

Cropredy Village Hall

Registered Charity no: 304288

Health & Safety Policy

(Reviewed annually)

General Statement of Policy

The Trustees and Management Committee of Cropredy Village Hall (CVH) are committed to creating an operating environment that is as safe as possible for all users, volunteers, contractors and neighbouring residents.

It is the intention of CVH to comply with all applicable Health & Safety legislation (including fire safety regulations, food hygiene regulations and others as appropriate) and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

CVH will be transparent in the way it manages health and safety and will always allow inspections to be undertaken as necessary by duly authorised officials of any regulatory agency.

CVH will maintain the hall building and equipment in a safe condition suitable for all users and will provide appropriate training where necessary for volunteers or users.

Organisation & Responsibility

The CVH Management Committee (& Trustees) have overall responsibility for providing a safe environment within and around the village hall, complying with legislation and promoting best health & safety practice, however users must be responsible for their own actions and must read this document as part of their hire agreement.

Users, volunteers & contractors will be expected to recognise that there is a duty on them to comply with practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and accept responsibility to do everything they can to prevent injury to themselves or others.

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 Booking Clerk or a member of the Management Committee, 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 middle room.

A plan of the hall is attached showing the location of the emergency exits, fire extinguishers, fire blanket, emergency lighting, first aid box and emergency phone. A schematic of the village hall's electrical circuits is also attached.

Procedure/Safety Rules

The CVH Management Committee has carried out risk assessments. The following practices must be followed to minimise risks:

- Make sure that all emergency doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured, and another person is present.
- Do not leave portable electrical appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested (PAT).
- Do not attempt to move heavy or bulky items (e.g. stacked chairs) – use the trolley provided.
- Do not stack more than five chairs.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report and evidence of damage or faults to equipment or the building's facilities to the CVH Booking Clerk or any other member of the Management Committee.
- Report every accident in the accident book to the CVH Secretary or any other member of the Management Committee.

Be aware and seek to avoid the following risks:

- Creating slipping hazards on polished or wet floors – mop spills immediately.
- Creating tripping hazards such as umbrellas, mops, buggies and other items left in halls and corridors.
- Use adequate lighting to avoid tripping in poorly lit areas.
- Risk to individuals while in sole occupancy of the building.
- Risks involved in handling kitchen equipment e.g. cooker, water urns and knives.
- Creating toppling hazards by piling equipment e.g. in store cupboards

Contractors

The VH Management Committee will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the committee.
- The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.

- Contractors have adequate public liability insurance.
- Contractors have seen the health & safety file and are aware of any hazards which might arise (e.g. electricity cables or oil pipes).
- Contractors do not work alone on ladders at height (if necessary, a volunteer should be present).
- Contractors have their own health & safety policy for their staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to current regulations of the Institute of Electrical Engineers.

Fire Safety (Precautions and checks)

A copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing fire exits, firefighting equipment and assembly point is available to read in the Risk folder in the bar. A copy of the evacuation procedure and the map is also displayed on the notice board in the foyer. All hirers, volunteers and contractors must make themselves aware of the procedure and it must be provided to all hirers with their hire agreement.

All fire safety equipment must be maintained in accordance with legal requirements and serviced on a regular basis. The CVH Management Committee must keep records of all such maintenance.

Accidents

In the event of a serious accident an ambulance should be called by dialling 999. An emergency phone is located on the wall in the bar.

The nearest Doctors surgery is:

Cropredy Surgery – telephone 01295 758372

The First Aid box is in the kitchen (on top of the cupboard above the fridge). The accident book/forms are kept with the First Aid box. A form must be completed whenever an accident occurs. Any accident must be reported to a member of the CVH Management Committee.

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 injury leading to hyperthermia, 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 substances 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.

Insurance

A copy of the CVH employer liability and public liability insurance certificate is displayed on the notice board and is available on request from the Secretary of the CVH Management Committee.

Review of Health & Safety Policy

Policy adopted: June 2024

The CVH Management Committee will review this policy annually.

Next review: due in June 2026

Previous review: January 2026

Signed – Andy Baxter (Chairman)



Signed – Kate Payne (Secretary)



Please contact the Chairman of the CVH Management Committee regarding **ALL** health and safety matters