



SLITTING MILL VICTORY HALL

(Registered Charity No. 522768)

Slitting Mill Road
Slitting Mill
Staffordshire
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Health and Safety Policy

Purpose

To support the trustees and management committee in taking all reasonable measures to ensure that the hall, and any equipment provided there, are safe for the purposes of all users.

Scope

This policy relates to the village hall building and all activities taking place within the hall, and adjoining outside area that is the responsibility of the hall trustees. The individuals falling within the scope of this policy include Trustees, Committee Members, Volunteers, Hall users and where appropriate contractors or individuals providing services to the village hall.

Roles and Responsibilities

Trustee and Committee Responsibilities

SMVH recognise their duty in ensuring that measures are in place to protect all users as identified in the scope of this policy from risks to their health and safety as far as is reasonably practicable. The Trustees will support the Committee through the formation of policy and risk assessment procedures.

The above will be achieved by advising all users to:

- Identify and assess risks to which people in their activity are likely to be exposed
- Introduce specific measures as appropriate to minimise these risks
- Adopt safe working practices
- Provide a register for the use by any users enabling report of any relevant incident, or suggestions for improvements.
- Where appropriate receive instruction and training to enable them to perform their work/ activities safely and effectively.
- Ensure that appropriate Employers and Public Liability insurance cover is in place.

Volunteers Staff and User Responsibilities

Every village hall user has a responsibility to take reasonable care for the health and safety of themselves and any other person who may be affected by their acts or omissions. Users should co-operate with SMVH in efforts to comply with statutory requirements and the health and safety policy, in particular all users should:

- Conduct all activities in a safe and considerate manner
- Use any equipment provided according to instructions

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- Report and record incidents on the premises that have led, or may lead, to injury or damage
- Make suggestions to improve health and safety for users of the hall
- Ensure agreed measures are introduced to reduce or manage identified health and safety risks

General Arrangements

Accidents

- The first aid box is located in the kitchen area.
- The Defibrillator is mounted on the wall outside the main entrance to the building and is available to all in the village.
- The delegated Health and Safety Officer is responsible for maintaining the first aid box.
- The Health and Safety Officer will inform the Trustees and Maintenance Officer of all incidents as well as suggestions to improve Health and Safety.

Fire Safety

- Smoke detectors will be in place and regularly checked.
- Fire exit signs will be clearly displayed.
- All fire safety equipment will be regularly checked.
- There is a no smoking policy for all rooms on the premises and signs will be in place.
- On discovery of a fire the person concerned must raise the alarm and ensure that everyone evacuates the premises.

House-Keeping

- The Maintenance Officer will ensure that all regular safety checks on lighting, electrical and fire equipment are carried out.
- Any complaints about the safety of the hall will be seriously investigated as will suggestions to improve the Health and Safety.
- The Complaints Policy is attached as part of the Health and Safety Policy.

Users

SMVH will ensure that, so far as is reasonably practicable, people who enter the premises will not be exposed to any health or safety hazard. Users will be instructed on the procedure for locking the premises and ensuring that all appliances are switched off.

Risk assessment

An on-going risk assessment will be kept. The current risk assessment is available on the SMVH website as part of the Health and Safety Policy.

This will be a 'live' document that records all identified risks; measures currently in place to address the risk, and what action is taken to obviate same within an agreed timeline identifying dates and responsible persons.

Any users of the Hall – be they hirers, contractors or visitors – should report any risks they identify to the Trustees immediately.