

Upper Rissington Village Hall



Health and Safety Policy

The Management Committee takes all reasonably practicable measures in relation to the management of Upper Rissington Village Hall¹ to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- 1 Provide healthy and safe working conditions, equipment and systems for our Committee Members, Hirers, Users, Contractors and Visitors
- 2 Provide a secure environment for use by Committee Members, Hirers, Users, Contractors and Visitors
- 3 Keep the Village Hall and equipment in a safe condition
- 4 Provide all necessary support and information to Hirers, Users, Contractors and Visitors

The Management Committee recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and secure and that risks are assessed and managed so far as is reasonably practicable². This is achieved through an appropriate and practical safety organisation with arrangements which will:

- (i) Identify and assess generic risks
- (ii) Eliminate risk or reduce it to a tolerable level
- (iii) Investigate any incident to prevent recurrence
- (iv) Audit compliance with the Arrangements and take corrective action
- (v) Review the level of residual risk on an annual basis

Hirers, Users, Contractors and Visitors shall recognise that there is a duty on them to comply with the Arrangements set out by the Management Committee, with the safety requirements set out in the Hiring Agreement and with safety notices on the premises; and to accept responsibility to manage risks, so far as is reasonably practicable, arising from their own activities in and around the Village Hall.

David Oliver

Chairman of URVH Management Committee

Dean Beard

Chairman of URVH Trust

January 2019

¹ Hereinafter referred to as "URVH"

² Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. Action taken will be proportionate to the level of risk

Health and Safety Arrangements

DUTIES

Committee Members, Hirers, Users, Visitors and Contractors are expected to recognise and accept their duties:

- 1 To follow health and safety instructions and to report dangers
- 2 Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- 3 To co-operate so far as is necessary, with any duty imposed on them by the Committee

ORGANISATION

General Responsibilities:

- 1 All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- 2 Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Accident Report Book for the attention of the Committee.
- 3 Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee.

Specific Responsibilities:

The Committee is responsible to:

- 1 Ensure that all Committee Members, Hirers, Users, Contractors and Visitors are aware of the Health and Safety Policy
- 2 Ensure that the Health and Safety Policy is current, signed and displayed
- 3 Make available such funds as may be necessary to implement the Health and Safety Policy
- 3 Identify and assess generic risks and implement processes to eliminate risk or reduce risk to an acceptable level
- 4 Review implementation of the Arrangements and take corrective action where appropriate
- 5 Review the level of residual risk on an annual basis
- 6 Maintain the "Accident Book" in which any health and safety incidents are recorded and investigated with a view to preventing recurrence. Report to HSE incidents which fall under RIDDOR
- 8 Liaise with Hirers, Users, Contractors and Visitors to ensure their co-operation with regard to implementation of the Health and Safety Policy and its Arrangements

Hirers are responsible to:

- 1 Comply with all conditions of Hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all health and safety Arrangements.
- 2 Comply with their statutory responsibilities above and beyond those required by the Management Committee which relate to their particular organisation /activity
- 3 Carry out a risk assessment of their activities if requested by the Management Committee and advise it of the results
- 4 Ensure familiarity with fire instructions (e.g. keeping fire exits clear and evacuation procedures
- 5 Designate a responsible person at each Hiring who will take charge of evacuation in case of emergency
- 6 Ensure that highly flammable substances are not brought into or used in any part of the premises
- 7 Seek the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings
- 8 Ensure that any portable electrical equipment brought onto the premises is safe for use and is currently P.A.T. tested

Contractors are responsible to:

- 1 Carry out a risk assessment of their activities and show how they mitigate residual risk to their employees and the Village hall to an acceptable level through safe working procedures and industry best practice
- 2 Comply with their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- 3 Have regard to the safety of Hirers, Users and Visitors when working on the premises and/or in respect of anything left or stored on the premises;
- 4 Advise the Committee of any flammable or toxic substances that may be used in the course of work on the premises.
- 5 Recognise that any member of the Management Committee may stop on-going work for any reason considered valid by that member. Such decision is final.

Personal Responsibilities

The Safety Representative is Andrew Mitchell

The following persons have been delegated by the Management Committee to carry out the following duties:

Person	Responsibility	Duty
David Harrison	Inform Hirers	Ensure Hirers have read, agreed and understood the 'Terms and Conditions' of the Hire Agreement. Should the Terms or Arrangements change the Hirer is to be advised.
David Harrison	Inform Contractors	Liaise with all contractors before work is started. Ensure they have read, agreed and understood the Terms of their Contract, have carried out risk assessments and comply with industry Standards and best practice
David Harrison	Implement Risk Assessment	Carry out risk assessments to identify and mitigate generic risks in the operation of the Village Hall. Review and update on an annual basis. Ensure Hirers and Contractors are advised of changes as necessary.
David Oliver	Review Safety Policy and Arrangements	Ensure H&S is on the Agenda of the monthly Committee Meeting. Ensure that the H&S Policy, Arrangements and performance are reviewed annually.
Andrew Mitchell	Maintain Safety Policy and Arrangements	Carry out Safety Inspections on a quarterly basis and report to the Committee.
David Harrison	Implement H&S statutory requirements	Ensure that all H&S routine checks and inspections together with requirements for statutory test are included in the URVH Maintenance System.
Andrew Mitchell	Audit compliance	Review implementation of the Safety and Health Policy and its arrangement once per year and report to the Management Committee one month in advance of the AGM.
David Harrison	Maintain "Accident Book" (B1510)	Check weekly. Investigate and implement corrective action. Report as required by RIDDOR if required

Risk Assessment

Risk Assessment is carried out to identify and mitigate generic risks in the operation of the Village Hall. Assessments are carried out using the risk matrix and format below. The assessment is reviewed and updated on an annual basis. The Hirers and Contractors are made aware of the risk assessment. Hirers, depending on the activity, maybe required to provide their own risk assessment which shall be made available to the Committee on request. Contractors shall be required to produce a risk assessment for the work they intend to carry out and it shall be made available to the Committee.

		Consequence		
		Slightly Harmful	Harmful	Extremely Harmful
Likelihood	Highly Unlikely	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
	Unlikely	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
	Likely	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

All identified hazards are considered for their Likelihood and Consequence. Using the matrix, the level of Risk is estimated.

The Committee will not accept, after control measures have been implemented, any level of risk other than **Trivial or Tolerable**.

Should the level of risk of any hazard be judged to be **Moderate**, additional control measures shall be introduced to reduce the level to **Tolerable**.

Should the level of risk of any hazard be judged to be **Substantial or Intolerable**, the Hall will be closed down until the level is reduced to **Tolerable**.

URVH Risk Assessment

Name of Location:	Upper Rissington Village Hall	Date of Assessment:	May 2015
Risk Assessor:	David Harrison	Date of Review:	May 2016

No	Hazard Likelihood and Consequence	Persons at Risk	Control Measures	Risk
1				
2				