

Sharnbrook Village Hall: Health and Safety Policy

Anyone with control of non-domestic premises (such as a village or community hall) has legal responsibilities under health and safety law.

They must take reasonable measures to ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is 'reasonably practicable'. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

Responsibility for the operation and maintenance of the Sharnbrook Village Hall is organised by the voluntary management committee.

The management committee

A management committee can be regarded as a legal entity under health and safety law, even if it doesn't employ anyone and is only made up of volunteers.

It has no responsibility under the Health and Safety at Work Act for risks created by the work activity of others, such as those maintaining the building, or for the activities organised by those who use the hall.

Sharnbrook Village Hall Management Committee, which has control over the hall, undertakes to take reasonable measures to ensure that the following are safe for the expected use:

- The building
- The access and egress to it
- Any equipment or substances provided there

Health & Safety Assessment

The following areas have been considered in order to manage Health and Safety at Sharnbrook Village Hall.

Car Park

- The car park surface is maintained to minimise slip and trip risks
- Vehicle and pedestrian routes/flows and car park and site entrance/exits are clearly marked
- The car park is well lit
- Emergency vehicles can gain access

Movement around the building

- Paths, steps and ramps to and from the hall are properly maintained to minimise slip and trip risks
- Lighting is suitable and sufficient to allow safe access and exit (including lighting of emergency exits)
- Matting is provided to minimise rainwater etc being carried into the building
- Rooms and corridors are sufficiently lit
- Corridors are clear of clutter
- There are no trailing electrical leads/cables
- All permanent fixtures are in good condition, eg seats, shelving, cupboards notice boards, signage etc
- Internal flooring is in good condition
- Where any doors contain glass, this is made from a safety material
- External ramps are fitted with handrails

Electrical equipment and services

Any fixed electrical installations:

- Are correctly installed, modified and repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use
- Are inspected and tested at suitable intervals by an electrician or other suitably qualified person

If the hall owns or hires any portable or fixed electrical equipment:

- It is visually checked and, where necessary, tested at suitable intervals to ensure that it is safe to use
- Any damaged electrical equipment is taken out of service or replaced

Gas equipment and services

Where fixed gas appliances are available for use (e.g. boiler, water heater), there are arrangements in place for periodic examinations and any remedial action is undertaken by a Gas Safe registered engineer.

Asbestos and RAAC

The hall does not contain any asbestos or RAAC.

Fire

- A fire risk assessment has been completed and there are adequate fire safety measures in place
- The fire alarm is tested regularly

Regular checks are made to ensure escape routes and fire exit doors are:

- Unobstructed and adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)
- Any combustible substances or waste are stored safely
- Fire-fighting equipment is in place and tested regularly in line with the manufacturer's guidance.

Legionnaires' disease

The hall does not use or do anything that involves spraying/sprayed water. There are no showers or humidifiers.

General

- A record is kept of all safety checks and inspections.
- Users have all the information about the hall they need to operate safely

Signed by:

Bernadette Walsh-Mason, Chair of Sharnbrook Village Hall Committee

Date: 1st January 2024