



Old School Community Rooms Charity No. 1185789 (OSCR)

Health and Safety Policy

**OSCR manages Harborough Magna Village Hall, Main Street
Harborough Magna, CV23 0HS**

Part 1: General Statement of Policy

Our policy is to:

- i. Provide healthy and safe working conditions, equipment and systems of work for Trustees, volunteers, hirers, users and other visitors.
- ii. Keep the village hall and equipment in a safe condition for all users.
- iii. Provide such advice and information as is necessary for Trustees, volunteers, hirers, users and other visitors.

It is the intention of Trustees 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 Trustees consider the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise 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 Trustees will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2: Organisation of Health and Safety

The Trustees have overall responsibility for health and safety at OSCR and take day to day responsibility for the implementation of this policy.

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 Trustees in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the village hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the relevant identified person or, if not available a-Trustee, 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 relevant responsible person or a Trustee informed as soon as possible.

Monitoring will be supported by using the Health And Safety Checklist For Village And Community Halls produced by the Health and Safety Executive where applicable to the venue.

The Trustees have overall responsibility for:

First Aid box; Reporting of Accidents; Fire precautions and checks; Risk Assessment and Inspections; Information to contractors; Information to hirers.

2.1 Fire Precautions and Checks

A Fire Risk Assessment will be carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005. This will be updated annually. Initial Risk Assessment to be made once the building has been opened.

Person with responsibility for testing equipment and keeping log book: Volunteer appointed by the Board of Trustees

Weekly checks: Door mats and stops, clocks, toilets, water heaters, accident book, fridges, outside lights, fire doors, all lights, dishwasher, water boilers and fire alarm.

Monthly checks: First Aid Box, locks, sockets and emergency lighting.

Half Yearly: Window cleaning, outside gutters, servicing of ventilation system, air conditioning and alarm systems.

Yearly: Electrical certificate, gas boiler, fire safety appliances

2.2 Procedure in case of accidents

In the event of serious accident or injury dial 999.

The First Aid Box is located in the lobby.

The accident forms are kept on the main hall noticeboard. These must be completed whenever an accident occurs.

Any accident must be reported to the relevant responsible person or, if not available, a-Trustee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the the relevant identified person.

2.3 Safety Rules

All hirers will be expected to read the Terms and Conditions of Hire for the village hall and should sign the hiring form as evidence that they agree to the conditions.

The Terms and Conditions state 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 at all times.

2.5 Contractors

The Trustees 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 Trustees.
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover.

- Contractors should be aware of any hazards which might arise during the course of their attendance (e.g. electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present) .
- 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 or the Institute of Electrical Engineers Code of Practice .

2.6 Review of Health and Safety Policy

The Trustees will review this policy annually. The next review is due one year after the opening of the building.

Document History

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