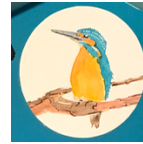


COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4
ONS



www.colneyheathvillagehall.com

HEALTH AND SAFETY POLICY AND REQUIREMENTS

Date	Version	Description	Prepared by
5 April 2020	1.0	First issue – posted in Village Hall	John Clemow
4 July 2022	2.0	Updated after review	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.

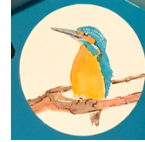
To achieve this objective, the CHVH has a **HEALTH AND SAFETY SYSTEM** formulated as follows:

- **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.

John Clemow
Secretary
4 July 2022

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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 See that 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

2.12 Safety checks to be carried out at the required intervals for gas, fixed wiring and portable appliances. CHVH

Regular hirers to provide portable appliances for PAT Testing when required. 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

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, to be checked and periodically updated. CHVH

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 the Health & Safety file. CHVH

Ends