

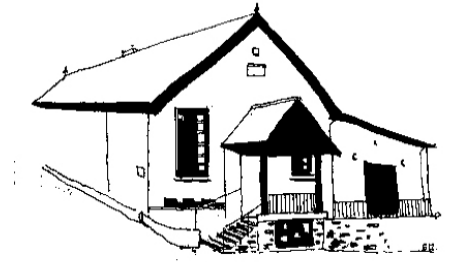
SOUTH ZEAL VICTORY HALL

(COMMITTEE OF MANAGEMENT)

REGISTERED CHARITY NO. 300974

07543 443819, southzealvictoryhall@gmail.com

Mrs Melanie Bickell, Treasurer & Secretary to South Zeal Victory Hall
Lower Itton, Spreyton EX17 5BB



Health & Safety Policy

General Statement

Key Health, Safety and Environmental Policy Objectives:

- To ensure that the Victory Hall operations are undertaken in accordance with best practice procedures which reflect compliance with current and up to date statutory safety, health and environmental legislation.
- To provide the users of the Victory Hall with 'best practice' information, procedures and equipment.
- To ensure that the Victory Hall and its surrounding areas do not cause risk to the health and safety of users and to others who may be affected by its use.
- To ensure that the use of the Victory Hall and its surrounding areas do not cause risk to the local or wider environment through poor environmental control or practices.
- To continually improve the health and safety policy at regular intervals or at other times where events such as significant health and safety incidents or the introduction of new or updated legislation dictates.

Key Statutory Duties Compliance:

- We shall do all that is reasonably practicable to implement our legal duties under all relevant statutory provisions and in particular those provisions outlined in:
 - The Health and Safety at Work Act 1974
 - The Management of Health and Safety at Work Regulations 1999
- In particular, as members of the Victory Hall Committee of Management we will:
 - Provide and maintain equipment that is safe and without risk to health.
 - Ensure the safety and absence of risks to health in connection with the use, handling and storage of articles and substances.
 - Ensure the maintenance of areas under our control is safe and without risks to health, which includes the provision and maintenance of safe access and egress routes.

Organisation of Health and Safety

South Zeal Victory Hall Committee of Management (The Management Trustees), as manager of non-domestic premises recognises that we have legal and overall responsibilities under health and safety law and takes day to day responsibility for the implementation of this plan.

It is our duty take reasonable measures to ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is 'reasonably practicable'. This means

balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.¹

Whilst South Zeal Victory Hall Committee of Management are regarded as a legal entity under health and safety law, we have no responsibility under the Health and Safety at Work Act for risks created by the work activity of others, such as those maintaining the building, or for activities by those who use the hall.

It is the duty of all hirers, users and other 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.

The policy of the Committee is to take reasonably practicable measures in relation to the management of South Zeal Victory Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. provide healthy and safe working conditions, equipment and systems for all users and staff
2. keep the Victory Hall and equipment in a safe condition for all users and staff
3. provide all necessary support and information to hall users, staff and outside contractors.

The Committee will work in the furtherance of these aims by:

1. Identifying and assessing risks;
2. Recording assessments and regularly reviewing them;
3. Eliminating or controlling risks;
4. Monitoring compliance and work conditions;
5. Establishing a clear, sensible and practical safe organisation and arrangements.

RESPONSIBILITIES OF ALL USERS

All Committee members, hirers, staff, contractors and users of the hall are expected to recognise and accept their duties:

1. To follow health and safety instructions and to report dangers;
2. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
3. As regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with;
4. To be responsible for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises;
5. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book (located in the kitchen) for the attention of the Committee;
6. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by

¹ <https://www.hse.gov.uk/voluntary/work-types/village-and-community-halls.htm> accessed 18.10.23

the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee.

HIRERS ARE RESPONSIBLE FOR:

1. Complying with The Conditions of Hire (available on our website), including ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Pay especial attention to adherence to the fire safety information.
2. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
3. Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
4. All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.
5. The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.
6. As well as weekly visual checks, the Hall risk assessment is reviewed annually and upon any change in circumstance or layout at the hall. Any risks identified should be reported to the management committee and rectified as soon as possible.

CONTRACTORS ARE RESPONSIBLE FOR:

1. Safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
2. Having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
3. Advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

THE COMMITTEE OF MANAGEMENT ARE RESPONSIBLE FOR:

1. Ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
2. Ensuring that the Health and Safety Policy is fully implemented;
3. Monitoring compliance with Health and Safety guidelines;
4. Regularly assessing and reviewing risks and recording such risks;

5. Keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
6. Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
7. Making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
8. Making such representations to committee members, hirers, contractors and users of the hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
9. Cooperating with hirers, contractors and users of the hall in pursuance of Health and Safety Requirements.

Persons delegated by the Management Committee to manage the following:

i. Health and Safety Policy (Committee Secretary)

Appointed by the Custodian Trustee [South Tawton Parish Council] responsible for updating and managing the Health and Safety Policy and Risk Assessment, presenting them to the Committee for approval.

ii. Risk Assessment Manager (Committee Chairperson)

A Risk Assessment Management Report is an agenda item for each bi-monthly committee meeting and reported on by the Health and Safety Policy and Risk Assessment Manager:

iii. First Aid Box (Secretary)

check and replenish monthly

iv. Reporting Accidents/RIDDOR ² (Reporting of Injuries, diseases, and dangerous occurrences regulations)

Minor accidents to be logged (**by users**) in the Accident Book

Complete RIDDOR forms as necessary: (**Secretary**)

Check Accident Reports and Feedback Book at least weekly or as advised of incidents.

Instigate any actions necessary to remove risks e.g. repairs. Report to committee at each meeting or as soon as necessary: (**Chairperson**)

v. Fire Safety

The hall's Fire Safety Competent Person is Dave Lewis, who carries out a complete annual check. It is the responsibility of the Secretary to ensure that all actions requested by the Fire Safety Competent Person are carried out in a timely manner. Monthly checks are carried out by the Competent Person of the following and are reported to the Committee as part of the Risk Assessment Management Report. The Fire Safety checks are recorded in the Fire Safety log book, stored in the boiler room metal cupboard:

- Fire exit illuminated signs
- Smoke alarms
- Fire exits
- General observations

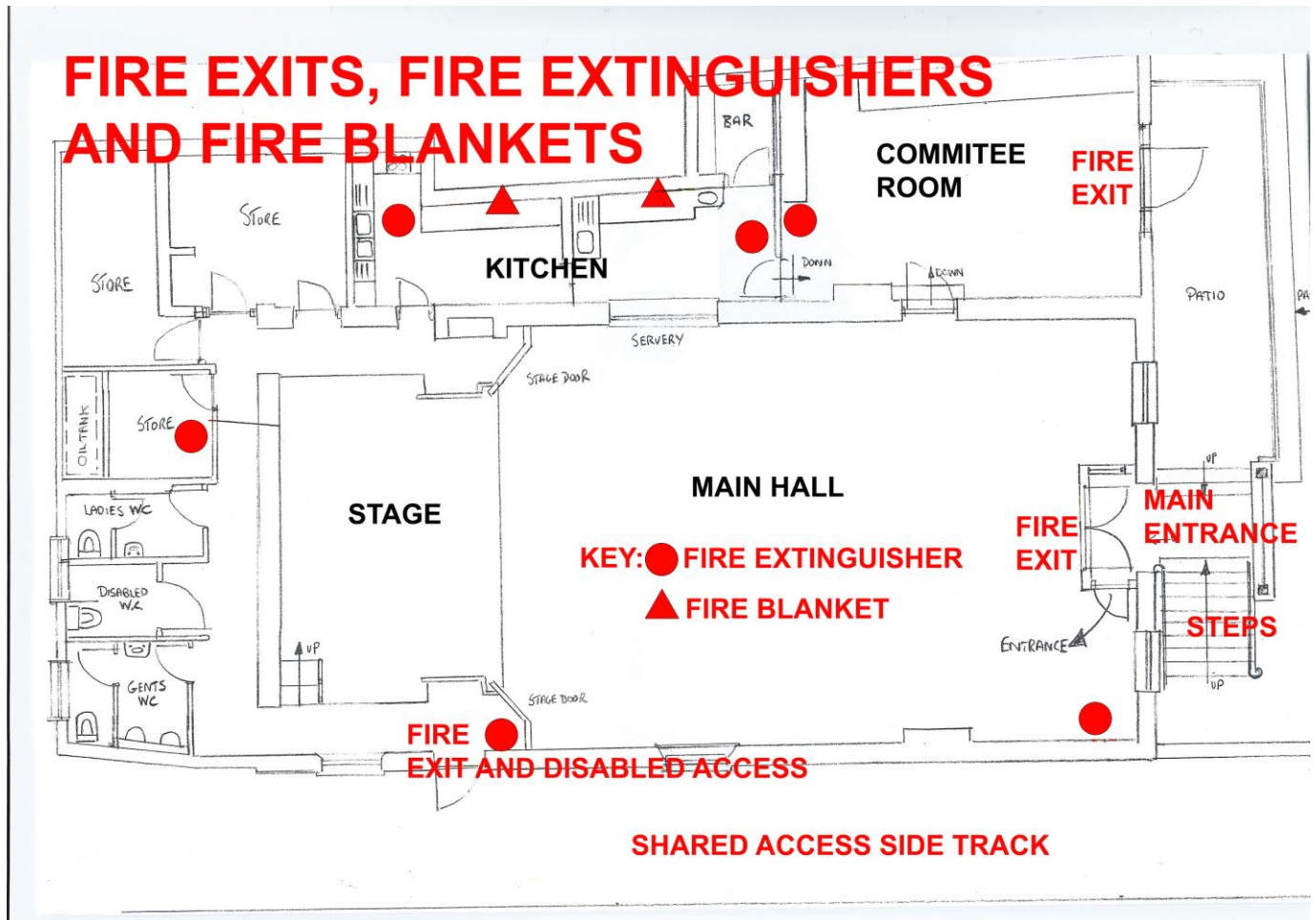
The Secretary arranges the annual services of Fire Extinguishers which is carried out by Argos Fire Protection.

² <https://www.hse.gov.uk/riddor/> accessed 18.10.23

The Hall does not currently have a fire alarm, but is in our long term plan for discussion.
This Health & Safety Policy is available to download from South Zeal Victory Hall's website

<https://southzealvictoryhall.org.uk/>. The hall's up to date Risk Assessment is also available to download from the same page.

We ask that before using the hall you have identified:



- The location of the 3 fire exits, fire extinguishers and fire blanket as per the plan below:
- How you will alert those people on the premises in the event of a fire
- What procedure you will use to divert people to the fire exits
- Evacuation procedures and the arrangements for gathering at the evacuation point
- The arrangements for calling the fire and rescue service
- The procedure for keeping doors closed to prevent the spread of fire, heat and smoke
- If necessary, the means of isolating the power supply is in the electric cupboard outside the main door, for which there is a key on the hirer's key ring.

Before using the hall, the hirer shall check:

- That all fire exits are in good working order
- That all exit signs are illuminated
- That any fire exits are not wedged open
- That there are no obvious fire hazards on the premises

- All means of escape must be kept free from obstruction and immediately available for instant free public exit
- The fire and rescue services shall be called to any outbreak of fire, however slight, and details thereof shall be given to the management committee.
- Highly flammable substances are not brought into, or used in any part of the premises.
- no unauthorised heating appliances shall be used on the premises. Portable Liquified Propane Gas (LPG) shall not be used.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings.

Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a fridge.

Electrical Appliance Safety

If any portable electrical equipment is brought onto the premises, ensure it has been inSITEE tested (previously PAT testing), and the inSITEE test label is up to date and on the equipment.

Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Village Hall committee with a copy of their Child Protection Policy on request.