



Health and Safety Policy

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Revision	Details of Review / Amendments	Date Issued
1.0	First Release – Accepted by committee vote on 28 th July 2022	28/7/22

1 Introduction

This policy details the health and safety of Woodley Village Hall (**WVH**).

The WVH Management Committee is committed to:

- Providing healthy and safe conditions for All Users.
- Maintaining WVH and equipment contained within and around in a safe condition for All Users.
- Providing systems of work for All Users.
- Providing advice and information as necessary for All Users.
- Encouraging All Users to use the hall in and act in a safe manner.

“All Users” includes but is not exclusive to, Woodley Village Hall Management Committee members (“the Management Committee”), employees, hirers, users, contractors, and other visitors.

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

The 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 to safety as it does on the safe operation and maintenance of equipment and safe systems of work. To this end, the Management Committee will encourage All Users to engage in the establishment and observance of safe working practices.

All Users will be expected to recognize that there is a duty on them to comply with the practices set out by the Management Committee and with safety notices on the premises and further to accept responsibility to do everything they can to prevent injury to themselves and others. All safety requirements are set out in the Hiring Agreement or Permit to Work in the instance of contractors.

2 Health and Safety Organization

The Management Committee has overall responsibility for health and safety at WVH and takes day to day responsibility for the implementation of this policy.

It is the duty of All Users 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 or illness, and which cannot be rectified immediately, they should inform the Management Committee Chairperson or Vice Chair, or other committee member 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 should not be used, and the Management Committee Chairperson or Vice Chair, or another committee member should be informed as soon as possible.

The following persons have responsibility for specific items:

Item / Responsibility	Owner
Overall & Final Responsibility	Chair
Reporting of Accidents – Including RIDDOR	Chair
Information to Contractors	Chair
Risk Assessments and Inspections	Vice Chair
First Aid Box	Vice Chair
Insurance	Treasurer
Fire Precautions, Checks & Fire Equipment Testing	Fire Marshall
Information to Users	Booking Secretary

3 Arrangements and Procedures

3.1 Prevention of Accidents and Cases of Illness

The Management Committee has carried out a risk assessment covering both the internal and external areas of WVH. Actions and precautions identified from the risk assessment form the basis for various safety rules to which all users must adhere – see section 3.5.

To keep some identified risks as low as possible various regular checks have been identified. These are carried out and recorded in the Health and Safety inspection logbook kept in the Main Foyer of WVH – see sections 3.3.

The risk assessment is subject to periodic review.

3.2 Fire Precautions and Checks

The Management Committee has a Fire Risk Assessment carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005. Refer to Appendix A for a plan of WVH showing the fire alarm points, fire exits and fire-fighting equipment.

The Fire Marshall takes responsibility for regular testing and arranging for professional servicing of the fire alarm and emergency lighting. In addition, the Fire Marshall is to carry out regularly inspection of the building and of the fire-fighting equipment and to arrange servicing of this equipment also.

The fire logbook and service records are kept in the Main Foyer of WVH and these records are maintained by the Fire Marshall.

3.3 Checking of Equipment, Fittings and Services

WVH has a preventative maintenance plan which covers the inspection, maintenance and other periodic tasks which need to be completed to maintain the hall and to ensure it is safe and fit for use.

3.4 Procedure in Case of Accident

The First Aid Box is located in the kitchen.

The accident book is kept in the kitchen next to the first aid kit. This must be completed whenever an accident occurs. Any accident must be reported as soon as possible to the Management Committee Chairperson, Vice Chair, or other committee member.

Incidents which are reportable in accordance with RIDDOR 2013 must be reported by the Management Committee to the Health and Safety Executive (**HSE**), Britain's national regulator for workplace health and safety. The Management Committee Chairperson or Vice Chair will complete this report. Refer to RIDDOR 2013 for a complete list of reportable injuries and illnesses.

Details and further information about RIDDOR 2013 may be found at: <https://www.hse.gov.uk/riddor/>

3.5 Safety Rules

The Standard Conditions of hire for WVH, as set out in the hiring agreement, contain many health and safety aspects. All hirers will be expected to read the conditions and should sign the hiring agreement as evidence that they agree to the specified conditions.

The Standard Conditions state that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Safety checks are carried out as specified in section 3.3 above and any identified issues or risks reported to the Management Committee.

3.6 Health and Safety Law Poster

A health and safety law poster is displayed in the Main Foyer.

Employees of WVH who work remotely are provided with a copy of the Health and Safety Law leaflet.

3.7 Contractors

A Permit to Work system is used by WVH for contractors undertaking short or long-term work at WVH. The Management Committee will seek to obtain and check the following information from contractors, including self-employed persons before they start work. Before work can start a valid Permit to Work must be issued by the Management Committee to the contractor.

For the Management Committee to issue a Permit to Work the following information must be provided for review:

1. A copy of current employer and third-party liability insurance.
2. A method statement providing details of the work to be carried out.
3. A risk assessment particular to the work to be carried out.
4. Name(s) and contact details of those to be working at WVH.

The Management Committee will carry out the following actions before issuing a Permit to Work:

1. Ensure the contractor has current, valid, and sufficient third party / liability insurance cover.
2. Check the method statement to ensure it is relevant for the work to be carried out and that work both meets the requirements of WVH but also will be conducted safely.
3. Review the risk assessment and ensure adequate controls are in place to limit any risks to an acceptable level. This will include ensuring contractors do not work alone at height, and that any hot work to be undertaken has sufficient safeguards in place to limit the risk of fire.
4. Ensure the contractor has seen, reviewed this policy document and is made aware of any hazards which may be applicable.

The Management Committee will issue a Permit to Work provided the above actions have been completed successfully. On accepting the Permit to Work, the contractor will sign it. The Permit will detail the name and contact details of the committee member who will be overseeing their work and that it is completed to a satisfactory standard. The committee member will also sign the Permit to Work.

The Permit to Work must then remain with the contractor on site for the duration of the works. Following completion of the works, as agreed by the overseeing committee member, both the committee member and contractor will sign-off the Permit to Work as complete. The completed Permit to Work will then be filed by the Management Committee.

For long term contracts, or for regular contractors carrying out repetitive works where the Method Statement and Risk Assessment still remain applicable, the Permit to Work may be kept open for a maximum period of 12 months or until the contractor's insurance held on record by WVH expires.

3.8 Insurance

WVH will ensure it always has valid Employer's and Public Liability insurance cover. The current valid certificate of insurance is to be displayed on the main foyer notice board.

4 Policy Review

The Management Committee will review this policy annually and make any changes or adjustment as required. If needed the policy can be amended at any time.

5 Contact Details

Should it be required, as detailed herein, WVH can be contacted as follows.

The central contact will forward your communication to the relevant member of the committee.

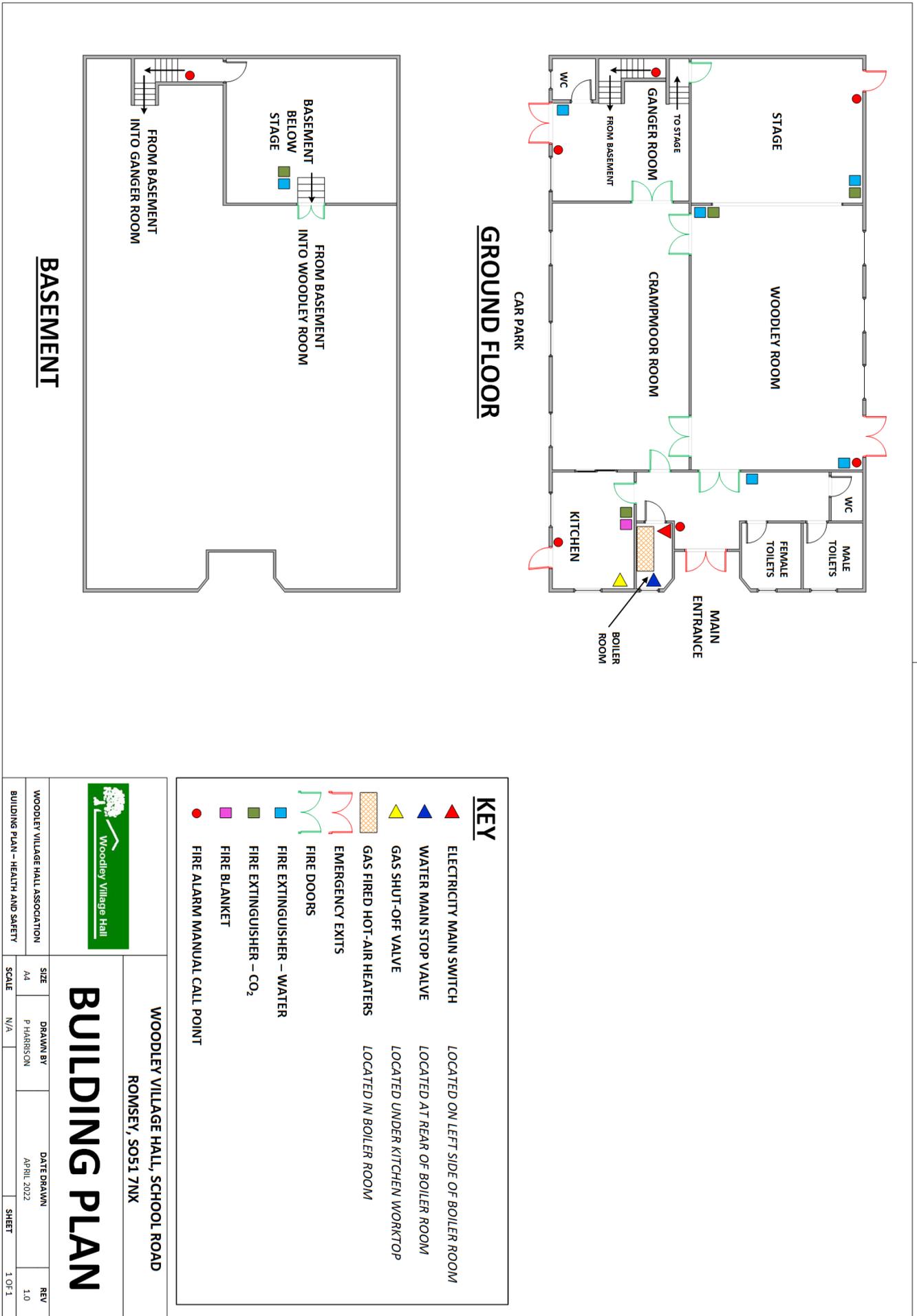
Email: wvha_1@hotmail.co.uk

Phone: 07536399475

Alternatively written correspondence can be sent to WVH.

Address: Woodley Village Hall, School Road, Romsey, Hampshire, SO51 7NX

6 Appendix A – Woodley Village Hall Plan



KEY

- ▲ ELECTRICITY MAIN SWITCH *LOCATED ON LEFT SIDE OF BOILER ROOM*
- ▲ WATER MAIN STOP VALVE *LOCATED AT REAR OF BOILER ROOM*
- ▲ GAS SHUT-OFF VALVE *LOCATED UNDER KITCHEN WORKTOP*
- GAS FIRED HOT-AIR HEATERS *LOCATED IN BOILER ROOM*
- ⌋ EMERGENCY EXITS
- ⌋ FIRE DOORS
- FIRE EXTINGUISHER – WATER
- FIRE EXTINGUISHER – CO₂
- FIRE BLANKET
- FIRE ALARM MANUAL CALL POINT

WOODLEY VILLAGE HALL, SCHOOL ROAD
ROMSEY, SO51 7NX

BUILDING PLAN

WOODLEY VILLAGE HALL ASSOCIATION		DATE DRAWN	
BUILDING PLAN – HEALTH AND SAFETY		APRIL 2022	
SIZE	DRAWN BY	SCALE	REV
A4	P HARRISON	N/A	1.0
			SHEET
			1 OF 1