

## **REYNOLDSTON VILLAGE HALL ASSOCIATION HEALTH AND SAFETY POLICY**

### **• General Statement of Policy**

This document is the Health and Safety Policy of Reynoldston Village Hall Association. Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for the Management Committee members, hirers, users and other visitors.
- Keep the village hall and equipment in a safe condition for all users.
- provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors

It is the intention of Reynoldston Village Hall Association Management Committee to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Reynoldston Village Hall Association Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

To this end, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

### **• Organisation of Health and Safety**

The Reynoldston Village Hall Association Management Committee has overall responsibility for health and safety at Reynoldston Village Hall and takes day to day responsibility for the implementation of this policy.

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

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Management Committee or the Bookings Secretary should be notified as soon as possible so that the problem can be dealt with. Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Management Committee or the Bookings Secretary should be notified as soon as possible. Contact details are to be found on the Village Hall Website:  
[www.reynoldstonvillagehall.wales](http://www.reynoldstonvillagehall.wales).

A plan of the hall is displayed in The Hall and can also be found on the Reynoldston Village Hall website showing the location of the electricity switching, emergency exits and fire doors, and fire extinguishers.

### **• Arrangements and procedures**

The Terms, Conditions and Information for Hire of the Hall are to be found on Reynoldston Village Hall website and include the Health and Safety procedures that must be observed by all users of the hall. A copy of these procedures is also to be found on the notice board inside the Hall and a copy is available from the Management Committee by request.

All Hirers of the Hall are required to confirm that they have read and accepted the Terms, Conditions and Information for Hire when making a booking request. By accepting the Terms and Condition the Hirer agrees to leave the Hall in a clean and tidy state, as detailed in the Exit Checklist, a copy of which can be found on Reynoldston Village Hall website. A team of volunteers inspect the hall on a regular basis to ensure the Hirers have complied with the provisions contained on the Exit Checklist.

The procedures to be followed in the event of an accident or a fire are included on the Terms, Conditions and Information of Hire.

A first aid box and accident book is to be found in the bar area to the left hand side of the main doors leading outside. Any accident must be reported to the Management Committee. The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Health and Safety Officer on the Management Committee.

The nearest medical centre is Gower Medical Practice in Scurlage telephone number 390413.

There is a defibrillator is mounted on the wall in the entrance lobby, at the main entrance.

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. A plan of the village hall showing the fire alarm points, fire exits and firefighting equipment is attached. The nearest emergency telephone is located outside the fire station.

Electrical testing is carried out in accordance with the regulations. A routine inspection is carried out annually and a full inspection every five years.

The oil boiler is inspected and serviced on a regular basis.

The fire alarm is tested on a regular basis normally following management committee meetings.

- **Regulations relating to Contractors**

The Management Committee will check with contractors (including self-employed persons) before they start work that:

1. The work to be carried out is clear and understood by both the contractors and the Committee. The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience). Whenever possible work is carried out when the Hall is not being used.
2. Contractors have adequate public liability insurance cover.
3. Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or water pipes)
4. Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
5. Contractors have their own health and safety policy for their staff.
6. The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
7. Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice.

- **Insurance**

Insurance policies are arranged by Thomas Carroll Insurance Brokers.

- **Review of Health and Safety Policy**

This policy is reviewed annually at a meeting of the Trustees of Reynoldston Village Hall Association.