

Nether Heyford Village Hall

Registered Charity, No. 304256



Health and Safety Policy

The Management Committee of Trustees (*the Committee*), have resolved to carry out the management of the Nether Heyford Village Hall (*the hall*), in accordance with the following details set out below (*our Policy*) :

It is the intention of the Committee to comply with all Health and Safety legislation, Fire Safety legislation and all associated Regulations and Acts to ensure the safe and efficient management of the village hall. Appropriate measures will be put in place to reasonably remediate any danger, injury or illness arising from activities or operations at the hall and has absolute discretion as to the activities and operations which take place therein.

It is our policy to:

1. Provide a healthy and safe environment for all users, volunteers, visitors and contractors
2. Keep the equipment owned by the hall in a safe condition for all users, volunteers, visitors and contractors
3. Provide any information pertinent to the safety and well being of all users, volunteers, visitors and contractors
4. Comply with all Health and Safety legislation and act positively where it can reasonably do so to prevent any injury, illness or detriment to its users, volunteers, visitors and contractors

The Committee considers adherence to the regulations to be of great importance. The Committee recognises that the effective prevention of accidents depends as much on the proactive measures taken by the committee as it does on the carrying out of reasonable and sensible behavior of all users. To this end the committee will promote and encourage all users, volunteers and contractors to take all matters of health and safety seriously and observe all the measures put in place.

All users, volunteers, visitors and contractors are expected to recognise that they have a duty to comply Health and Safety legislation and with the practices set out by the committee, with the safety requirements set out in the hirers agreement and with all safety notices on the premises and to accept responsibility to do everything they can to prevent injury or damage to themselves, others and the hall.

Copies of documents relating to compliance with the various legislations will be available to all hall users in the main hall entrance hall together with a copy of this document and any regulatory certification.

A copy of the hall fire and evacuation policy and plan together with the muster point will be displayed in the main entrance hall and it is the responsibility of EVERY USER whether a user group, society, hirer or contractor to make themselves aware of, and comply with the information contained within the policy. Appendix A and B.

The hall provides a comprehensive first aid kit for both general and food hygiene use which is located in the kitchen. It is the responsibility of EVERY USER to use this in accordance with the committee guidelines below:

1. Make a note of any items used and put it in the outside post box so that it can be replenished.
2. When necessary and appropriate fill in the accident book and put it in the outside post box so that it can be noted, monitored and filed.
3. Report any incident as soon as possible to the booking secretary.

The committee carries out both a facilities check and a visual risk assessment of the premises on a regular basis and it is reported to the committee at each meeting. However, it is incumbent upon EVERY USER to report anything THAT CAN CAUSE HARM to a user, volunteer or contractor to the booking secretary via email NHVHbookings@gmail.com

APPENDIX A

NETHER HEYFORD VILLAGE HALL FIRE SAFETY

- Each hirer will be made aware of our evacuation procedure and assembly point.
- Each hirer will be made aware of the location of fire fighting equipment (to be used only when absolutely appropriate to do so).
- THERE IS NO SMOKING ALLOWED ON THESE PREMISES WHATSOEVER.
- NO E-CIGARETTES OR VAPING ARE ALLOWED ON THESE PREMISES.
- No naked flames, candles, indoor fireworks, barbeques or flammable substances are to be brought in to the hall.
- The maximum number of 120 people capacity will not be exceeded.
- The booking secretary must be made aware of any concerns or issues linked to fire safety.

The booking secretary is designated as the responsible person for queries or issues but each hirer accepts responsibly for fire safety and prevention during their hire period.

FIRE EVACUATION PROCEDURE WHAT TO DO IN THE EVENT OF FIRE

If a fire is discovered –

The person discovering the fire will call loudly
“FIRE! FIRE! EXIT THE BUILDING”

Call the fire brigade to:

Nether Heyford Village Hall, The Green, Nether Heyford NN7 3LE

- Everyone leaves the building and assembles at the muster point which is the village green
- Small children can be carried
- Disabled persons should be helped
- Toilets should be checked for persons
- Do not re enter the building until advised to do so
- Last person out closes the door

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher or fire blanket **BUT ONLY IF IT IS CONSIDERED SAFE TO DO SO.**

If it is not possible to extinguish the fire every effort should be made to contain it in its room of origin by shutting it off.

Regardless of whether it is suitably extinguished the fire service and the booking secretary should be notified.