POLICES AND PROCEDURES
THE EVINGTON HALL

EHP 4 Health and Safety Policy

FOR PUBLISHING ON THE EVINGTON HALL WEBSITE AND PRINTED COPY IN THE 'PROCEDURES FOR HALL USERS' FILE TO BE FOUND IN THE HALL KITCHEN

The Health, Safety and Welfare of all those managing, using and visiting Evington Village Hall is paramount at all times.

The Management Committee recognises and accepts its general duties to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of Evington Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. provide healthy and safe working conditions, equipment and systems for our Committee Members and Hirers;

2. keep the Village Hall and equipment in a safe condition for all users;

3. provide all necessary support and information to Hall users, hirers and outside contractors.

The Committee will work in the furtherance of these aims by:

a) identifying and assessing risks;

b) recording assessments and reviewing them annually;

c) eliminating or controlling risks;

d) monitoring compliance and work conditions;

e) establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

a) to follow health and safety instructions and to report dangers;

b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;

c) as regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

1. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
2. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents to the Booking Officer for the attention of the Committee.
3. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and inform the Booking Officer for the attention of the Committee.

Hirers are responsible for:

1. complying with all terms and conditions of hire, as set out in the Terms and Conditions of Hire and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
2. ensuring familiarity with the Hall's Fire Risk Assessment Policy, and evacuation procedures;
3. designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
4. ensuring that highly flammable substances are not brought into or used in any part of the premises;
5. seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
6. it is recommended that any portable electrical equipment brought onto the premises, should have been P.A.T. tested.

Contractors are responsible for:

1. safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
2. having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
3. advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Committee are responsible for:

1. ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
2. ensuring that the Health and Safety Policy is fully implemented;
3. monitoring compliance with Health and Safety guidelines;
4. regularly assessing and reviewing risks and recording such risks;
5. keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
6. taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
7. making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
8. making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
9. cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements

This H&S policy document will be available to download from the Village Hall website.

All hirers will be expected to read through the whole of the Terms and Conditions of Hire (EHP1) and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents). All the relevant forms will be available on the Hall website and in the file kept on site in the Hall kitchen.

All contractors should be aware of Health & Safety Policy, any identified risks and their responsibilities.

The full policy will be reviewed annually with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

1. The entrance and entrance hall must be clear of obstacles and hazards at all times
2. The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced.
3. Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
4. Water should not be heated above 60 degrees Centigrade.
5. Spills must be cleared up quickly to prevent slipping.
6. Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
7. Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
8. All hirers should acquaint themselves with the position of the fuse box/main switch.
9. Electrical leads must not be allowed to trail across floors or from areas where they might be a trip hazard, be pulled or become caught up.
10. Fire extinguishers will be regularly serviced, and all hirers should fully acquaint themselves with the position and mode of operation of all extinguishers.
11. All hirers must make themselves aware of the procedure to follow in the event of fire.
12. All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
13. As good practice, hirers should have a method to account for the number of persons present during their hire.
14. If the oven/cooker is in use it should not be left unattended, even for a short time.
15. Kettles should not be over-filled, nor should the leads be left to trail over the edge of the work top.
16. Children should not be allowed in the kitchen at any time.
17. All cleaning solutions etc. must be kept out of the reach of children.
18. Due care should be exercised in the car park area.
19. All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
20. Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
21. All persons should exercise care in storage and backstage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace cannot fall or be knocked and so cause injury.
22. Care should be exercised when pulling the loaded trolley from under the stage. When replacing tables and chairs onto the trolley back-stage, be mindful of the potential for injury to hands/fingers if due care is not exercised.
23. Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

Working Practices

It is hirers' and users' responsibility to protect themselves from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

1. Do not attempt to lift anything that you know to be beyond your capability.
2. Ask for help with large, heavy or awkward items, such as under-stage trolleys.
3. Where possible, lighten the load, or separate items so that they are more manageable.

In order to do this the following guidelines should be followed:

1. Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
2. Use an appropriate ladder or step to enable you to reach, do not stand on chairs.
3. Ask for help if necessary.
4. Do not work at height, on steps or ladders until they are properly secured, and another person is present.

Hygiene

In the interests of health good hygiene practices are essential.

First Aid

A well-stocked and appropriately labelled First Aid Box is available in the main kitchen for the use of Hall staff. Customers should provide their own First Aid Kit.

Defibrillator

This is located in the yellow box (not locked) on the external wall. In the first instance call 999. On activation, the defibrillator will give the user verbal instructions. In the event of this equipment being used, the user must report its use to the Booking Officer: bookings@evingtonhall.org.uk

Trustee with Health and Safety responsibilities
Kate Day

Document Reference EHP4
ORIGINATED JULY 2021
CHECKED & UPDATED ANNUALLY

APRIL 2026