



North Nibley Village Hall

HEALTH & SAFETY POLICY

Contents

Part 1 General Statement of Policy

Part 2 Organisation of Health and Safety

Part 3 Arrangements and Procedures

3.1 Licence

3.2 Risk Assessments

3.3 Safety Precautions and Checks

3.4 Fire Evacuation and Accident Procedure

3.5 Safety Rules

3.6 Contractors

3.7 Insurance

3.8 Review of Health and Safety Policy

3.9 Useful organisations for H&S advice

Part 1 General Statement of Policy

This document is the Health and Safety policy of North Nibley Village Hall

Our policy is to;

- provide a healthy and safe environment and working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers,
- keep the Village Hall and equipment in safe condition for all users,
- provide such training and information as is necessary for staff, volunteers and users.

It is the intention of the Trustees of North Nibley Village Hall to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from activities and operations.

North Nibley Village Hall Trustees consider the promotion of the Health and Safety of its employee(s) at work and those who use the 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 they will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and 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.

Signed:  on behalf of Trustees

Name: Alan Shrimpton.....

Position: Chairperson.....

Date: 23/1/24.....

Part 2 : Organisation of Health and Safety

The North Nibley Village Hall Trustees have overall responsibility for Health & Safety at North Nibley Village Hall.

The person(s) delegated by the Trustees to have day to day responsibility for the implementation of this policy are:

Name: Aileen Kirmond
Telephone Number: 01453 542124
Address: 36 The Street, North Nibley,

Name: Theresa Eames
Telephone Number: 07891 232 684
Address: 26 Barrs Lane, North Nibley

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Trustees in keeping the premises safe and healthy, including the grounds.

Should anyone using the Hall come across a fault, damage or other situations which might cause injury and cannot be rectified immediately they should inform the person above, or the bookings officer, as soon as possible so that the problem can be dealt with. Where equipment is damaged a warning notice should be placed on it warning that is not to be used and it should be placed in the kitchen.

The following have specific responsibility for specific items:

First Aid box	Theresa Eames
Reporting of Accidents/RIDDOR	Theresa Eames
Fire precautions and checks	Maintenance Officer Dave Earle
Training in use of hazardous substances and equipment	Not applicable – no such substances/ equipment used.
Risk Assessments and inspections	Aileen Kirmond and Theresa Eames
Information to contractors	Maintenance Officer Dave Earle
Information to hirers	Booking Officer Dan Roberts
Insurance	Alan Shrimpton

Part 3: Arrangements and Procedures

3.1 Licence

The hall is licensed for the activities shown on the notice displayed in the entrance foyer by Stroud District Council.

3.2 Risk Assessments

The trustees will ensure the relevant risk assessments are carried out, all existing control measures are in place and required actions taken. Findings of the risk assessment and audits are to be reported to the management team who are responsible for ensuring action is taken.

The trustees will ensure the Risk Assessment and this Health and Safety Policy are reviewed annually and also when significant changes occur.

Health and Safety will be on the agenda of all Management Team meetings.

3.3 Safety Precautions and Checks

A schematic plan of the Hall is displayed in the entrance hall showing the location of fire exits, fire extinguishers & blankets, fire alarm points, emergency lighting and master switches or cocks for Electricity, Gas and Water.

All safety checks are logged on sheets held on site (stored in the far right kitchen cupboard).

All certificates are kept in the log book held on site (stored in the far right kitchen cupboard).

Item	Person responsible	Review date	Record kept
Routine fire alarm testing	Dave Earle	Monthly	In electrical cupboard
Routine emergency lighting testing	Dave Earle	Monthly	In electrical cupboard
Fire exits	Pre School	Weekly	In kitchen
Fire certificate/ Premises licence	Dave Earle	Displayed on notice board	On notice board
Fire Extinguisher maintenance company	Dave Earle City Fire Protection, Glos	Annually	In log book
Portable appliance testing	Dave Earle	Every 2 years	In log book
Electrical installation	Dave Earle	Every 5 years. Last tested 2023	In log book
Gas safety	Dave Earle	Annually	In log book
Residual current device	Dave Earle	Monthly (when in use)	In electrical cupboard

Kitchen fridge temperature	Pre School	Weekly	In kitchen
Insurance	Alan Shrimpton	Annually	On notice board
Health and Safety and Fire Risk Assessments and audit	Theresa Eames Aileen Kirmond	Reviewed annually or following any changes.	In online Document store

3.4 Fire Evacuation and Accident Procedure

Displayed in the entrance foyer and included in the document for hirers *Important Information for Users of North Nibley Village Hall*.

3.5 Safety Rules

Employees, volunteers, hirers and visitors must recognise there is a duty on them to

- comply with the practices set out by the Trustees
- comply with all the safety requirements set out in the hiring agreement
- comply with safety notices on the premises
- accept responsibility to do everything they can to prevent injury to themselves or others

All hirers will be expected to read the *Important Information for Use of North Nibley Village Hall*. The hiring process requires the applicant to indicate they have read and agree to the hiring conditions and safety rules enclosed.

All long term hirers will also be given information/training by the booking officer about safety procedures at the Hall which they will be expected to follow, and will be advised of the accident book location and Health and Safety File. They should also be familiarised with the schematic plan, the key contacts sheet and the certificates file (see 3.3 above).

Employees will be given the necessary training and PPE to enable them to safely carry out their tasks.

3.6 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 Contractor and the Trustees
- they are competent to carry out the work
- they avoid working or have deliveries during Preschool operating hours
- they know which designated person is responsible for supervising the work
- they provide all necessary certification
- they have been made aware of any known hazard.

The following will be checked for contractors carrying out major works:

1. They have adequate public liability insurance cover
2. They are aware that due to the age of the building there may be asbestos present that we are not aware of
3. They have their own Health & Safety policy for staff

3.7 Insurance

A copy of the insurer's certificate is displayed on the notice board in the Hall foyer. The Trustees will ensure adequate insurance cover is in place at all times.

3.8 Review of Health and Safety Policy

The Management Team and Trustees will review this policy annually at the AGM.

Action	Date
H&S policy implemented	March 2011
Annual review – 2023	October 2023
Annual review – 2024	

3.9 Useful organisations for H&S advice

Organisation	Telephone Number
Health & Safety Executive	0300 003 1747
Stroud District Council	01453 766321
Gloucestershire Fire & Rescue	01452 888777