



# Iver Heath Village Hall

A charity operated by a Management Committee of  
Volunteers for the Community. Registration No. 300285

## Health and safety policy for Iver Heath Village Hall

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

*REVISED April 2024*

**The Management Committee, as trustees of the charity and as manager of non-domestic premises, recognises the general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 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 Iver Heath 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 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 to ensure they are proactive in their responsibilities (and liabilities) in this field.

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

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- 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:**

- i) 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.
- ii) 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 in the Incident Book in the entrance hall for the attention of the Committee.
- iii) 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 to note such action in the Incident Book for the attention of the Committee.

### **Hirers** are responsible for:

- i) complying with all conditions of hire, as set out in the terms and Conditions of the Hiring Agreement, 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;
- ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- iv) ensuring that highly flammable substances are not brought into or used in any part of the premises;
- v) 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;
- vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

### **Contractors** are responsible for:

- i) 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;
- ii) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- iii) 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:

- i) ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- ii) ensuring that the Health and Safety Policy is fully implemented;
- iii) monitoring compliance with Health and Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;

- v) 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;
- vi) 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;
- vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) 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;
- ix) cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

**The following persons have been delegated by the Management Committee to manage the following:**

<b>First Aid Box</b>	Check and replenish monthly	<b>Trustees</b>
<b>Checking Incident Book/Reports at least weekly or as advised of incidents.</b>	Instigate any actions necessary to remove risks e.g.repairs.	<b>Trustees</b>
<b>Reporting Accidents/ RIDDOR</b>	Minor accidents to be logged. Report to committee at each meeting or as necessary. Complete RIDDOR forms as necessary.	<b>Named Hirer &amp; Trustees</b>
<b>Information to Hirers</b>	For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	<b>Sylvia Lidgate</b>
<b>Information to Contractors</b>	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments, Asbestos survey and are aware of their responsibilities. Information is available via Website, Terms of Hire, Red folder by front door.	<b>Bookings Team Trustees</b>
<b>Risk Assessments/ Monitoring</b>	Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	<b>Named Hirer &amp; Trustees</b>
<b>Fire Risk Assessments/ Monitoring</b>	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	<b>Trustees</b>

<b>Annual Testing/Safety Certificates</b>	Make arrangements for annual inspections of electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board or Red folder as required.	<b>Trustees</b>
<b>Safety Notices</b>	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	<b>Matt Streuli</b>
<b>Implementation of Policy</b>	Co-ordinate overall management of policy, including amendments and annual review.	<b>Committee</b>

## PROCEDURES

The Health and safety policy document will available to download from the Village Hall website – [www.iverheathvillage hall.co.uk](http://www.iverheathvillage hall.co.uk)

All hirers will be expected to read through the whole of the Standard Hiring Conditions 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 contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Committee members with specific responsibilities for aspects of Health & Safety will report at each maintenance committee meeting.

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.

### Fire Precautions and Checks

A copy of the Hall Emergency Evacuation procedure is displayed on the Hall Notice Board. In addition, each group that meets regularly in the Village hall may have its own evacuation and fire drill procedure.

The service record for the fire safety equipment is available from the Red Folder

### First Aid

A well stocked and appropriately labelled First Aid Box is available in the kitchen

### Accident Report Forms

These forms are used to record all cuts, bumps, falls etc. as well as more serious accidents and are available in the accident folder kept in the main kitchen.

The important details to be recorded are:

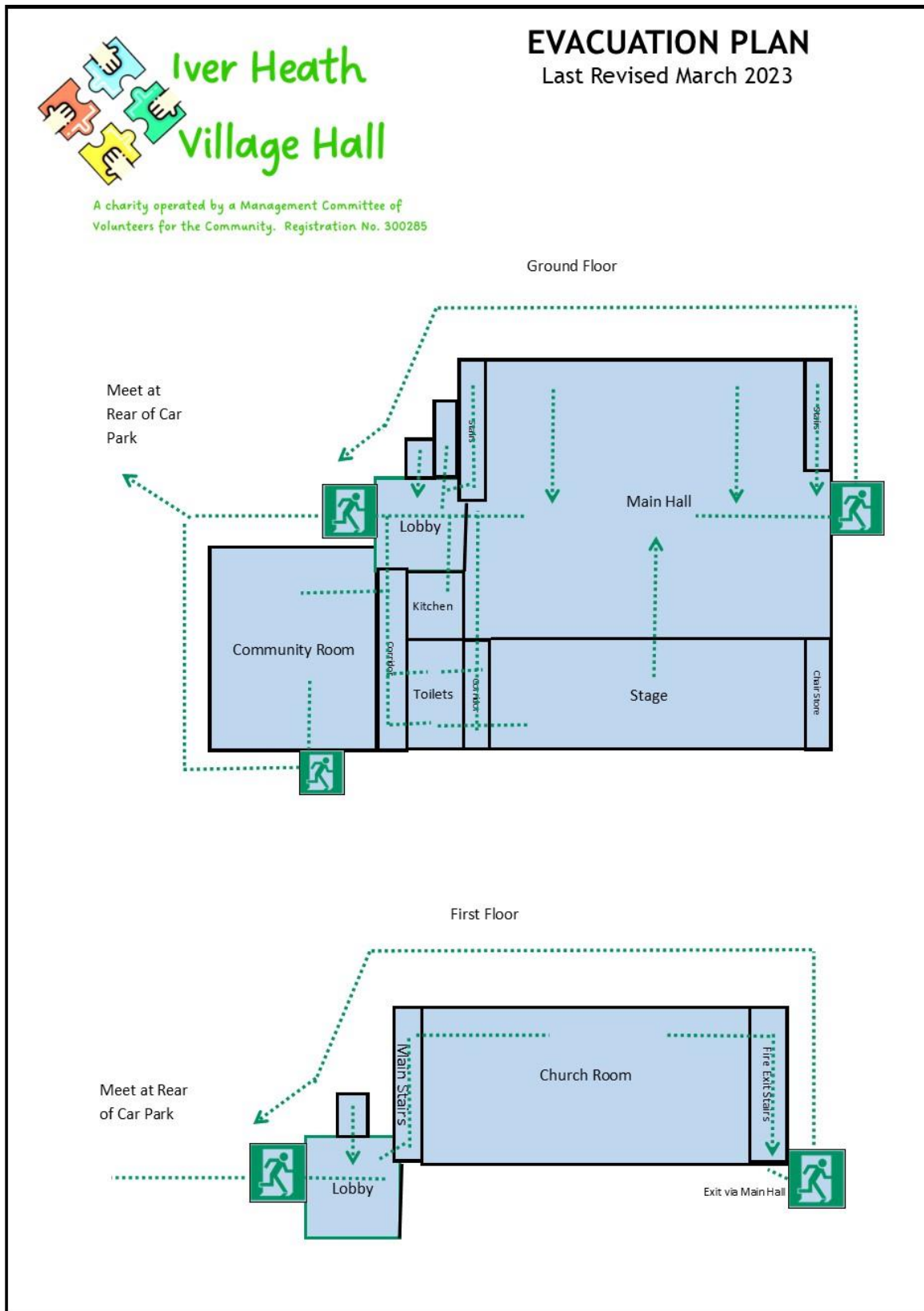
- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

### Incident Book

Any person being aware of any practice, action or incident that has, or could have been, injurious to

the health of any person, has a duty to record such incident in the Incident Book for the attention of The Committee.

Any person discovering a faulty or broken piece of equipment should record all details in the Incident Book for the attention of the committee.



## **APPENDIX 1**

### **EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY**

**Fire Assembly Point is in Car Park.**

#### **IF YOU DISCOVER A FIRE:**

1. SOUND THE ALARM BY PRESSING A FIRE CALL POINT.
2. IMMEDIATELY GO TO FULL EVACUATION PROCEDURES.
3. DIAL 999 OR 112 FOR FIRE SERVICE.

**Give this address:**

**Iver Heath Village Hall, St Margaret's Close, Iver Heath SL00DA**

4. ALL PRESENT TO LEAVE BUILDING AND MEET ON ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED.
5. IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – *DO NOT ENDANGER YOURSELF.*
6. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.

#### **IF YOU HEAR THE FIRE ALARM**

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. CLOSE ALL DOORS BEHIND YOU.
3. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
4. DO NOT STOP TO COLLECT BELONGINGS.
5. DO NOT TAKE RISKS – JUST GET OUT.

## APPENDIX 2

### Typical Emergency Plan For The Hirer/Person Responsible.

A Caretaker is not present on the premises. As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.

#### Before the event you should:-

- Study the plan of fire exits & extinguishers, and note the 'Fire Assembly' point.
- Check all escapes are clear of obstruction.
- Check you know where the fire call points are.
- Advise people to evacuate if the alarm goes off.
- Advise people that the serving shutter will close automatically in the event of a fire.
- Identify any persons at risk, e.g. children, the disabled.
- Make sure all internal fire doors are not propped open during the event.
- Note all rooms have smoke detectors.
- Carry a mobile phone.
- Keep to the permitted limits for the numbers of people at an event.

#### At the start of an event you should notify all present about:-

- The no smoking policy.
- Location of exits and escape routes.
- The location of the Assembly Point.

#### During an event, you should ensure that:-

- Escape routes and exits do not become obstructed.
- The No Smoking policy is adhered to.
- Rooms do not become overcrowded, or permitted numbers exceeded.
- Noise levels cannot drown out the need for emergency announcements.
- You are aware of the disabled call alarm in the disabled toilet.

#### At the end of the Hiring, you should ensure that:-

- The premises are left clean and tidy and equipment is returned to its correct position / storage area.
- All items brought onto the premises are taken away.
- All heaters including water heaters and cookers are turned off.
- All electrical appliances apart from the refrigerator are turned off and unplugged.
- All lights not required for security reasons are turned out.
- All internal doors are closed.
- If you are **key holder** check that the main entrance to the premises is locked and the 'closing' checklist beside the alarm is completed.