

Statement of Intent

The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities.

The Trustees of Welborne Village Hall recognise and accept their responsibility to protect the health and safety of all people coming into Welborne Village Hall or attending events organised on behalf of Welborne Village Hall (including the Trustees, volunteers, visitors, members of other community groups and contractors).

Trustee's responsibilities

The Trustees of Welborne Village Hall have overall responsibility for ensuring that the health and safety policy is put into practice. The Trustees will ensure that:

- A risk assessment of Welborne Village Hall is undertaken annually
- Actions arising from the updated risk assessment is assigned and carried out
- All people and organisations coming into the village hall, using its facilities or attending events organised by Welborne Village Hall will receive sufficient information on health and safety matters
- All those responsible for organising events (whether Welborne Village Hall events or those organised by others) will be made aware of their responsibilities to the Trustees, employees (if any), volunteers, visitors, members of community groups and contractors
- Ensure that there are adequate arrangements in place to maintain the village hall, furniture and equipment
- Arrange for inspections of the village hall in relation to electrical system and equipment, fire extinguishers and other inspections required by legislation and government guidance or by the village hall insurers
- Report on health and safety in their Annual Report to the AGM of Welborne Village Hall
- Ensure that reports of faults are acted upon as soon as reasonably possible
- Ensure that the toilets and the kitchen are cleaned regularly
- Ensure that a first aid box is kept in Welborne Village Hall and that it is regularly checked

To ensure and monitor implementation of the policy, one of the Trustees will be assigned specific responsibility for health and safety, including the following:

- Carry out, review and update a risk assessment at least annually to ensure it covers all known risks

- Receive and act on all reports of accidents and incidents which result, or nearly result, in injury and which have been recorded in the Accident Book
- Report incidents which come within the Reporting of Injuries, Diseases and Dangerous Occurrences legislation (RIDDOR) to the Environmental Health Department. RIDDOR reporting covers fatal accidents, major injury accidents, dangerous occurrences, accidents causing more than 3 days incapacity for work, certain work related diseases
- Report annually to the Trustees on the policy's implementation, monitoring and practical effectiveness.

Responsibilities of all those using Welborne Village Hall or attending events organised by Welborne Village Hall

All those using Welborne Village Hall or attending events organised by Welborne Village Hall are responsible for (but not limited to) the following:

- Spotting hazards or potential hazards [see examples of hazards attached]
- Removing or dealing with hazards as soon as possible or, if not, reporting them to the person responsible for lettings of the village hall
- Reporting any faults
- Know the location of fire exits and the assembly point
- Keeping access clear to escape doors, extinguishers and other fire fighting equipment
- Know the action to be taken in case of fire or suspected fire
- Not smoking or allowing others to smoke in Welborne Village Hall
- Not leaving equipment lying around but storing suitably
- Not leaving wires trailing across floors
- Avoiding lifting heavy or awkward loads without assistance

First Aid and accident reporting

The Trustees will use their best endeavours to ensure that:

- All accidents and incidents which result or nearly result in injury must be recorded in the Accident Book and reported to the Chairman of WVH as well as the person assigned specific responsibility for health and safety
- A trained first aider attends appropriate events organised by the Trustees
- All building maintenance such as electrical work, carpentry, painting etc is carried out by skilled people

Revision

- This policy will be formally reviewed by the Trustees following each annual risk assessment and revised as required by legislation, government and our insurer's guidance.

EXAMPLES OF HAZARDS:

Things out of reach

Chairs or other furniture must not be used to stand on for the purposes of replacing light bulbs, reaching for things off tops of cupboards etc. A properly maintained, undamaged step ladder must be used.

Damaged equipment

Regular checks must be carried out on furniture and equipment for damage which leave sharp edges protruding or other hazards. Any damaged furniture must be reported for repair or condemnation straight away and must be removed from use.

Gangways and access to fire exits

Gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must goods or materials be stacked immediately in front of or obstructing fire exits or fire equipment.

Damage to the fabric of the building, windows etc.

All such damage must be reported immediately to one of the Trustees

The most common hazards causing claims (as reported by our insurers) include:

- insufficient lighting
- wet slippery areas
- clearing snow and ice from pathways
- checking and pruning trees