

LOWDHAM VILLAGE HALL & PLAYING FIELDS COMMITTEE

HEALTH & SAFETY POLICY

Policy Statement

The Committee is committed to ensuring the health and safety of their customers and staff at all times when using the facilities and during the course of their duties.

To this end regular health and safety checks are to be made and whenever new equipment and processes are introduced a risk assessment based approach and training will be used to ensure safe introduction.

Hirers using the facilities are responsible for ensuring they have their own policies in place to comply with good practice and ensure the safety of their clients.

As the building is covered by the terms of an entertainment and alcohol license under the 2003 Licensing Act certain regulations must be adhered to ensuring compliance with the law, these are detailed on the noticeboard in the Village Hall foyer with the copy of the license.

Insurance

The Committee has full public liability and employers insurance, a copy of which is displayed in the building. Hirers are expected to provide their own similar cover while using the facilities and confirm this when booking.

Safe Working

The caretaker, contract cleaners and volunteer staff, should at all times ensure they operate in a safe environment and where applicable wear personal protective clothing.

When working in toilet and kitchen areas attention to personal hygiene and cleanliness is important. When using cleaning materials they must be used in a safe manner and stored correctly in accordance with COSHH regulations.

When dealing with waste materials care must be taken to avoid injury or contamination and gloves should always be worn.

Electrical and mechanical equipment should only be used by competent operatives and must be inspected regularly and records of such inspections maintained (e.g. PAT Testing).

The electrical and gas installations of the building will be inspected in accordance with the regulations for public buildings and duly certificated (an annual Landlords Gas Test, annual PAT test on appliances and five year Certificate for the buildings general electrical installation).

Where appropriate, training in material handling will be given to avoid injury while moving or lifting equipment such as chairs and tables which must always be stored safely in designated areas.

When working outside or on wet floors the risk of slips and falls must be taken into account and also when working on raised platforms or ladders.

Wherever possible lone working in the facility should be avoided especially at night, but if unavoidable a mobile phone should be carried to raise help in an emergency.

The building is subject to a no smoking regime in line with all public buildings and this is strictly maintained. To avoid the risk of fire, regular assessments are made and fire -fighting equipment is tested and inspected regularly. Warning signs, fire doors and emergency lighting are maintained to ensure safe evacuation of the building in event of an emergency.

An accident reporting system is maintained and any incident is reviewed by the Committee to ensure any repetition is avoided and lessons learnt. Hirers must maintain their own reporting system and ensure they make the caretaker aware of any incidents or damage to the building or equipment.

This policy was adopted by Lowdham Village Hall & Playing Fields Committee at its meeting on 26 September 2023 and will be reviewed annually.