

CATTON VILLAGE HALL HEALTH AND SAFETY POLICY

1. Terminology

- 1.1 "We", "Us", "Our" or "the Trustees" – Catton Village Hall Management Committee
- 1.2 "The Hall" - Catton Village Hall.
- 1.3 "Duty Holders" – as defined in 3.1 below
- 1.4 "Hirer" or "Hirers" – those individuals or organisations who enter into a contract with Us for the hire or use of the Hall

2. General Statement of Intent

2.1 As managers of non-domestic premises, We recognise and accept Our common law and general and specific duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and other relevant statutory provisions to ensure that the Hall, access to it and any equipment provided are safe for all people using it, so far as may be reasonably practicable.

2.2 In the discharge of that responsibility we will take steps to:-

- a) undertake and record suitable and sufficient risk assessments and regularly review them;
- b) eliminate or control identified risks;
- c) monitor compliance;
- d) provide support and information to all visitors to and users of the Hall.

3. Duty Holders and Umbrella Duty

3.1 The Trustees, employees and all visitors to the Hall, whether hirers, contractors supplying services or otherwise have a responsibility:-

- a) to follow any health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;
- c) as regards any duty imposed on Us, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

4. Obligations of Duty Holders

4.1 All Duty Holders must:-

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- a) ensure that their actions do not put at risk the health, safety and welfare of themselves or any other person in the Hall;
- b) in the event that they notice a potential hazard, arising from the state and condition of the Hall or an activity taking place in the Hall, that could compromise the health and safety of any person, to take steps to act to remove such danger if practicable and:-
 - i) to report such hazards in the Incident Book kept in the kitchen of the Hall and notify us by email at hello@cattonvillagehall.co.uk ; and
 - ii) in the event that urgent action is required to contact Us by telephone on the emergency numbers provided on our website;
- c) in the event that they notice potentially hazardous, broken or ineffective equipment to remove such equipment from use immediately, draw attention to the defective equipment by appropriate means (e.g. a warning label) and:-
 - i) to report such hazards in the Incident Book kept in the kitchen of the Hall and notify us by email at hello@cattonvillagehall.co.uk ; and
 - ii) in the event that urgent action is required to contact Us by telephone on the emergency numbers provided on our website.
- d) in the event of injury being caused to any individual at the Hall to record information in relation to the injury in the Accident Book kept in the kitchen of the Hall and notify us by email at hello@cattonvillagehall.co.uk

5. Obligations of Hirers

5.1 All Hirers shall comply with the standard conditions of hire, as set out in the Catton Village Hall Terms and Conditions of Facilities Hire together with any special conditions that may be imposed, and in particular;

- a) Ensure that the fire exits and escape routes are not obstructed. The fire door to the rear of the Main Hall should remain shut save in an emergency as it opens onto the private garden of a neighbour.
- b) Be familiar with the location of all fire extinguishers, the emergency exits/escape routes and the First Aid box before Your Event.
- c) Designate a responsible person for the duration of the hire period who will take charge of evacuation in case of emergency;
- d) Not to use any portable electrical item in the Hall unless it has been PAT tested.
- e) Not to bring gas bottles, fireworks, smoke machines and flammable substances into the Hall.

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- f) Ensure that no combustible materials are placed on or near any heat or ignition source including the electric radiators.
- g) Ensure that all spillages of liquid be mopped up immediately upon discovery.

6. Obligations of Contractors

6.1 Contractors engaged by Us or by Hirers to supply services during the hire period are responsible for:-

- a) Having in place a suitable and sufficient generic or specific risk assessment in relation to the services they are supplying;
- b) Adopting a safe system of work and otherwise complying with their health and safety obligations at common law or health and safety legislation.

7. Our Obligations

7.1 We are responsible for:-

- a) Publishing this Health and Safety Policy so that the Trustees from time to time, hirers, contractors and users of the Hall are aware of the content and their responsibilities under it;
- b) Implementation of the Health and Safety Policy to include:-
 - i) the taking of the steps set out in 2.2 above so as to effectively control identified risk;
 - ii) making available such funds as may be available to us and necessary to defray for that purpose;
 - iii) the making available and keeping of Incident and Accident Books;
 - iv) keeping a record of hazards that may have been reported to us by means of the Incident Book or otherwise and any action taken to abate the hazard;

8. Responsibilities for Health and Safety

8.1 The Trustees as a body are ultimately responsible for health and safety and the individual trustee responsible for the implementation of this Health and Safety policy is Jeremy Rea.

9. Review of this Policy

9.1 We shall consider no less frequently than annually whether this Policy should be amended.