

MAYFORD VILLAGE HALL

SAUNDERS LANE, MAYFORD, WOKING, SURREY

Registered Charity No. 305075



www.mayfordvillagehall.org.uk

MVH Health & Safety Policy

Updated: May 2020

1. Policy Statement

The health, safety & welfare of Mayford Village Hall (MVH) users, hirers, employees, contractors, volunteers & management team is always paramount.

The Trustees' policy is to take reasonably practical actions in relation to the management of MVH to comply with all legislative requirements and codes of practice to:

- 1.1. Provide safe environment, equipment and systems for our users, hirers, employees, contractors, volunteers & management team.
- 1.2. Provide all necessary support and information to users, hirers, employees, contractors, and volunteers.
The Trustees will provide this by:
 - 1.2.1. Keeping this policy under review and making it available on the web site
 - 1.2.2. Identifying and assessing risks
 - 1.2.3. Monitoring internal & external conditions
 - 1.2.4. Resolving identified problems at the earliest opportunity
 - 1.2.5. Ensuring that user-identified issues can be easily reported to the Trustees

2. Responsibilities

- 2.1. All users, hirers, employees, contractors, volunteers & management team members are expected to recognise and accept their responsibilities:
 - 2.1.1. To follow health, safety & welfare instructions and to report issues as soon as they are identified
 - 2.1.2. To take reasonable care for the health & safety of themselves and other persons who may be affected by their acts and omissions
 - 2.1.3. To act to remove any identified danger and to report the situation in the Accident Report Record for the attention of the Trustees.
 - 2.1.4. To immediately remove from use any identified potentially hazardous, broken or defective equipment, to draw attention to such defects by the use of appropriate means such as a warning label and to record such action in the Accident Report Record for the attention of the Trustees
 - 2.1.5. As management team members, to resolve identified issues at the earliest opportunity and review any incidents to prevent a recurrence
- 2.2. In addition, Hirers are responsible for:
 - 2.2.1. Complying with all conditions of hire as set out in the Hiring Agreement and for ensuring that their organisation or guests conduct their activities in line with those conditions, particularly in respect of compliance with all safety requirements and safety notices.
 - 2.2.2. Ensuring that any portable electrical equipment brought onto the premises is safe for use and has passed a current PA test.
- 2.3. In addition, Contractors are responsible for:
 - 2.3.1. Safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regards to Health & Safety legislation and Public Liability Insurance
 - 2.3.2. Having regard to the safety of hall users when working on the premises in respect of anything left or stored at MVH.
 - 2.3.3. Advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

- 2.4. In addition, the Trustees are responsible for:
- 2.4.1. Ensuring that all users, hirers, employees, contractors, volunteers & management team are aware of the Health & Safety Policy
 - 2.4.2. Ensuring that the Health & Safety Policy is published & made available
 - 2.4.3. Regularly assessing and reviewing risks and recording such risks
 - 2.4.4. Providing, stocking & maintaining a First Aid Box
 - 2.4.5. Keeping an Accident Report Record 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
 - 2.4.6. Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment in a timely manner
 - 2.4.7. Making such arrangements and authorising any expenditure as may be necessary to assist in the implementation of the policy
 - 2.4.8. Making such representations to users, hirers, employees, contractors, volunteers & management team as may be necessary to ensure their adherence to the policy, particularly regarding their actions and activities while on the premises
 - 2.4.9. Cooperating with users, hirers, employees, contractors, and volunteers in pursuance of the policy requirements.

3. Procedures

- 3.1. This policy document is available to download from the MVH website – www.mayfordvillagehall.org.uk
The policy will be reviewed annually with any identified necessary amendments being made throughout the year.
Any amendments will be appended to the policy document and made known to users, hirers, employees, contractors, volunteers & management team members.
- 3.2. All hirers are required to read through the Hiring Terms & Conditions on the rear of the Invoice and to sign the Invoice as evidence that they agree and accept those conditions.
- 3.3. A well-stocked and appropriately labelled First Aid Box is available in the kitchen
All observations, incidents, accidents, and near-misses at authorised hired events must be noted on the Accident Report Record provided with the First Aid Box. This also details the procedure to be followed for notifying the Trustees of the matter.
The Accident Report Record is attached as Appendix A.
- 3.4. Portable Appliance Testing (PAT) of equipment normally located in the hall & provided by MVH is performed annually during the August maintenance closure.
Test records are located in the Maintenance Cupboard at MVH.
- 3.5. Emergency Lighting Testing is performed twice a year including during the annual maintenance closure.
Test records are located in the Maintenance Cupboard at MVH.
- 3.6. Fire Alarm testing is performed weekly.
Test records are located in the Maintenance Cupboard at MVH.
- 3.7. The gas boiler is covered by an annual service contract renewed annually in April.
The latest test certificate is located in the boiler room.

4. General Guidelines

These guidelines are provided to assist to users, hirers, employees, contractors, volunteers & management team members in fulfilling their Health & Safety responsibilities.

- 4.1. The entrances must always be kept clear of obstacles and hazards.
- 4.2. Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
- 4.3. Spills must be cleared up quickly to prevent slipping.
- 4.4. All hirers must make themselves aware of the procedure to follow in the event of fire.
- 4.5. All hirers should be aware of the position of Fire Exits and must ensure that these are always kept clear.
- 4.6. Fire extinguishers will be regularly serviced, and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- 4.7. Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up. Any trailing leads must be covered or fixed down so that they do not become a trip hazard
- 4.8. Any concerns regarding any electrical installation or device must be notified to the Trustees immediately.
- 4.9. All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- 4.10. Hands must be thoroughly washed before food preparation.
- 4.11. If the cooker is in use it should not be left unattended.
- 4.12. Running Water should not be heated above 60 degrees Centigrade other than by the Hot Drinks Boiler in the kitchen.
- 4.13. Children are not permitted in the kitchen
- 4.14. Care should be exercised in the table & chair store while removing and replacing items. Each person is responsible for ensuring that any item they stack cannot fall or be knocked and so cause injury. Chairs must be in stacks of no higher than 7. Please use the chair trolleys provided. Do not place anything against the doors.
- 4.15. Care should be taken in the car park area due to moving vehicles.
- 4.16. All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, or splinters and that it is fit for purpose.
- 4.17. The premises should be adequately heated & ventilated and the heating to be maintained and regularly serviced.

Appendix A

Accident Report Record

A member of the MVH Trustee Team must be informed and the following form filled in for:

- any accident involving personal injury no matter how small, which occurs in the Hall or its surrounds (car park, garden etc)
- any failure of equipment belonging to the Village Hall or brought in by a Hirer
- any near-miss where it is judged that personal injury or equipment failure may well have occurred in slightly different circumstances.

The person filling in sections 1 - 8 of the form should be:

- the Hirer, User or Contractor representative if it is one of their people injured or a piece of their own or Village Hall equipment that was being used by them
- a member of the MVH Trustee Team if it is one of themselves, their employees or someone attending an event organised by them that is injured, or if it is a piece of equipment that was being used by them or by their employees.

1.	Date & Time of the Accident or Incident:
2.	Name & Contact Details of any Injured Person(s):
3.	Details of What Happened:
4.	Details of any Injury Sustained:
5.	Details of any Treatment Carried Out at the Hall or Thought to be Necessary Elsewhere (e.g. A&E):
6.	Name & Contact Details of any Witnesses:
7.	Name & Contact Details of the Person Completing This Form:
8.	Details of any Suggested Remedial Actions to Prevent Recurrence:

After filling in sections 1 – 8 above please contact the MVH Trustee Team on 07840 894593 to advise of the accident or incident.

9.	(Later) Result of Investigation by MVH Trustee Team Including any Improvement Actions:
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