

Flixborough Parish Council Village Hall Health and Safety Policy

Introduction

Our policy is to:

1. Provide a safe environment for hirers, contractors and users of the Village Hall.
2. Ensure that the Village Hall equipment is safe for use
3. Inform hirers and users of any information they may need regarding Health and Safety and the Village Hall

Responsibilities

Flixborough Parish Council are responsible for Health and Safety at the Village Hall.

The Clerk to the Parish Council carries out a monthly Health and Safety Inspection and any items that are raised are brought to the attention of the Parish Council so that a solution can be found. If a matter arises that is urgent the Clerk will consult with the Chair to ensure that the matter is dealt with urgently, e.g. imminently fixed, hall users warned via notices that equipment is faulty or a room made out of bounds. Please see the monthly Health and Safety Checklist at the end of the policy for further details of what is checked.

The Clerk to the Parish Council arranges statutory testing of all equipment and visually inspects equipment to ensure it is safe to use at the monthly Health and Safety Inspection.

At the end of a hire the Bookings Manager checks the building for any matters and reports them to the Clerk immediately.

In the Village Hall itself there is a notice informing users of the contact details of the Booking Manager and Clerk so that they can contact them to report any issues.

Fire Safety

The Village Hall has a separate Fire Safety Procedure which is given out to hall hirers when they book the hall. In addition to this there is a flyer showing the escape routes clearly displayed in the Hall.

The Clerk to the Parish Council carries out weekly Fire Safety Checks at the Village Hall. Please see checklist attached for further information.

Food Hygiene

The Parish Council have a fridge thermometer and the Clerk checks this monthly to ensure that the fridge is working correctly. Hall hirers take responsibility for food hygiene practices whilst using the hall.

Procedure in case of accidents

The Parish Council have provided a First Aid kit and Accident Book in the Kitchen of the Village Hall. Hall hirers are to log any incident that happens in the Accident Book. The Clerk checks this monthly and acts on anything if needed.

Other Safety Rules

The attached Standard Conditions of hire for the hall contain health and safety aspects. All hirers will be expected to read the conditions and should sign the hiring form as evidence that they agree to the conditions.

The Standard 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 for all public entertainment.

Contractors

The Parish Council 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 Parish Council
- The contractors are competent to carry out the work (eg have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have a copy of the Village Hall Health and Safety Policy
- 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 completed as asked and to a satisfactory standard

Reviewed March 2021