

# BRUISYARD VILLAGE HALL

## HEALTH AND SAFETY POLICY

### Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Bruisyard Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Village Hall committee members, volunteers, hirers, users, contractors and other visitors (referred to hereinafter as 'all users')
- b) Keep the Village Hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for all users.

It is the intention of the Bruisyard Village Hall committee (referred to hereinafter as 'the Committee') to comply with all relevant 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.

The Committee considers the promotion of the health and safety of everyone who use or work in its premises to be of great importance. The 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, the Committee will encourage all users to engage in the establishment and observance of safe working and other practices.

All users 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 '[Standard Conditions of Hire](#)' and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

*James Ingmire*  
Chairman

(On behalf of Bruisyard Village Hall committee)

5 September 2022

## Part 2: Organisation of Health and Safety

The Committee has overall responsibility for health and safety at Bruisyard Village Hall 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 Committee in keeping the premises safe and healthy.

It is the responsibility of all users to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults in accordance with the Village Hall '[Child protection and Vulnerable Adults Policy](#)'.

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 Chairman, Caretaker or Treasurer/Bookings Secretary, 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 is not to be used and the Chairman, Caretaker or Treasurer/Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box:	Caretaker
Fire precautions and checks:	Caretaker
Risk Assessment and Inspections:	Chairman
Information to hirers:	Treasurer/Bookings Secretary
Insurance:	Treasurer/Bookings Secretary

The procedures to be followed in the event of a fire or flood are detailed in '[Safety and Security Procedures Fire and Flood](#)'.

## Part 3: Arrangements and Procedures

### 3.1 Licence

The Hall is licensed for the sale of alcohol and regulated entertainment (music, singing and dancing) by East Suffolk Council. All users must comply with the [licence](#).

The Hall has a Performing Rights Society and PPL certificate which is renewed annually.

### 3.2 Fire Precautions and Checks

The Committee completes an annual Fire Risk Assessment as detailed in 'HM Government fire safety and risk assessment for small and medium places of assembly' (ISBN 978 185112820 4).

Fire extinguishers are located in the entrance hall, kitchen and boiler room. A fire blanket is located near the hob in the kitchen.

Checking of Equipment, Fittings and Services:

Monthly: Accident/Incident book, fridge, outside lights, car park lights, emergency lighting, fire doors, all lights, water boiler and fire alarm. First Aid Box, loft ladder and locks.

Yearly: Fire extinguishers, door intumescent seals, emergency lighting drain test, fire alarm and electrical certificate.

All fire exit doors must be left unlocked when the Hall is in use and not obstructed by chairs or tables.

### **3.3 Electrical Installations and Checks**

All fixed electrical installations must be correctly installed, repaired or modified, then inspected and tested by a suitably qualified person before being put into use. All fixed electrical installations must be inspected and tested annually by a suitably qualified person.

All portable or fixed electrical equipment must be visually checked before use and Portable Appliance tested (PAT) annually.

### **3.4 Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty Dept. is: Ipswich Hospital Heath Rd Ipswich. IP4 5PD Tel: 01473 712233

The location and telephone number for the nearest doctor's surgery is: Framlingham Surgery IP13 9HA Tel: 01728 723627

The First Aid Box is located in the entrance hall. The person responsible for keeping this up to date is the Caretaker.

The Accident/Incident Book is kept in the kitchen. This must be completed whenever an accident occurs. Any accident must be reported to the Chairman of the Committee.

### **3.5 Safety Rules**

All hirers will be expected to read the '[Standard conditions of hire](#)' which must be agreed to complete the online booking and payment form to confirm the booking. If the hirer completes the paper Booking Form, this must be signed as evidence that they agree to the hiring conditions.

All users must comply with the '[Policy on the access and use of the kitchen](#)'.

All users must comply with the '[Opening and Closing Up Instructions](#)'.

All alcohol must be securely locked away and stored in the kitchen or storage shed when alcohol is not being sold or served.

Access into the loft is only permitted to Committee members and approved contractors.

Access to the storage shed and boiler room is only permitted to Committee members and approved contractors.

A Risk Assessment is carried out yearly and any risks reported to the Committee.

### **3.6 Contractors**

The 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 (eg have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors are aware of any hazards which might arise (eg electricity cables)
- Contractors have their own health and 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 the current regulations and the Institution of Engineering and Technology Code of Practice.

### **3.7 Insurance**

The Hall has Public Liability, Employers/Volunteers Liability, Hirers Liability cover and Buildings and Contents insurance.

### **3.8 Review of Health and Safety Policy**

The Committee will review this policy annually.