

# The Village Hall

MILBORNE ST ANDREW

Registered Charity No: 301153



## Health and Safety Policy

**This policy has been adopted by the Milborne St Andrew Village Hall through the Board of Trustees who remain responsible for its review.**

### Aims

The aim of this policy is to give guidance to the Trustees of Milborne St Andrew Village Hall about their responsibilities regarding to the safety of the hall and the outdoor facilities by themselves and other users.

### Objectives

1. To give information about legislation and guidance on legislation as related to Milborne St Andrew Village Hall.
2. To give guidance to the Trustees as to their responsibility in respect of Health and Safety as related to the Milborne St Andrew Village Hall.
3. To ensure that there is compliance with good practice by the Milborne St Andrew Village Hall as a charity

### Statement of Intent

This document is the Health and Safety Policy of Milborne St Andrew Village Hall. Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work 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 Milborne St Andrew Village Hall Management Committee 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. Milborne St Andrew Village Hall Management 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 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, the Committee will encourage its

MAKING A DIFFERENCE

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 they have a duty 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 for doing everything they can to prevent injury to themselves or others.

### **Organisation of Health and Safety**

The Milborne St Andrew Village Hall Management Committee has overall responsibility for health and safety at Milborne St Andrew Village Hall 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 the disabled, 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 Chairman 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 Chairman or the Bookings Secretary informed as soon as possible.

### **Current Regular Health and Safety Systems**

1. Risk Assessment System reviewed as necessary or on an annual basis
2. Fire Risk Assessment reviewed annually
3. Portable Appliance Testing reviewed annually
4. Safeguarding policy reviewed bi-annually
5. Insurance annually
6. Alcohol Licence annually
7. Performing Rights licence annually
8. Playground inspections as recommended
9. Tree inspections as recommended
10. Gas appliance annual safety inspections

Written October 2016

Review annually in November 2017