assessment, they will be expected to carry out their own risk assessment and hand a copy to the Bookings Secretary in advance of the activity taking place.

Any external bodies including contractors who intend carrying out maintenance or repair work inside or outside the building are expected to carry out their own risk assessments and provide the person with responsibility for Health & Safety (see above) with a copy before commencing work.

Should a village hall user, visitors or contractors come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, then the person with responsibility for Health & Safety (see above) or the Bookings Secretary (see above) should be informed as soon as possible in order 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 if possible, it should be moved to a safe place and booking secretary notified.

In the event of an accident there is a first aid box in the kitchen and externally there is a defibrillator for use in emergencies (dial 999 for access code).

The following persons have responsibility for specific items:

Management Committee: AVH Risk assessment and its Review, reviewing Health & Safety Policy, Legionella Policy, Asbestos Policy, COSHH Regulations, Insurance. Fire precautions and checks, First Aid, Information to Contractors.

Booking Secretary: Information to Hirers. Risk Assessments from Hirers.

A plan of the hall is on display on main hall notice board showing the location of electricity cables, water mains, gas pipes, fire exits, fire extinguishers, fuse boxes, stop cocks, boilers.

Arrangement and Procedures (Part Three)

Licence

The Village hall has a Premises Licence authorising music, singing and dancing.

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The Village Hall has a Performing Rights Society Licence. There is no current TV Licence.

Fire Precautions, Checks and Procedure

Fire risks are included in the general risk assessment document posted on the notice board. 'What to do in case of fire' notice is positioned on the main hall notice board.

Person on Management Committee with responsibility for Fire Risk Assessment is: Ray Willis

Fire equipment should be checked regularly and a register of checks maintained. The company hired to check, maintain and service fire safety equipment is:

Smiths Fire LLP, Northfield Point, Cunliffe Drive, Kettering, Northamptonshire NN16 9QJ. Tel: 01536 484846.

List of equipment and the frequency of checks:

	Frequency
Smoke detectors	Monthly
Emergency lighting	Annually
Residual current device	6 Monthly
Fire exits	Weekly
Firefighting equipment	Annually
Portable appliance testing	Annually
Electrical installation	5-Years

Safety Rules (Part Four)

Hirers and visitors

All hirers will be expected to read the whole of the Hiring Agreement. The Hallmaster 'on-line' booking system requires Hirers to 'tick' boxes for Terms & Conditions of Hire and Hall Information to indicate these documents have been read in order to proceed with any booking.

Hirers and 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 safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others. Where appropriate, if the activities of users might carry risks which are not included in the general risk assessment, they will be expected to carry out their own risk assessment and hand a copy to the Bookings Secretary in advance of the activity taking place.

The use of inflatables and bouncy castles are not covered by the village hall insurance.

The Committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- All emergency exit doors must be clear and unlocked throughout the hiring;
- Electrical equipment must not be operated or touched where there are signs of damage;
- Steps or ladders must not be used unless properly secured and another person present;
- Portable electrical appliances must not be left operating while unattended;
- Portable gas appliances must not be used without expressed permission from the person responsible for health and safety;
- Portable electrical items which have NOT been PAT tested must not be brought onto the premises;
- No attempt must be made to move heavy or bulky items - trolleys must be used;
- Chairs must not be stacked more than 6 high;

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- No attempt should be made to carry or tip a water boiler when it contains hot water- it must first be left to cool;
- Children must not be allowed into the kitchen except under close supervision (e.g. for supervised cookery lessons or, for older children, supervised serving of food at functions). Overcrowding should be avoided and running should not be allowed.
- Where the Hirer is using an inflatable including a small bouncy castle close supervision of all the users of the inflatable is essential at all times.
- Any equipment/furniture including inflatables used in the village hall must be kept clear of all fire exits and doorways.
- Suitable protective clothing must be worn when handling cleaning materials; or other toxic materials.
- In order to guard against slipping hazards, all spills must be mopped immediately, particularly on polished floors.
- In order to guard against tripping hazards, items such as buggies, umbrellas etc must not be left in halls, and especially not in corridors;
- Adequate lighting must be used to avoid tripping in poorly lit areas;
- Any evidence of damage or faults to equipment or the building's facilities must be reported to the Booking Secretary;
- Accidents must be recorded in the Accident Book which is located with the First Aid kit in the kitchen and also reported to the Booking Secretary;
- Risk to individuals while in sole occupancy of the building;
- Risks involved in handling kitchen equipment, eg cooker, water heater and knives;
- Creating toppling hazards by piling equipment eg in store cupboards.
- In order to prevent slips in icy conditions there is a yellow salt bin located near the rear side door containing salt for gritting entrance paving slabs/entrance steps for use by hirers.

Contractors

The person with day to day responsibility for providing safe conditions (see above) will always check with the contractors (including self-employed persons) before they start to work that they and their employees are:

- Aware of and have read the contract and the health & safety arrangements for working on Aynho Village Hall premises
- competent to carry out the work, eg have appropriate qualifications, references, experience;
- have adequate Public Liability insurance cover;
- have seen this Health & Safety document and the general risk assessment and are aware of any hazards which might arise (eg electricity cables or gas pipes);
- do not work alone on ladders at height (if necessary a volunteer should be present);
- have their own Health and Safety Policy for their staff and have carried out their own risk assessment;
- know which member of the Committee is responsible for overseeing that their work is carried out as requested and is completed to a satisfactory standard

It is expected that all work carried out on village hall premises will be to the latest legally required standard and conform to current industry safe practice.

Procedure in Case of Accidents Assistance (Part Five)

The location of the nearest hospital Accident and Emergency/Casualty Dept is The Horton Hospital, Oxford Road, Banbury, OX16 9AL . The location and telephone number for local doctor's surgeries are:

Deddington Health Centre. Earls Lane, Deddington, OX15 0TQ. 01869 338611	Brackley Medical Centre, Wellington Road, Brackley NN13 6QZ. Tel: 01280 702436	
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First Aid

A First Aid Box and Burns First Aid Box are located in the Kitchen. A further First Aid Box is located in the Ladies Cloakroom.

Accident Reporting

The Accident Book is located in the kitchen, this must be completed whenever an accident occurs.

Any accident must be reported to the member Booking Secretary (see above).

The person responsible for completing the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is the Booking Secretary.

The following major incidents or injuries must be reported on RIDDOR forms:

- Fracture, other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Any penetrating injury to the eye (including chemical);
- Injury from electric shock/ burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin;
- Acute illness requiring medical attention, which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of a scaffold over 5m high
- Unintended collapse or alteration of a wall, floor or ceiling
- Explosion or fire

Insurance (Part Six)

The village hall insurance cover(s) is provided by Allied Westminster (Insurance Services) Ltd, Allied House, Holgate Lane, Boston Spa, LS23 6BN (insurer: Aviva except for Legal Expenses covered by DAS)

The policy number is VH 88/0047440/BS61938 Master Policy Number: 100723922BDN

Date for renewal: 23 May 2024

Risk Assessments and Inspections (Part Seven)

It is the responsibility of every Village Hall Management Committee member to identify and report any unsafe or unhealthy practice or condition they may observe. The person delegated by the Management Committee to have day to day responsibility for providing safe conditions, equipment and systems for all users (see above) is responsible for organising regulatory inspections by approved external bodies, carrying out formal inspections and reviewing and where necessary revising, the health and safety risk assessment. Equipment for regulatory inspection includes gas boiler and gas appliances, electrical services

and electrical appliances. Equipment for informal inspection includes step ladders, smoke alarms, carbon monoxide alarm.

Control of Substances Hazardous to Health (COSHH) Regulations (Part Eight)

All substances that are hazardous to health must be handled correctly and stored safely.

The person responsible is the person undertaking weekly Health & Safety checks on Management Committee.

Protective Clothing (Part Nine)

Contractors will be responsible for providing their own health and safety clothing and equipment. Where work is carried out on village hall premises by a volunteer, should it be necessary that items of protective clothing and apparatus are required, the Village Hall Management Committee will provide it in order that no job is undertaken unsafely.

Training and information (Part Ten)

Training will be given and information provided to visitors and hirers to enable them to use the Hall safely. The person responsible for training is the Booking Secretary (see above).

Review of Health and Safety Policy (Part Eleven)

The Management Committee will review this Policy annually.

The next Review is due in March 2024. Committee members with responsibility for aspects of Health and Safety will report to the Committee regularly, including details of any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users, employees and other visitors to the premises.

Legionella (Part Twelve)

A legionella risk assessment and management plan has been made, see General Risk Assessment.

Asbestos (Part Thirteen)

An asbestos risk assessment and management plan will be published shortly. Contractors who carry out work inside or outside of the village hall will be informed that there is currently no asbestos survey and management plan available for inspection.