

Dunshalt Community Association Dunshalt Village Hall Health and Safety Policies and Procedures

POLICY STATEMENT

Dunshalt Community Association seeks 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.

Dunshalt Community Association's Health & Safety policy is:

1. As far as is reasonably practicable, to eliminate accidents and minimise the likelihood of ill-health being caused by operating conditions in and around Dunshalt Village Hall.
2. As far as is reasonably practicable, to ensure that Dunshalt Village Hall is maintained in a safe condition, that means of entry and exit are without risk and that operating procedures are formulated with the welfare of all interested parties in mind.
3. To regularly assess the risks inherent in using the Hall facilities for different activities and take all reasonable steps to minimise these risks.
4. To inform users, contractors, volunteers and staff of their obligations with regard to health and safety and as far as is reasonably possible ensure that they comply with these requirements.
5. To review the operation of the Policy on a regular basis and take any actions necessary to improve its scope and effectiveness.

AIMS

Dunshalt Community Association aims to maintain Dunshalt Village Hall as a safe and healthy environment to provide flexible meeting space for the local community and to enable all age groups of the local community to enjoy a wide variety of social, sporting and other communal activities.

Dunshalt Community Association 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 Association 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.

The Association 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 Association, 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.

RESPONSIBILITIES

The Dunshalt Community Association has overall responsibility for health and safety at Dunshalt Village Hall and takes day to day responsibility for the implementation of this policy to:

- Audit Hall safety, covering all aspects of fire prevention and safety for Hall operations and other activities.
- Examine overall health and safety issues as they affect the Hall and ensure the development and introduction of improved assessment methods.
- Allocate sufficient resources to provide and maintain conditions and places of work and leisure activity that are, so far as reasonably practicable, safe and healthy.
- Take all reasonably practicable steps to ensure that premises in which community activity is carried out are operated and maintained so as to ensure a safe and healthy system of working.
- Provide, where necessary, approved protective equipment and clothing and ensure that its proper use is understood.
- Take all reasonable steps to inform employees, sub-contractors and Hall users about materials, equipment or processes used in their work and leisure activities, which are known to be potentially hazardous to health or safety.
- Keep all operations and methods of work under review so that they can, if necessary, be revised in the light of experience and up to date knowledge.
- Provide appropriate facilities for first aid.
- Ensure that any accident is fully investigated and, where the fault lies with working methods, machinery, materials or processes, that such fault is corrected and recommendations are made to prevent recurrence.
- Collect, analyse and promulgate data on accident, sickness and incidents involving personal injury or injury to health to learn from the experience and improve operating procedures.
- Seek to ensure that relevant and up-to-date information and advice on all aspects of health and safety legislation and good practice is obtained and made available to interested parties.
- Promote consultation in health and safety matters among all stakeholders to ensure effective participation by all Association members, employees and users.

Hirers are responsible for:

- Reading the whole of the hiring agreement and signing the hiring form as evidence that they agree to the hiring conditions. The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers.
- Ensuring fire and safety equipment is not misused or removed from its designated location.
- Ensuring fire and other exits are not obstructed and that illuminated fire exit signs are on for all public entertainment.
- Ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

ORGANISATION OF HEALTH & SAFETY

- 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 Association in keeping the premises safe and healthy.
- Should anyone using the hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform the Chairperson or the Bookings Secretary, 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 Chairperson or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items / activities

First Aid box:	Bookings Coordinator
Reporting of Accidents:	Chairperson
Fire precautions and checks:	Chairperson
Risk Assessment and Inspections:	Chairperson
Information to contractors:	Chairperson
Information to hirers:	Bookings Coordinator
Insurance/Licenses:	Treasurer

SPECIFIC ARRANGEMENTS & PROCEDURES

Insurance

- Dunshalt Village Hall holds Employers Liability and Public Liability Insurance.
- Hirers of Dunshalt Village Hall shall be responsible for making arrangements to insure against any third party claims that may lie against them (or the organisation if acting as a representative) whilst using the premises.

Licences

- The Hall holds a Public Entertainments Licence issued by Fife Council
- The Hall holds a Performing Rights Society Music Certificate.
- The Hall is not licensed for the sale of alcohol. A temporary licence may be obtained from Fife Council.

Food Hygiene

- Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities.
- For advice regarding food hygiene in village halls the Food Standards Agency Document, Community and Charity Food Provision – Guidance on the Application of EU Food Hygiene Law, Updated 1st October 2021– should be referred to.

Fire Precautions and Checks

- The Association has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Person with responsibility for testing equipment and keeping log book: Chairperson
- Fire Safety equipment is regularly checked by a competent company as agreed by Dunshalt Community Association.

Checking of Equipment, Fittings and Services

- Weekly: Door mats and stops, clocks, toilets, water heaters, stage when erected, fridges, outside lights, emergency lighting, fire doors, all lights, torch, water boilers and fire alarm.
- Monthly: First Aid Box, ladders and steps, locks and sockets.
- Half Yearly: Window cleaning, outside gutters,
- Yearly: Fire extinguishers,

Procedure in case of accidents

The First Aid Box is located in the kitchen.

Any accident must be reported to the Chair of the Association.

Arrangements for Contractors

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

- The contract is clear and understood by both the contractors and Dunshalt Community Association.
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience).
- Contractors have adequate public liability insurance cover.
- Contractors do not work alone on ladders at height (if necessary a Association Member should be present).
- Contractors have their own health and safety policy for their staff.
- The contractor knows which member of the Association is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations.