



Chelveston Village Hall

Chelveston Village Hall
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Health and Safety Policy

General Statement of Policy

It is the intention of Chelveston Village Hall Management Committee to comply with all Health & Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger or loss arising from its activities and operations.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our hirers, their guests, committee members and contractors;
- b) Keep the Village Hall and equipment in a safe condition for all users; and
- c) To provide all such training and information necessary to support this policy.

Duties and Responsibilities

1. The Clerk to the Committee will be responsible for the Health and Safety of the premises and its use. Specifically, the Clerk will:
 - a) Inspect the premises before each hiring to ensure that it is in a fit and safe state for use;
 - b) Organise the annual inspections of fire safety equipment;
 - c) Perform a quarterly test of the emergency lighting;
 - d) Perform a quarterly test of the residual current devices on all electrical circuits.
2. It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities. Specifically hirers must:
 - a) Co-operate with management in keeping the premises and its grounds safe and healthy;
 - b) Report any incidents, faults or accidents to the Clerk at the earliest opportunity and record them in the incident book provided.
3. The following safety precautions must be followed by all hirers as a condition of hire:
 - a) All emergency exit doors must be clear and unlocked throughout the hiring;
 - b) Electrical equipment must not be operated or touched where there are signs of damage;
 - c) Steps or ladders must not be used unless properly secured and another person present;
 - d) Chairs must not be stacked more than 4 high;
 - f) No attempt should be made to carry or tip a water boiler when it contains hot water- it must first be left to cool;
 - g) Children must not be allowed into the kitchen except under close supervision;
 - h) Children playing in the garden or rear paddock should be appropriately supervised;
 - i) Suitable precautions must be taken when handling cleaning materials;
 - j) In order to guard against slipping hazards, all spills must be mopped immediately, particularly on polished floors;
 - k) Any evidence of damage or faults to equipment or the building's facilities must be reported to the Booking Secretary;