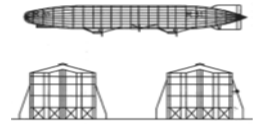

SHORTSTOWN COMMUNITY TRUST

Charity No: 1103038 Company No: 0502745
Registered Office: 50 Greycote, Shortstown, Bedford, MK42 0UY
Email: shortstownvillagehall@outlook.com



Health and safety policy of Shortstown Community trust for Shortstown Village Hall

The Health, Safety and Welfare of all those managing, using and visiting Shortstown Village Hall is paramount at all times. The Trustees/ Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed to an extent that is reasonably practicable. The management of Shortstown Village Hall aim to comply with legislative requirements and codes of practice relating to the duties which it has, in order to:

1. Provide healthy and safe working conditions, equipment and systems for the trustees, employees (if applicable), Friends of the village hall and hirer.
2. Keep the Village Hall and equipment in a safe useable condition for all users.
3. Provide necessary information and support to hall users, hirers and outside contractors. The trustees have and continue to:
 - i) Identify and assessing risks
 - ii) Record assessments and regularly reviewing them
 - iii) Eliminate or control risks
 - iv) Monitoring compliance and work conditions

Duties of trustees/Management Committee, Friends of SVH, employess (if applicable), Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

1. To follow health and safety instructions and to report dangers
2. To take reasonable care for the health and safety of themselves and others
3. To co-operate so far as is necessary, to enable duties to be performed or complied with

Organisation General Responsibilities:

1. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
2. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Committee.
3. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately

Hirers Responsibilities:

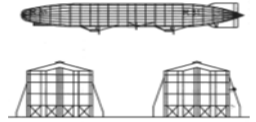
1. Complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity.
2. Familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures
3. Designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency

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4. Ensuring that highly flammable substances are not brought into or used in any part of the premises.
5. Seek the consent of the Booking Officer/Trustees/Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters.
6. Checking that equipment brought onto the premises is safe for use.

Contractors are responsible for:

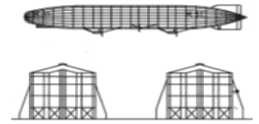
1. Safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance.
2. Ensuring the safety of hall users when working on the premises and including anything left/stored on the premises
3. Advising the Booking Officer/ Trustees/Management Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Trustees/Committee are responsible for

1. Ensuring that all Trustees/Committee Members, employees (if applicable), Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy.
2. Ensuring that the Health and Safety Policy is fully implemented.
3. Monitoring compliance with Health and Safety guidelines.
4. Assessing and reviewing risks and recording risks.
5. Keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted.
6. Taking action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action.
7. Making arrangements and releasing funds as may be necessary to assist in the implementation of this Policy.
8. Making representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises.
9. Cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.
10. The H&S policy document will available from the website www.shortstownvillagehall.co.uk
11. All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).
12. All contractors will be made aware of Health & Safety Policy.
13. The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

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General guidelines to be adhered to:

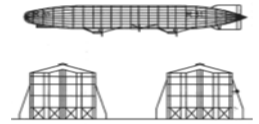
1. The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
2. Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
3. The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced.
4. Water should not be heated above 60 degrees Centigrade.
5. Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
6. Spills must be cleared up quickly to prevent slipping.
7. Electrical concerns/issues must be notified to the appropriate person/authority immediately.
8. Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
9. Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
10. All users must make themselves aware of the procedure to follow in the event of fire.
11. All users should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
12. Good practice for hirers is to have a method to account for the number of persons present during their hire.
13. If the oven/cooker is in use it should not be left unattended, even for a short time
14. Kettles should not be over-filled, nor should the leads be left to trail over the edge of the work tops.
15. Children should not be in the kitchen unless prior authorisation had been granted from the Committee and this would be under the strict supervision of an appropriate adult and not at any other time.
16. All cleaning solutions etc. must be kept out of the reach of children.
17. All equipment should be adequately.
18. Freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
19. All persons should exercise care in storage areas, both while removing and replacing items.
20. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
21. When moving tables and chairs there is a potential risk for injury to hands/fingers if due care is not exercised.
22. Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.
23. Working Practices It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:
 - a. Do not attempt to lift anything that you know to be beyond your capability.
 - b. Ask for help with large, heavy or awkward items.
 - c. Where possible, lighten the load, separate items so that they are more manageable.

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- d. When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.
24. When reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:
- a. Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
 - b. Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
 - c. Ask for help if necessary.
 - d. Do not work at height, on steps or ladders until they are properly secured and another person is present.
25. Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc. Hygiene In the interests of health good hygiene practices are essential. The following guidelines should be observed:
- a. Disposable paper hand towels must be provided.
 - b. Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilled blood from whatever cause.
 - c. All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
 - d. Hands must be thoroughly washed before food preparation.
26. First Aid:- Hirers and Contractors are advised to have their own first aid kit. The village has its own well stocked and appropriately labelled First Aid Box which is available for all hall users. In the office there is an Accident Book to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. The important details to be recorded are:
- a. The name of the casualty.
 - b. The date, time and place that the incident/accident occurred.
 - c. The cause of the accident i.e. what happened.
 - d. A brief description of the injury (if any) sustained.
 - e. the first aid (or other) treatment administered and by whom.
 - f. If medical aid had to be sought.
 - g. The name of the person who dealt with the incident.
27. Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident for the attention of the Committee. The Feedback book is kept in the main office. Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Feedback Book for the attention of the Committee.