



# Weston on the Green Memorial Village Hall

(Registered Charity No. 264754)

## Health, Safety & Risk Management Policy

Weston on the Green Memorial Village Hall Management Committee (the Committee) has drawn up this policy to set out procedures and areas of responsibility to ensure in so far as it can the health and safety of users of the Village Hall.

The Committee is responsible for running the Village Hall and recognises its duty to ensure the safety of people using these facilities.

## Monitoring of Health and Safety

It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose.

Should anyone using the Hall come across a fault, damage or other situation which might cause injury and which cannot be rectified they should inform the Committee as soon as possible so the problem can be dealt with. Where Village Hall equipment is damaged that damage should be reported to the Bookings Secretary (see below)

## Mitigation of Risk

To mitigate risk the Committee takes the following steps:

- To carry out a full Risk Assessment regularly or as required after an incident.
- Ensure that there is a copy of the current Health and Safety Policy published on the Village Hall website

## Hazardous substances/materials that must not be used in the Village Hall are:

- Flammable liquids
- The use of candles or sparkler candles is not permitted inside the Hall.

## Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside the Hall
- Storage of combustible material near a source of ignition is not permitted
- Emergency exits must be kept clear at all times and when the Hall is in use.
- Appropriate Fire Fighting Equipment to be provided
- Fire Equipment to be maintained and checked annually

## Children

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all time.

## **Electrical safety**

### **Heating**

The Hall has radiant wall mounted heaters and heat storage radiators. Should users suspect any malfunction of the heating system they should inform the Bookings Secretary as soon as possible.

### **Housekeeping**

The Hall is cleaned, and safety checked on a regular basis. However, every user has a responsibility to ensure that the Hall is left clean and tidy.

All users must use the rubbish bins and recycling bins. Any major spillage, damage or accident should be reported to the Bookings Secretary. Food and other perishable items must be taken away at the end of each hire.

The grounds outside and frontage of the Hall must be kept clear of litter.

### **Noise**

As the Hall is situated in a residential area, users should be considerate and keep noise levels to a minimum. Playing any form of music, whether live or recorded, must be kept to an acceptable level and must cease at 11.00pm unless otherwise authorised by the Committee. Users should also be considerate when leaving the Hall.

### **Parking**

Parking in the grounds of the Hall is limited and at the users' risk. Please do not obstruct driveways or block the road.

## **Fire Evacuation Procedures**

### **IN CASE OF FIRE**

The hirer is deemed the "Responsible Person" and is designated the person in charge of the Hall during the period of hire.

The Responsible Person is strongly advised to record the name of each person attending the event.

1. In the event of a Fire, the Responsible Person shall instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible in the car park of the Village Hall. A Roll Call should be taken.

2. No matter how small the fire is, THE FIRE BRIGADE MUST BE CALLED ON 999 giving the address: **Weston on the Green Memorial Village Hall, Mill Lane, Weston on the Green, OX25 3QR.**

3. The Responsible Person shall ensure that once the Hall is vacated, members of the public do not re-enter the building under any circumstances.

4. On the arrival of the Fire Brigade, the Responsible Person shall inform the Officer in Charge that a Roll Call has been taken, and all persons are safe or if there are missing persons.

5. The Responsible Person shall ensure that once the Hall is vacated, members of the public do not re-enter the building under any circumstances.

6. On the arrival of the Fire Brigade, the Responsible Person shall inform the Officer in Charge that a Roll Call has been taken, and all persons are safe or if there are missing persons.

7. Attempts to extinguish the outbreak of the fire with the firefighting equipment within the Hall should only be attempted if it is considered safe to do so.

8. As soon as the foregoing steps have been carried out the Responsible Person shall inform the Chairperson or Bookings Secretary who will directly inform the Committee.

### **Accident Reporting Procedure**

The following must be reported to the Bookings Secretary and an Accident Report Form (in the Accident Book stored in the kitchen with the First Aid Kit) completed.

- A death or injury
- A dangerous occurrence
- Any injury that results in a member of the public having to be taken to hospital. In the event of an emergency, the nearest hospital is:

#### **Bicester Community Hospital - [Minor Injuries Unit]**

- **Address:** Piggy Ln, Bicester OX26 6HT
- **Main reception:** [01865 903880](tel:01865903880)
- **Patients should call 111 prior to attending the Minor Injuries Unit to arrange an appointment.**

**OR**

#### **Horton General Hospital**

- **Address:** Oxford Rd, Banbury OX16 9AL
- **Main reception:** [01295 275500](tel:01295275500)

**OR**

- **John Radcliffe Hospital**
- **Address:** Headley Way, Headington, Oxford OX3 9DU
- **Main reception:** [0300 304 7777](tel:03003047777)

### **Insurance**

A copy of the Certificate of Insurance is displayed on the Notice Board inside the Hall.