

STAVERTON PARISH COUNCIL

Health and Safety Policy for Village Hall

Staverton Parish Council's first consideration is to provide a safe and healthy working environment for all HIRERS, CONTRACTORS, VISITORS and all staff/volunteers/members associated with the Parish Council.

The village hall is owned and managed by Staverton Parish Council and although it is a small, unmanned venue, the Council will comply with all health and safety legislation where it is reasonable to do so.

All furniture and equipment are regularly checked for damage and no flammable substances are permitted inside the hall.

Risk assessments are carried out annually or sooner when required and reference is made to new legislation and Government guidelines at all times. All Fire Prevention equipment is tested weekly by a responsible person and annually by an authorised contractor. The water is regularly emptied from the plumbing to prevent Legionnaires Disease. The Emergency Evacuation Procedure is read out at the beginning of every Parish Council meeting and signs are displayed in the entrance hall to evacuate the building, where there is a single exit and all internal doors are fire doors. The heating system is serviced annually and all electrical equipment is PAT tested annually. Instructions for testing all fire extinguishers/emergency lighting/fire doors/fire alarm systems are displayed in a book in the entrance hall notice board for everyone to follow if necessary. An electrical installation condition inspection was carried out in January 2021.

There is a duty of care by all hirers and users of the hall to comply with health and safety guidelines and actively prevent accidents/injury to their groups/guests through safe practices whilst hiring the hall.

A **plan of the hall** is displayed in entrance hall.

All groups, organisations and contractors are obliged to provide up to date Public Liability Insurance and carry out their own risk assessments.

Children under 16 years of age should be supervised at all times by a responsible adult.

RESPONSIBLE PERSONS

Vice Chair Jeff Gibson	Health and Safety Lead Councillor (07973 954401)
Councillor Kevin Lamb	Fire Safety Lead Councillor
Parish Clerk June Jones	Bookings Secretary and general management (01225 765553)

Enquiries to: parishclerk@stavertonparishcouncil.org.uk

HEALTH & SAFETY COUNCIL GUIDELINES

Copies of these can be found on the STAVERTON PARISH COUNCIL website on:

<http://www.stavertonparishcouncil.org.uk>

FIRST AID BOX AND ACCIDENT BOOK

These can be found in the kitchen cupboard marked **FIRST AID BOX**.

No medication other than bandages and plasters etc. are supplied in case of allergies. However, all emergency injuries/illness requiring urgent treatment should be reported to 999.

ACCIDENT BOOK: Accidents must be reported immediately in the accident book and if deemed necessary by the parish council, they will be reported to HSE.

The nearest Health Centre is:

Trowbridge Health Centre located at Hammersmith Fields, Trowbridge, BA14 8LW

The nearest Hospital is: **Trowbridge Hospital, Adcroft Street, Trowbridge**

ADDRESS OF VILLAGE HALL: Sports Ground, Off Cygnet Way, Staverton, Trowbridge , BA16 8UU

ADDRESS OF THE PARISH COUNCIL: 30 Marina Drive, Staverton, Trowbridge, BA14 8UR

HEALTH AND SAFETY GUIDELINES FOR HIRERS/CONTRACTORS

HIRERS

- When booking forms are signed and returned, hirers are deemed to have agreed to the Terms and Conditions of hire with all the necessary health and safety practices included.
- All damaged and broken equipment to be reported immediately to the Parish Clerk on parishclerk@stavertonparishcouncil.org.uk.
- All equipment and lights to be turned off after use and doors locked.
- All emergency doors and equipment to be kept clear of obstructions at all times.
- Any portable electrical equipment used is not to be left unattended. Regularly used equipment for group sessions, other than supplied, must be PAT tested before being used.
- Do not climb on steps/ladders unless properly secured and another person is in attendance.
- All spillages to be wiped immediately to prevent slipping hazard.
- Do not leave leads to be easily tripped over.
- Sole users should notify someone else where they are in case of emergencies.
- All furniture must be packed away in an orderly and safe manner in the furniture storage room after use.
- Do not attempt to lift heavy furniture without assistance.
- All hirers requiring a bouncy castle must follow strict rules as set out by the parish council. Please speak to the bookings secretary.
- No smoking allowed. No dogs allowed in the building unless they are guide and assistance dogs.
- Hirers who are deliberately negligent and put others at risk, will be banned from the hall.

CONTRACTORS

- Hirer to be notified if a contractor needs emergency access and a Councillor to be present at the time.
- Contractor to carry out a risk assessment when carrying out work at the village hall.
- Contractor to have up to date Public Liability Insurance and to give a copy to the management.
- Contractor to meet with a named member of the Parish Council who will oversee work to the satisfaction of the Parish Council.
- All contractors to be fully qualified to carry out work to central heating, electrical installations, PAT testing, Fire Equipment testing and plumbing.

INSURANCE

Staverton Parish Council has Public Liability cover with Zurich Municipal through our Community First organisation for local councils. The address is: Zurich Municipal, Zurich House, 1 Gladiator Way, Farnborough, Hants GU14 6GB All claims to be directed to and made by Staverton Parish Council