

DRAFT for discussion

CHARNEY HALL AND FIELD TRUST (CHAFT)

(Charity No 294765)

Operational Risk Management Policy

CHAFT Management Committee have overall responsibility for the health and safety at Charney Bassett Village Hall, Charney Field including the woodland area and section of Charney Wick Ditch. It seeks to comply with all relevant Health and Safety legislation and to act positively, where it can reasonably do so, to prevent injury, ill health or any danger arising from activities undertaken in the Hall and its surrounding grounds and on the Charney Field.

CHAFT Management Committee considers the promotion of the health and safety of those who use its assets to be of great importance. It recognises that the effective prevention of accidents depends on a committed attitude of mind to safety, as well as to the operation and maintenance of equipment and safe systems of work. The Committee therefore expects all users, hirers and other visitors to observe safe working practices at all times.

CHAFT Management Committee's policy

As far as is reasonably practicable:

- To eliminate accidents and minimise the likelihood of ill-health being caused.
- To ensure that the building, grounds and field are maintained in a safe condition.
- Allocate sufficient resources to properly maintain the hall and field.
- Promote joint consultation in health and safety matters to ensure effective participation by all users.
- Provide appropriate facilities for first aid.
- Seek advice, where appropriate, when potentially hazardous situations exist or might arise.
- Ensure that any relevant health and safety information and good practice pertaining to the hall and field is made available to all users via the website or on the notice board in the hall.
- Investigate any accidents, incidents or near miss events and ensure that actions are taken where possible to prevent any recurrence.
- Regularly inspect hall equipment for defects and damage and replace as appropriate.
- Engage professional inspection of the children's play equipment on the field.
- Regularly inspect hedges, fences, trees, water course and benches for damage and defects.

Hirers responsibility:

- It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Management Committee in keeping the premises safe and healthy.
- Should anyone using the hall or field discover a fault, damage or other situation which might cause injury and cannot be rectified, they should inform a Trustee or the Bookings Secretary, as soon as possible so that the problem can be dealt with.
- Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and a Trustee or the Bookings Secretary informed as soon as possible. The problem should be noted on the white board situated in the entrance hall.
- Ensure fire and safety equipment is not misused or removed from its designated location.
- Ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

The following persons have responsibility for specific items:

First Aid box: Volunteer

Reporting of Accidents and Incidents: Chairman

Fire precautions and checks: Designated Committee member
Annual Risk Assessment and Inspection: Designated sub-committee
Information to contractors: Designated Committee member
Information to hirers: Booking Secretary
Insurance: Treasurer

Arrangements and Procedures:

Insurance

CHAFT holds Public Liability Insurance and Employers Liability Insurance.

Food Hygiene

- Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities.
- For advice regarding food hygiene in village halls the Food Standards Agency Guidance, Community and Charity Food Provision – Guidance on the Application of EU Food Hygiene Law, 25 May 2018 – <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

Fire Precautions and Checks

- The Management Committee completes an annual Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2006
- All electrical equipment is PAT tested annually.
- All electrical wiring and installations are checked by qualified electrician every 5 years.
- Fire Safety equipment is regularly checked and recorded as follows:
 - Annual servicing of Fire Extinguishers by an approved contractor
 - Annual servicing of Fire Alarms, smoke detectors and emergency lighting by an approved contractor
 - Monthly inspection of Fire Extinguishers by Trustee
 - Fortnightly inspection of emergency security lights by Trustee
 - Fortnightly check of smoke and heat detectors by Trustee
 - Fortnightly check of the Fire Exits
 - Fire Safety Notices are displayed in the hall and at exits.

Health & Safety Assessment

- The Management Committee completes an annual Health & Safety Assessment of the hall.
- Health & Safety Assessment should be reviewed annually and updated if necessary.
- Field Safety Policy to be reviewed annually.

Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the CHAFT Management Committee.
- The contractors are competent to carry out the work (e.g., have appropriate qualifications, references, experience).
- Contractors have adequate public liability insurance cover.
- Contractors do not work alone on ladders at height (if necessary, a volunteer should be present).
- Contractors using heavy machinery are suitably trained. This applies in particular to contractors working on the field, in the woodland or in the Charney Wick Ditch.
- Contractors have their own health and safety policy for their own staff.
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations.