

# DUNSTON VILLAGE HALL

SCHOOL LANE, DUNSTON, STAFFORD. ST189AG

[www.dunstonvh.com](http://www.dunstonvh.com)

Registered Charity No: 1166729

Company Reg. No. 07874085

## HEALTH & SAFETY POLICY

### Policy Statement

Dunston Village Hall Committee is committed to ensuring that all persons who use, visit or work on our premises and/or take part in activities do so in an environment that promotes healthy and safe working practises and protects their general wellbeing.

The overall responsibility for the implementation of this Policy is accepted by the Committee Chairman who will ensure that health and safety is effectively managed and integrated through all levels of the Committee.

The Committee is committed to identifying a clear framework for safety management, including:

- Specifying roles and responsibilities.
- Provision and maintenance of the hall and equipment inside the hall.
- Arrangements for the safe handling, storage and transport of substances and materials.
- Maintenance and management of grounds and estate to ensure a safe and inclusive environment for all.
- Provision of adequate welfare arrangements including suitable rest facilities.
- Implementation of monitoring arrangements including inspections and audit.
- Allocation of sufficient resource for health and safety.

This Policy will be reviewed in the event of any significant change in management structure.

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## 1. Scope

This Policy applies to all persons who use the hall. This includes: committee members, hall users and contractors. It applies to all premises under the control of the committee and to any activity under committee control, whether it takes place on or off site.

The building is regularly checked for faults but users are requested to report any health and safety matters to the Committee Chairman by email on [faults@dunstonvh.com](mailto:faults@dunstonvh.com)

## 2. Framework

This Policy provides a broad framework for the health and safety management system.

### 2.1 Resources

Adequate resources shall be provided to implement the safety management system.

### 2.2 Strategic Planning

Health, safety and welfare is considered to be a core element of any organisational development, new business planning and, or, expansion. Foreseeable emergency situations that have the potential to impact the committee on a wide scale will be identified and included in any development plans.

### 2.3 Risk Assessment

Prior to commencement of activities, purchase of new equipment, plant or materials, occupation of new, or, significant change to existing physical environment, a suitable and sufficient risk assessments will be made. Suitable control measures must be implemented in order to comply with Regulatory requirements and reduce levels of risk. Any identified risk that has been evaluated as high shall not commence until further controls have been implemented and the risk has been reduced to an acceptable level.

### 2.4 Structure

The Senior Responsible Person (SRP) for Health & Safety is the Committee Chairman. The SRP will have sufficient authority and control over activity within their area of management to ensure that the requirements detailed in this Policy are fully implemented.

### 2.5 Consultation

Health and safety will be a standard agenda item at the Dunston Village Hall Committee meetings.

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## 2.6 First Aid

The First aid kit is located on the wall in the David Asbury Meeting Room.

The accident book is in the kitchen drawer. All accidents should be recorded in the accident book. A committee member will check weekly and remove records for confidentiality.

The defibrillator is positioned outside of the hall, adjacent to the hall front door.

In case of emergency, the full address is:

**Dunston Village Hall, School Lane, Dunston, Staffordshire, ST18 9AG.**

## 2.7 Incident Reporting

Any incidents should be reported to the Committee Chairman. Any incidents will be recorded, including near misses. Appropriate investigation must be completed for each incident; the level of investigation may vary dependant on the actual or potential for harm, or loss, in each case.

## 2.8 Partnership Arrangements and Contractor Engagement

Where the committee engages in partnership agreements with other organisations, or, engages a contractor to undertake activity on behalf of the committee, sufficient scrutiny will be made of their safety management systems prior to engagement in order to ensure adequate consideration is given to the health, safety and welfare of Dunston village hall users. The committee will ensure clear communication of standards, expectations and circumstances is established.

## 3. Fire Safety

### Smoking

The hall is a smoke free environment; smoking and vaping is prohibited in Dunston village hall.

### Fire Safety

Hall users are required to familiarise themselves with the fire exits and routes. Hall users should maintain a register of members/persons who are present in the hall (during the session) and in the event of a fire, a designated person should take the register to ensure everyone is accounted for.

In the case of a fire, the fire alarm should be activated by using one of the 'break glass' devices. The building should be evacuated and the fire safety meeting point is over the road, on the corner of Church Close. The group leader should call the Emergency Services. Under no circumstances should anyone re-enter the building, until is deemed safe to do so by the Fire/Emergency Services.

Users are responsible for carrying out fire drills and arranging their fire assembly meeting point. (see suggestion above). Users are requested to not use the 'break glass devices' during a fire drill.

Improper use will result in the group being charged for a replacement.

**Chairman:** Mr J. K. Bagnall   **Secretary:** Mrs V. Parker   **Treasurer:** Dr. A. Latham

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Fire extinguishers are provided and maintained. The Dunston Village Hall Committee does not recommend these are used, any person using the fire extinguisher does so at their own risk.

The Security/emergency lighting and alarm systems are checked annually by qualified persons.

Do not obstruct fire routes/ exits with furniture or equipment when using the village hall. Any Inflammable items in the hall are to be left inside during an emergency.

## 4. Security

Dunston Village Hall will take reasonable measures to ensure that the building is kept secure. All users should ensure that the building is secure when they leave, all doors fitted with exit bars are shut and all other external doors are locked. Under no circumstances should the building remain unlocked when there is no-one on the premises.

## 5. Insurance

Dunston Village Hall has liability insurance. Users are advised that they need to ensure that they have adequate insurance cover for their own activities and property. Dunston Village Hall does not accept responsibility for the property of persons using the hall. It is suggested that users obtain their own insurance for their belongings and activities.

## 6 Personal Safety

We do not recommend that people work alone in the building, but we recognise that on occasions this cannot be avoided. If you have to work alone, we recommend that the main door is locked. A mobile phone is on hand as there isn't a phone available in the hall. Also, ensure that there are two clear fire escape routes available.

## 7. Electrical Equipment

Dunston Village Hall arranges for an annual portable appliance test (PAT) of all electrical items used in the hall. Each appliance will be labelled, stating the date of check. It is the responsibility of the user groups to ensure that any electrical appliance bought into the building meets the safety test requirements.

The Dunston Village Hall Committee reserves the right to remove any items which do not have a PAT pass label.

## 8. Implementation Arrangements

This policy provides a foundation to the structure of the health and safety management system.

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## 9. Monitoring

The Dunston village hall committee is committed to making ongoing improvements, learning from experience, and continually developing the health and safety management system. Effectiveness of the system will be monitored using both proactive and reactive means.

## 10. Audit

The Health and Safety Management systems will be monitored regularly and audited on a yearly basis.

## 11. Roles and Responsibilities

The Committee Chairman, has overall responsibility for the implementation of this policy within the committee. They will provide leadership toward a strong health and safety culture in line with this policy and the committee's core values.

They will:

- Ensure this Policy is actively implemented.
- Ensure sufficient resources to implement this Policy.
- Ensure health and safety policies, procedures and initiatives are promoted and implemented.
- Ensure recommendations arising from audits, inspections, and, incident investigations are given suitable consideration.
- Review and consider health and safety matters are recorded.
- Ensure health and safety management is prioritised.
- Ensure health and safety risks are noted.
- Investigate incidents and monitor completion of actions in accordance with the associated procedure. Monitor completion of any actions arising.

Reviewed: Jan 2023

By: Jeff Bagnall & Rebecca Cashmore

**Chairman:** Mr J. K. Bagnall   **Secretary:** Mrs V. Parker   **Treasurer:** Dr. A. Latham