



Health and Safety Policy Barlow Village Hall

Barlow Parish Council is committed to an excellent level of performance in all areas of its provisions at the village hall. This includes a commitment to excellent standards of health and safety management and in respect of the health and safety and wellbeing of the users of the village hall.

All users have a contribution to make towards achieving the above. The Parish Council has a particular contribution to make in dealing with the risks at the village hall.

1. Barlow Village Hall is the responsibility of Barlow Parish Council.
2. The Parish Council is contactable on:
 - Parish Clerk
Mrs Emma Smith
info@barlowvillage.co.uk
07841529122
3. Accidents
All accidents must be recorded in the accident book on the notice board, no matter how big or how small.

You must notify the Parish Clerk or Chair of the Parish Council asap.

4. Maintenance/Health and Safety Issues
If you notice that there is something wrong with the building, then please notify the Parish Clerk/Chair of the Parish Council as soon as possible.

The Village Hall is inspected monthly and is recorded and actions dealt with.

A risk Assessment on the village hall is done annually.

5. Storage
All chairs and tables must be stored correctly.

Chairs must be stacked no more than 7 high and stored away safely in the storeroom labelled Chair Store.

Tables must be stacked safely in the correct storage trolley/holder (where possible) and stored in the storeroom labelled Table Store.

Care must be taken when lifting equipment.

The Fire Exit and boiler room door must be kept clear at all times.

Cleaning materials are stored away in the Cleaners cupboard. (COSHH regulations are followed and all substances are labelled)

Equipment for users is all stored away safely in their own storerooms.



6. Inspections

Test	when	By
Risk Assessments (this is updated monthly after the monthly inspection)	annually	Parish Council
Health and Safety/maintenance Electrical Testing	monthly annually	Parish Council contractor (NIC registered)
Gas testing	annually	contractor (CORGI registered)
Fire Extinguishers Fire Alarm	annually Monthly	contractor Parish Council

7. Fire

If there is a fire, raise the alarm (if able to) and get out by the nearest fire exist. These are located at:

<u>Fire Alarms</u>	<u>Fire Exits</u>	<u>Fire Extinguishers</u>
<ul style="list-style-type: none"> • Main Entrance • Back room, side of Exit Door • Side Entrance 	<ul style="list-style-type: none"> • Main Doors • Back Room • Side Doors 	<ul style="list-style-type: none"> • Near main door • Main Hall • Back room

Then assemble in the car park near to the entrance gates.

There is a fire blanket in the kitchen.

All fire exits MUST at all times be kept clear and keep fire doors closed and not wedged open.

8. First Aid Box

The First Aid Box is located in the kitchen.

9. How the policy will be put into action

The Parish Council will ensure that all users implement the requirements of the policy within their areas of responsibility.

The leaders of the groups, and the person booking the hall will:

- a. Ensure that the group is aware of the health and safety policy posted on the notice board
- b. All significant risks are identified, assessed, managed and reported
- c. Users should check the area and ensure that safety is a priority
- d. Risks which cannot be dealt with immediately, should be reported to the Parish Council to action

10. Consultation

The Parish Council believe that active groups/users have an important contribution to make to ensure the hall is safe at the time of their hire.



Accident report form (Investigating from Parish Council)

Name of person

Address

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Tel:

Details of Accident:

What happened:.....

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When:

Where:

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Cause:

Sign: **Date:**

Parish Actions:

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Discussed at meeting: **Min No.**