

Brome & Oakley Village Hall

Reg'd Charity No 1091952

Health and Safety Policy and Procedures (version June 2024, reviewed May 2025))

POLICY STATEMENT

Brome & Oakley Village Hall Management Committee (VHMC) seeks 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.

VHMC'S HEALTH & SAFETY POLICY IS:

1. As far as is reasonably practicable, to minimise the likelihood of accidents and ill-health being caused by operating conditions in the Brome and Oakley Village Hall (the Hall) and its curtilage;
2. As far as is reasonably practicable, to ensure that the Hall is maintained in a safe condition, that means of entry and exit are without risk, and that operating procedures are formulated with the welfare of all interested parties in mind;
3. To consider the risks inherent in using the Hall facilities regularly for different activities, and take all reasonable steps to minimise these risks;
4. To inform users, contractors and volunteers of their obligations with regard to health and safety and as far as is reasonably practicable ensure that they comply with these requirements;
5. To review the operation of the Policy on a regular basis and take any actions necessary to improve its scope and effectiveness.
6. To provide appropriate facilities for first aid, and ensure that any accident is fully investigated and, where the fault lies with working methods, machinery, materials or processes, that such fault is corrected and recommendations are made to prevent recurrence;
7. To ensure that relevant and up-to-date information and advice on all aspects of health and safety legislation and good practice is obtained and made available to interested parties.

ORGANISATION OF HEALTH & SAFETY

- 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 VHMC in keeping the premises safe and healthy;
- Should anyone using the hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform the Chairperson or the 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 Chairperson or the Bookings Secretary informed as soon as possible.

SPECIFIC ARRANGEMENTS & PROCEDURES

Food Hygiene

- Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities. The Food Safety and Hygiene (England) (Amendment) Regulations 2014 should be adhered to.

Fire Precautions and Checks

- Fire Safety equipment is regularly checked by a competent company as agreed by VHMC.

Checking of Equipment, Fittings and Services

- Annually: Fire extinguishers and electrical certificate.

Procedure in case of accidents

- The First Aid Box is located in the kitchen;
- Any accident must be reported to VHMC and recorded in the Accident Book.

Arrangements for Contractors

VHMC 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 VHMC;
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience);
- Contractors have adequate public liability insurance cover;
- Contractors do not work alone on ladders at height (if necessary a Committee Member should be present);
- Contractors have their own health and safety policy for their staff;
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations.

REVIEW

This policy is to be reviewed after every AGM. Next review May 2026.