

Mudford Village Hall

Health & Safety Policy

Statement of Intent

Mudford Village Hall (MVH) Committee aim to comply with all relevant Health and Safety legislation and will act positively where it is reasonable do so to prevent injury or illness or any danger arising from the Halls activities and operations. It recognises and accepts the responsibility for providing a safe and healthy environment for its volunteers, visitors; and for anyone affected by its activities.

Applicability

MVH Committee aims to maintain the hall as a safe and healthy environment to provide flexible meeting space for the local community and surrounding area and to enable all age groups to enjoy a wide variety of social gatherings.

MVH Committee does consider the promotion of the health and safety of those who use the premises including contractors to be of great importance. The Committee recognises that the effective prevention of accidents depends as much on the commitment and attitude of mind as well as the maintenance of equipment and safe systems of working.

The committee will encourage its members, hirers, users, and other visitors to engage in safe working practices. Hirers, uses and visitors will be expected to recognise that there is a duty of care upon them to comply with the practices set out and advised by the committee and to do everything that can to prevent injury to themselves or others. All safety requirements will be set out in the Hiring Agreement and there will be safety notices on the premises.

Systems, Procedure, and Arrangements in place for Health & Safety in MVH

The following sections outline how MVH will meet the commitments made in the statement of intent and effectively implement them. It details the measures that will be put into place to eliminate or reduce as far as is reasonably practicable the risks posed by the hazards in the hall. Risk assessments will be undertaken, and the findings of these assessments will be reported to the Village Hall Committee for approval of actions required to remove/control risks and ensuring the actions are implemented.

Specific Roles and Responsibilities

First Aid Box	Check and restock if necessary monthly. Document in Kitchen Assessment Book	Jan Sugg Lydia Gane
Reporting Accidents/ RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	
Risk Assessments Manager Risk Assessments/ Monitoring	Trustee responsible for updating policies and risk assessments. 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.	Lydia Gane Jan Sugg
Checking Accident Reports and Feedback Book at least weekly or as advised of incidents.	Instigate any actions necessary to remove risks e.g. repairs. Advise Risk Assessment Manager and report to committee at each meeting or as soon as necessary.	
Information to hirers	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.	Jan Sugg
Information to Contractors	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.	Robin Bowring
Insurance	Employers Liability Insurance and Public Liability Insurance	Diane Morris
Fire Risk Assessments/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as	Aileen Wilkinson

	necessary if amendments are made.	
Annual Testing/Safety Certificates	Plan for annual inspections of gas appliances, electrical appliances, fire extinguishers. Monitor of defibrillator. Keep relevant certificates and display copies on notice board as required.	Robin Bowring
Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	Lydia Gane
Housekeeping	All rubbish, waste materials, and recycling must be disposed of safely. Ensure gloves are available for spillages and must be cleaned up as soon as is reasonably practicable. Ensure fire exit and all exit doors are clear and in good working order Ensure mats and any floor coverings are not trip hazards	Jan Sugg
Implementation of Policy	Co-ordinate overall management of policy, including amendments and annual review	Jan Sugg

Health and safety folder

The committee has a Health and Safety folder in which all the key documents relating to health and safety matters are kept, along with the Accident Book.

This folder should be provided to all contractors working on site (e.g. electricians, window cleaners, builders, people laying car parks etc.) as well as employees and volunteers. (This is particularly important where contractors might, for example, hit electricity cables etc.).

Key documents can include:

- a copy of the hall's health and safety policy
- risk assessment surveys and records
- a copy of the fire evacuation procedure
- electrical and gas safety certificates
- reporting of accidents, disease and dangerous occurrences regulations 1995 (RIDDOR) forms

HSE Health & Safety Check list for village halls

HSE Legionnaires disease: a brief guide for duty holders

- a copy of a plan of the building (if available) or drawings showing the location of services such as electrical cables, gas mains, water pipes, overhead power lines and drains within the boundary of the property as well as within the building itself
- an up-to-date list of contacts from which expert advice and guidance can be obtained: – Health and Safety Executive (HSE)

Environmental health officer at the district council

Fire Brigade

Citizens Advice Bureau

Health and safety legislation for Mudford Village Hall

Specifics for these guidelines are kept in the MVH Health & Safety folder

The Health and Safety at Work Act, 1974

Management of Health and Safety at Work Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

The Manual Handling Operations Regulations 1992

The Personal Protective Equipment at Work Regulations 1992

The Control of Substances Hazardous to Health (CoSHH) Regulations

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The Electricity at Work Regulations 1989

The Regulatory Reform (Fire Safety) Order 2005

The Licensing Act 2003

The Occupiers Liability Act 1984

The Control of Asbestos Regulations 2012

The Health and Safety (Display Screen Equipment) Regulations 1992

The Food Hygiene (England) Regulations 2006

Guidance on the Application of EU Food Hygiene Law. 31st July 2013

The Children Act 1989

The Water Supply (Water Fittings) Regulations 1999

Management of Legionella

Specific arrangements and procedures

Insurance

MVH holds Employers Liability Insurance and Public Liability Insurance. Hirers of the Hall will be responsible for deciding to insure against any third-party claims if acting as a representative whilst using the hall

Licences

The Hall is licenced for music, singing, and dancing by Somerset District Council. It is licenced for the sale of alcohol however for hirers of the hall alcoholic drinks may be served free, but the sale of alcoholic drinks is allowed ONLY if a Temporary Event Notice is in place and with the express permission of the MVH Committee.

Food Hygiene

For anyone handling and providing food it is advised that they comply with Food Handling and Hygiene legislation. Copies of which can be found in the MVH H&S Folder. Certificates of MVH volunteers who have undertaken training are kept in the H&S folder.

Fire Precautions and checks

The MVH Committee has completed a Fire Risk Assessment in accordance with the regulatory Fire and Safety Order 2005. The person who has responsibility for testing fire alarms and keeping records is set in the Roles and Responsibilities. Fire safety equipment is regularly checked and records kept.

This policy will be reviewed annually from February 2025