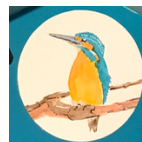


COLNEY HEATH VILLAGE HALL

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HEALTH AND SAFETY POLICY AND REQUIREMENTS

| Date | Version | Description | Prepared by |
|--------------|---------|--------------------------------------|-------------|
| 5 April 2020 | 1.0 | First issue – posted in Village Hall | John Clemow |

HEALTH AND SAFETY POLICY

Management of the Colney Heath Village Hall is by the trustees of the CIO.

Our objective is to ensure, in so far as is reasonably practical, the health safety and welfare of all parties - management, support staff, hirers and users at the Village Hall premises.

To achieve this objective, the CHVH has a **HEALTH AND SAFETY SYSTEM** formulated as follows:

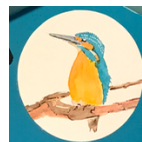
- **HEALTH AND SAFETY FILE** with the health and safety requirements and records.
- **RISK ASSESSMENT:** established and maintained RISK ASSESSMENT identifying the mitigating measures required to reduce the identified risks.
- **HEALTH AND SAFETY REQUIREMENTS** for the management of the Facility by the trustees and support parties, and by the users of the Facility.
- **CONDITIONS OF HIRE** Through the hire agreements Management sees that the parties hiring the facilities for use understand and agree to comply with the HEALTH AND SAFETY REQUIREMENTS.
- **MONITORING** regularly monitor compliance (a standard agenda item for Management Meetings).
- **FEEDBACK:** consult with, and seek feedback from, management and users on a regular basis on matters of health and safety and take such into account.
- **INTERNAL REVIEW** and updating of the system documents in response to monitoring and feedback.

(File copy wet signed by)

John Clemow

Secretary

5 April 2020



HEALTH AND SAFETY REQUIREMENTS

RESPONSIBILITIES

The CHVH nominates a person as the Health and Safety Officer.

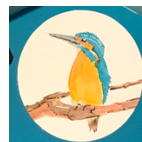
Hirers nominate a person responsible for ensuring compliance with the Terms and Conditions of Hire including compliance by users with the Health and Safety requirements.

- 1 **PREMISES**
 - 1.1 ensure the premises are properly secured, maintained, cleaned and waste regularly removed. CHVH
 - 1.2 Remove user waste at the end of each hire period Hirer
 - 1.3 Leave the premises in a clean and tidy condition Hirer
- 2 **FIRE RISK MANAGEMENT**
 - 2.1 implement and record the fire prevention, risk assessment & control measures including
 - 2.2 Fire doors shall be kept maintained. CHVH
 - 2.3 Fire doors must not be obstructed by users. Hirer
 - 2.4 No combustible materials shall be stored near sources of ignition or in any fire escape route. CHVH
 - 2.5 No combustible materials shall be placed near sources of ignition or in any fire escape route. Hirer
 - 2.6 The required fire fighting appliances shall be provided, inspected and maintained together with inspections and tests of fire safety systems carried out at regular intervals CHVH
 - 2.7 Safe means of egress shall be provided and kept clear of obstructions CHVH
 - 2.8 Safe means of egress shall be kept clear of obstructions during period of hire Hirer
 - 2.9 Users to be advised of the fire safety precautions, egress routes and rendezvous point (RVP). Hirer
 - 2.10 Substances posing a fire hazard shall be controlled. CHVH
 - 2.11 Substances posing a fire hazard shall not be used. Hirer
- 3 **IN CASE OF INCIDENT OR EMERGENCY**
 - 3.1 The location of the means of egress, fire fighting appliances and RVP are shown on Figure 1 and at each fire alarm break- glass point.
 - 3.2 For Emergency services dial 999
at least one of the following must be contacted at the same time CHVH & Hirer
Eddie Walsh....01727 821 601
John Clemow 07803 313 525
Gerry Savage 07742 635 901
Pam Fox 07561 162 855
 - 3.3 The FIRST AID BOX is located in the kitchen.
 - 3.4 All reportable incidents must be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 CHVH & Hirer
- 4 **COSHH**
 - 4.1 limit the use of, and exposure to all persons to, substances hazardous to health; safely and securely storage of cleaning materials CHVH
- 5 **WORKS CONTRACTORS**
 - 5.1 Appointments of contractors shall include the requirements defined in Appendix 1 CHVH

Ends

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APPENDIX 1

CONDITIONS OF APPOINTMENT FOR CONTRACTORS

0 **CONTEXT**

- 0.1 The Village Hall is a Community facility, managed by the trustees of the Colney Heath Village Hall, a CIO, ("Management").
- 0.2 In doing work at the Village Hall premises (building and external areas), Contractors are required to operate in a safe, responsible, sensible and respectful manner with regard to the interests of the local community, the immediate neighbours, and the users of the Village Hall.

1 **GENERAL REQUIREMENTS**

1.1 **Method statement**

Prior to commencement of work, the Contractor is to provide a risk assessment and consequent method statement appropriate to the scale and complexity of the work.

1.2 **Tools and equipment**

The Contractor shall provide all their own tools, plant and equipment as necessary for the satisfactory performance of the work in hand, having due regard to safe working and fire precautions. Use of the Village Hall equipment is not permitted without written approval.

1.3 **Tidying up work in progress**

At the end of each works day, the Contractor shall consolidate all unused materials and leave works area, and any accessed areas of the premises, tidy and in a safe and secure condition. Where users are expected to access any area the premises affected by the Contractors works, these areas shall be appropriately cleaned.

1.4 **Waste**

The Contractor shall minimise waste, and remove from the premises any effluent, scrap or surplus materials and dispose of or recycle responsibly at an accredited location. Evidence of same shall be provided on request.

1.5 **Lifting equipment**

Contractors who bring cranes, lifting machines, lifting and other gear and appliances must, before using them therein, satisfy Management that the Statutory requirement relating to periodical testing and examination have been complied with.

1.6 **Gas and electricity**

On no account may use be made of Gas or Electricity mains without Management permission who must also agree the method of connection.

1.7 **Hazardous materials and equipment**

The Contractor must provide information of any material and equipment being brought onto the premises, which may create a hazard.

1.8 **Accidents**

All accidents, injuries and dangerous occurrences must be reported to enable the VHC to comply with statutory reporting regulations. The condition existing at the time of a serious incident should be retained.

1.9 **Loss and damage**

The Contractor shall immediately report to Management any damage caused to the premises, or loss of any contents, whether accidental or deliberate or malicious.

1.9 **Completion**

On completion of the work, the Contractor shall remove all unused materials and leave the premises clean, tidy and in a safe and secure condition.

2 **SAFE WORKING**

2.1 **Statutory requirements**

Comply with all statutory requirements

2.2 **Scaffolding**

If the service involves scaffolding, the contractor shall provide details prior to erection.

2.3 **Ladders**

All ladders must be of good construction, free from obvious defects, and in use must be made secure

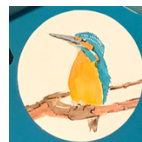
2.4 **Overhead Work**

No work may be commenced above the heads of users at the premises or over roadways or gangways until all proper precautions have been taken to ensure the safety of all persons and property below. Suitable barriers and warning signs are to be erected around the area of work.

2.5 **Moving Machinery**

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Management permission must first be obtained before commencing any work above or in the proximity of moving plant or machinery.

All portable machines must be guarded in accordance with statutory requirements.

2.6 **Excavations/Exposure**

- (a) Before work commences the Contractor must ensure that the location of any electricity cables, drains, gas, water or air main, is taken into account.
- (b) The surrounding area must be kept as tidy as is practical and loose material must not be allowed to obstruct gangways or roadways. 'Danger' notices are to be displayed as appropriate.
- (c) Precautions must be taken to avoid the collapse of trench walls or other excavations.

2.7 **Services**

Where any services are disconnected or in any way worked on they must be left in a safe condition.

2.8 **Danger from Electricity**

If it is necessary to carry out work in any place where there is danger that person(s) would come into contact with electrical equipment which is alive, or would come live, such work may not be commenced without the permission of Management. Also, electrically powered hand tools must be operated from a double wound centre tapped low voltage transformer and the maximum output voltage must not exceed 110 volts.

2.9 **Safety Precautions**

Anything provided for the safety of people at work must not be interfered with.

3 **FIRE PRECAUTIONS**

3.1 **Open Flame**

Management must be notified before using blowlamps, welding equipment or any other open flame. The site of operations must be inspected and no work may be carried out without Management permission. The Contractor must provide any necessary manual fire extinguishers and ensure that personnel trained in their use are present during all operations involving fire risk.

3.2 **Storage of Hazardous Materials**

The storage of flammable liquids on the premises such as paint, oil, petrol and thinners and other hazardous material, is prohibited.

3.3 **Burning of Rubbish**

Disposal of rubbish by burning is prohibited.

3.4 **No Smoking**

There shall be no smoking on the premises.

3.5 **Hazardous Materials**

Hazardous materials must not be brought on to the premises without prior permission.

4 **SECURITY**

- 4.1 The Contractor shall ensure that unauthorised access to the premises does not occur whilst the Contractors work is in progress

5 **CONTRAVENTION**

- 5.1 Management reserves the right to remove, or have removed, the Contractor's material or equipment and/or the Contractors personnel in the event of a Health and Safety risk or hazard, or contravention of the above requirements. The Contractor shall have no recourse to additional costs where the cause is within the Contractor's control.