

# **Health & Safety Policy**

## **Wren Hall Management Committee**

### **Health & Safety Policy**

#### **POLICY STATEMENT**

##### **Introduction**

Wren Hall Management Committee (the Committee) has drawn up this policy to set out procedures and areas of responsibility to ensure in so far as it can the health and safety of users of the Village Hall.

The Committee is responsible for running the Village Hall and recognises its duty to ensure the safety of people using it.

##### **Monitoring of Health and Safety**

It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose.

Should anyone using the Hall come across a fault, damage or other situation which might cause injury and which cannot be rectified they should inform a member of the committee as soon as possible so the problem can be dealt with. Where Village Hall equipment is damaged that damage should be reported to a member of the Committee.

##### **Mitigation of Risk**

To mitigate risk the Committee takes the following steps:

- To discuss and report on Health and Safety at every meeting of the Committee
- To carry out a full Risk Assessment every year or sooner if deemed necessary by the Committee
- Ensure that there is a copy of the current Health and Safety Policy published on the Village Hall website

Hazardous substances/materials that must not be used in the Village Hall are:

- Flammable liquids
- Naked flames including candles and fireworks

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside the Hall
- Storage of combustible material near a source of ignition is not permitted
- Emergency exits and routes to them must be kept clear/unlocked at all times

- Appropriate Fire Fighting Equipment to be provided
- Fire Equipment to be maintained and checked annually

### **Children**

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times.

### **Electrical safety**

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users/hirers want to bring electrical appliances onto the premises they must make the Committee aware of this in advance. The users/ hirers are responsible for ensuring that the appliances meet safety standards
- Electrical equipment showing signs of damage, exposure of components, water damage etc must not be touched or operated
- Users have a responsibility to ensure that all electrical appliances are shut off and where possible unplugged when leaving the Hall
- Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility “hazard” tape.

### **Heating**

The Hall has air to air heating and will have been set prior to your arrival.

There should not be any requirement to adjust the heating. Should users suspect any malfunction then the heating system should not be used and the Committee should be informed immediately.

Users must not allow children to adjust the heating at any time.

### **Housekeeping**

The Hall is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that the Hall is left clean and tidy.

All users must remove any rubbish and recycling as there are no waster removal facilities at the hall. Any major spillage, damage or accident should be reported to a member of the committee. Food, drink, bottles and perishable items must be taken away at the end of each hire.

The grounds outside and frontage of the Hall must be kept clear of litter.

See also Wren Hall end of session procedure

<https://wrenhall.org/procedures-and-policies/>

### **Noise**

As the Hall is situated in a residential area, users should be considerate and keep

noise levels to a minimum. Playing any form of music, whether live or recorded, must be kept to an acceptable level and must cease at 11.30pm unless otherwise authorised by the Committee. Users should also be considerate when leaving the Hall.

### **Parking**

Parking in the grounds of the Hall is limited and at the users' risk. Do not obstruct driveways or block the road.

### **Fire Evacuation Procedures**

See Fire Evacuation procedure on Wren hall.org website

<https://wrenhall.org/procedures-and-policies/>

### **Accident Reporting Procedure**

See Accident Reporting Procedure on Wren hall.org website

<https://wrenhall.org/procedures-and-policies/>

### **Contact information**

Will be provided at the time of booking

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