



Health, Safety and Security 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 will be expected to 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.

Dean Beard
Chairman of URVH Management Committee

March 2015

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 Book³ 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 Audit compliance with 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
- 7 Maintain a "Defects Book" in which defective or broken equipment is recorded such that appropriate action may be taken⁶
- 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.

³ Accident Report Book – Annex A
URVH Health and Safety Policy and Arrangements
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- 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

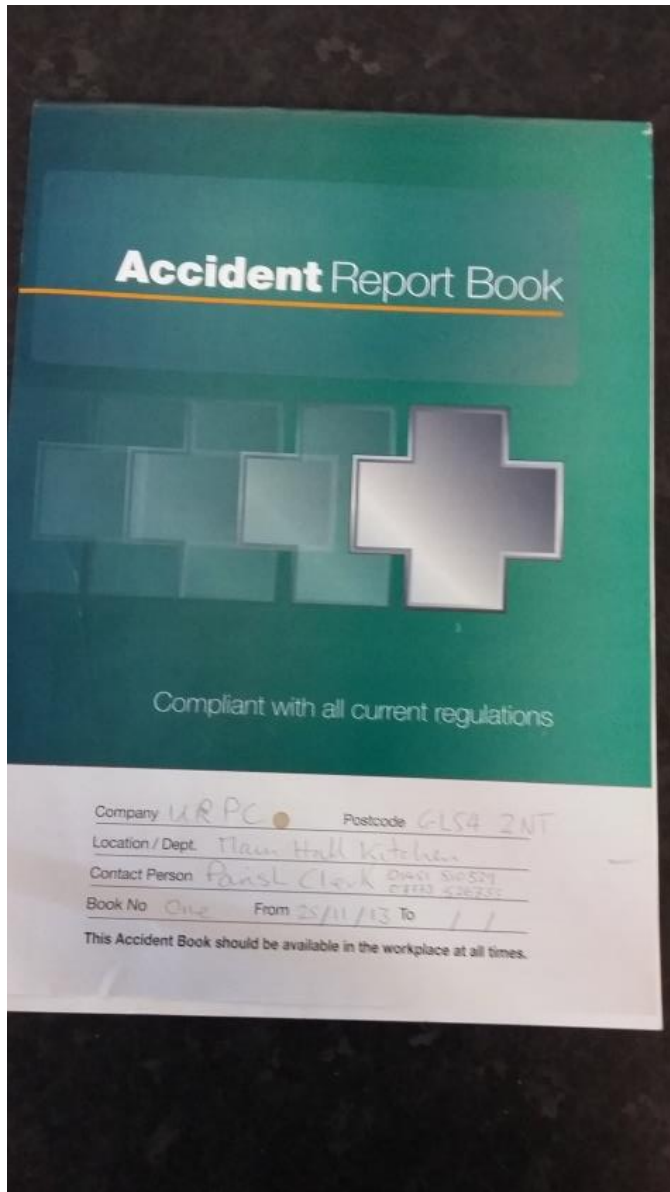
The following persons have been delegated by the Management Committee to carry out the following duties:

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 and written acknowledgment received
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.
Dean Beard	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	Review the Safety Policy and Arrangements for currency and applicability on an annual basis and report to the Committee
David Harrison	Implement H&S	Carry out weekly, monthly and quarterly checks. Make

	statutory requirements	arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers and anything else requiring statutory test. Keep relevant certificates and display copies on notice board as required.
Rob French	Inspect Village Hall premises	Using the "URVH Checklist", carry out an inspection of the village hall monthly and submit a report to the Committee
Andrew Mitchell	Audit compliance	Carry out an audit of the implementation of the Safety and Health Policy and its arrangement at least once per year and submit a report to the Committee
David Harrison	Maintain First Aid Box	Check and replenish monthly
David Harrison	Maintain "Accident Book" (B1510)	Check weekly. Investigate and implement corrective action. Report to Committee at monthly meetings. Report as required by RIDDOR if required
David Harrison	Maintain "Defect Book"	Check weekly. Investigate and implement corrective action. Report to Committee at monthly meetings

Annex A – Accident Report Book

This document is maintained in the Office.



Inspection of Upper Rissington Village Hall

Date of inspection		01 May 2015			
CHECK ALL ITEMS FROM THE PREVIOUS AUDIT HAVE BEEN COMPLETED				Satisfactory	Action needed
Outside	1.1	Is car park/patio in good condition			
	1.2	Are walls and notices in good condition			
	1.3	Are the planted areas in good condition			
	1.4	Are all the exterior lights working?			
	1.5	Are windows/doors all secure			
	1.6	Is drainage in good condition and clear			
	1.7	Are security cameras secure and clean			
Entrance, Foyer, Community Room, Office	2.1	Are carpets in good condition?			
	2.2	Are all the lights working?			
	2.3	Is all equipment in good condition?			
	2.4	Are all areas clear of clutter			
Sports Hall, Store Rooms	3.1	Is floor in good condition?			
	3.2	Are all the lights working?			
	3.3	Are store rooms neatly stacked			
	3.4	Is equipment in good condition			
	3.5	Are all cleaning materials correctly stowed			
Showers, Changing Rooms, Toilets	4.1	Are the areas clean			
	4.2	Is anything broken			
	4.3	Are the toilets stocked			
	4.4	Are lockers in good condition			
	4.5	Are keys available for lockers			
	4.6	Has introducing legionella bacteria been avoided			
Kitchen	5.1	Is it clean and tidy			
	5.2	Are cupboards clean			
	5.3	Is all equipment working			
	5.4	Is the fridge clean and not iced up			
	5.5	Is any food stuff in date and good condition			
	5.6	Is crockery and utensils in good condition			
Electrical	6.1	Are all sockets in good condition			
	6.2	Is PAT testing up to date			
	6.3	Is all equipment in good condition and working			
	6.4	Has any damaged equipment been marked for repair			
	6.5	Is there any Third Party equipment lying around			
	6.6	Are there any trailing leads			

	6.7	Are all the lights working		
Fire and Emergency	7.1	Did the fire alarm work when tested <i>(every month)</i>		
	7.2	Are emergency notices displayed		
	7.3	Is portable equipment in good condition		
	7.4	Date of next service <i>(every 12 months)</i>		
	7.5	Date of last fire drill <i>(every 3 months)</i>		
	7.6	Are emergency exits working and clear		

Inspection Report Format

Item	Action	Who	Complete

Name	Date



URVH Annual Health and Safety Review Meeting

The Health and Safety Review shall be held annually one month before the AGM.

All Trustees are required to attend the meeting.

This meeting may form part of a scheduled Committee meeting but all Agenda items shall be addressed.

AGENDA

- 1 **Attendees:** [All Trustees]
- 2 **Apologies:**
- 3 **Opening Comments** *by Chairman*
- 4 **Health and Safety report** *by Safety Representative:*
 - 4.1 Overview
 - 4.2 Risk Assessments
 - 4.3 Inspection Reports
 - 4.4 Accident reports
 - 4.5 Audit Reports
 - 4.6 Equipment requirements
 - 4.7 Funding requirements
 - 4.8 Recommendations
- 5 **Management Review** *by Trustees*
 - 5.1 Consideration of the Report
 - 5.2 Any remedial action required
 - 5.2 Amendments to the Arrangements
 - 5.3 Allocation of funds
- 6 **Closing Remarks** *by Chairman*
- 7 **Next Meeting:**

Note: In addition, it is required that the Chairman (or his Deputy) shall ensure that Health and Safety is a minuted Agenda item at the monthly Management Committee meetings. Any corrective action at that time shall be addressed, where practicable, prior to the next meeting. The reason for not taking corrective action shall be recorded.

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				