

# HURSTBOURNE PRIORS VILLAGE HALL

## Health and Safety Policy

*(A written statement is required where five or more persons are employed and otherwise is recommended as good practice)*

### Part 1 – General Statement of Policy

This document is the Health and Safety Policy of **Hurstbourne Priors Village Hall**

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of **Hurstbourne Priors Village Hall** Management Committee to comply with all 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.

**Hurstbourne Priors Village Hall** Management Committee considers the promotion of the health and safety of its employees at work and 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, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them 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 to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of the Management Committee)

Name: Mrs S Milne

Position: Health and Safety Lead for **Hurstbourne Priors Village Hall**

Date:

# HURSTBOURNE PRIORS VILLAGE HALL

## Organisation of Health and Safety

The **Hurstbourne Priors Village Hall** Management Committee has overall responsibility for health and safety at **Hurstbourne Priors Village Hall**.

The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email address: \_\_\_\_\_

It is the duty of all employees, hirers and 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, including the grounds.

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 person above, or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the Store room at the end of the Hall.

The following persons have responsibility for specific items:

First Aid box \_\_\_\_\_

Reporting of accidents \_\_\_\_\_

Fire precautions and checks \_\_\_\_\_

Training in use of hazardous substances and equipment \_\_\_\_\_

Risk assessment and inspections \_\_\_\_\_

Information to contractors \_\_\_\_\_

Information to hirers \_\_\_\_\_

Insurance \_\_\_\_\_

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access and ...." (add any other features which may have a bearing on safety).

## HURSTBOURNE PRIORS VILLAGE HALL

### Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:

- *Andover Minor Injuries Unit or Winchester Emergency Department*

The location and telephone no. for the nearest doctor's surgery is:

- *Two Rivers Partnership St Marybourne and Whitchurch 01264 738368*

The First Aid Box is located in:

- *The Kitchen*

(The Village Hall Committee keep this updated).

**The accident book/forms** are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

# HURSTBOURNE PRIORS VILLAGE HALL

## Risk Assessment Template For Hurstbourne Priors Village Hall

Assessment completed by:

Date of Assessment:

Date of next review:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done