Bonsall Village Hall Health, Safety & Hygiene Policy

Reviewed 30.3.26 Version 5

Policy Statement

Our policy aim is to provide training and information as is necessary to volunteers, users and contractors to provide healthy and safe conditions, equipment and procedures for all users.

Statement of Intent

It is the intention of BVHMC to comply with all statutory health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

All users will be expected to recognise and act on their duty to comply with this policy, which is available within the Village Hall and on the website

Organisation of health, safety and hygiene

BVHMC has overall responsibility for health and safety at BVH. The people delegated by the management committee to have day to day responsibility for the implementation of this policy are shown below.

Person	Responsibility
Chairperson	Insurance Statutory Licences Ensure that contractors adopt safe working procedures Reporting of accidents to regulatory authorities Tracking to resolution of any Health & Safety issues identified
BVHMC	Health and Safety Policy (this document) Health and Safety risk assessment, inspections and monitoring Health and Safety training and/or information First Aid General hall cleanliness Food Hygiene Building and other regulations as required for refurbishment projects Fire Safety Risk Assessment, including Fire Evacuation Plan Fire Extinguisher Service Electrical Equipment Testing Resolution of any Health Safety issues identified Hazardous substances and equipment identification
Booking secretary	Health and Safety Information to Hirers

	Ensure that “non charitable for-profit hirers” have their own insurance All hirers must sign a booking form which confirms that they will adhere to the conditions of hire, including their Health and Safety Responsibilities
Contract cleaner	Help maintain a clean and safe Village Hall – detailed checklist provided to cleaner Inform the BVHMC of any problems or risks Work safely and responsibly

Health, safety and hygiene documentation

Documents(s)	Use
Village hall layout	Location of fire exits, fire extinguishers, electricity isolation, water isolation, gas supply
Hiring Agreement	Information for Hirers Health & Safety Information for Hirers Check List when leaving Hall Additional document covers hiring agreement policy and booking documents
Statutory Licences	Premises licence Film copyright licence
Health and Safety Policy	This document
Accident Records	Accident Reporting Record (located in the kitchen) First aid and accidents covered by the accident procedure
Maintenance log	For reporting breakages, damage or items that do not work (located in the kitchen) Maintenance is covered by maintenance policy.

Risk Assessments

The following risk assessments have been carried out:

- HSE checklist for village halls.
- Fire. We have a separate fire safety and evacuation document, which is kept in the kitchen. A plan of the hall, showing the location of fire exits, fire extinguishers, fuse box, stop cocks and exits is situated on the wall in the main hall.
- Electrical safety.
- Lithium-Ion Battery Safety: Our policies address the charging/use of lithium-ion batteries and complete ongoing risk assessment annually. This is in regards to use, storage and fire requirements if advised.

Under the Fire Safety Act 2021, the BVHMC must record all findings in their Fire Risk Assessment (FRA) regardless of the buildings size.

Health and Safety Rules and Regulations

All new hirers will be given information about rules which they will be expected to follow and will be shown the location of the accident book and health and safety file (kept in the kitchen on the microwave).

- Smoking and or vaping is not allowed in the village hall or the village hall grounds.
- Do not operate or touch any electrical equipment where there are signs of damage or water penetration.
- Do not attempt to change light bulbs or tubes or modify or repair any electrical appliance or fitting.
- Do not leave portable electrical appliances unattended.
- Do not cover or place any item above the heaters.
- Do not work on steps, ladders or at height unless another person is present (please refer to the HSE working at height guideline).
- Do not attempt to lift heavy or bulky items alone.
- Chairs must not be stacked more than four high.
- The water boiler should not be removed from the kitchen windowsill.
- No children (aged 12 and under) or pets are permitted in the kitchen.
- Suitable protective equipment should be worn when handling cleaning materials.
- Only BVHMC cleaning materials should be used.
- Tealights are only permitted to be used in the glass holders provided by BVHMC.
- Pyrotechnics e.g. tabletop fireworks and naked flames are not permitted.

Reporting of Health and Safety Issues

Any fault, damage or other issue which might cause injury or ill-health should immediately be reported to the Health and Safety representative (Bookings Secretary) and noted in the "maintenance log" (stored in the kitchen). Where possible a damaged/faulty item should be identified as such and removed to a safe place.

Accidents and injuries should be recorded in the accident book, located in the kitchen. See Accident procedure for more details.

Public Health

BVHMC will follow current guidelines on any public health directives regarding contagious diseases.

Food Hygiene

One committee member will hold a Food Hygiene Certificate.

On a regular basis, the BVHMC are responsible for ensuring the cleaning of the kitchen appliances, bins, cupboards, floors, walls. Check and clean as required all utensils.

VH users reminded of good practice via appropriate signage.

Hirers of the VH 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 Document, Community and Charity Food Provision – Guidance on the Application of EU Food Hygiene Law, Dated 31st July 2013 – should be referred to.

In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

Control of substances hazardous to health COSHH

Eco-friendly or 'green chemistry' product alternatives are recommended by BVHMC to reduce user risk.

BVHMC will, wherever possible, provide information about chemicals and substances that may be hazardous. Cleaning chemicals and substances will be kept in the kitchen. Personal protective equipment will be provided to volunteers and contract cleaners. Users of the hall will be provided with a low-risk cleaner such as Milton.

COSHH assessment templates suitable for community halls are available on line.

BVHMC recognize modern hazards including the following:

Lithium-ion incidents: while not a chemical in the traditional COSHH sense, the HSE and fire authorities now treat these batteries as a significant risk that requires specific emergency procedures. Any recommendations from the fire risk assessment will be followed.

Carbon monoxide detectors are required near BVH gas appliances as part of hazardous substance monitoring.

Public Liability Insurance Cover

BVHMC have suitable public liability insurance that is reviewed annually. Further details of the policy can be seen on our publicly displayed poster.