

## Penton Village Hall: Risk Management policy

This policy covers the management of risks associated with finance, health and safety.

### Financial

#### Investment Risk

Because of the risk of PRC incurring unexpected large expenditure, a significant proportion of available assets will always be placed in the current account held with Lloyds Bank. The remainder will be put on deposit to earn interest for a term not greater than 2 years. These assets will be held in sterling.

In the unlikely event of a bank failing, PRC is entitled to compensation under the terms of the government's Financial Compensation Scheme. Not more than the limit for compensation will therefore be invested in any one bank.

No investments will be placed in any asset where capital is at risk such as the stockmarket.

#### Fraud Risk

To minimise the risk of fraud, all payments by PRC require two signatories. This applies both to electronic payments as well as by cheque. For all payments in excess of £50 an invoice or other suitable documentation must be supplied to the treasurer.

As a further check, an annual review of the accounts will be undertaken by an independent examiner in accordance with Charity Commission requirements.

#### Insurance risk

PRC will annually take out a suitable insurance policy to cover the building and contents of both the village hall and the sports pavilion.

### Health and Safety

*The Health, Safety and Welfare of all those managing, using, and visiting Penton Village Hall is paramount at all times.*

The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of Penton Village Hall to comply with all legislative requirements and codes of practice.

### DUTIES

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;

c) as regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

## ORGANISATION

### General Responsibilities:

- i) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii) Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the Committee. iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee.

### Hirers are responsible for:

- i) complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
- ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- iv) ensuring that highly flammable substances are not brought into or used in any part of the premises;
- v) seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.
- vii) All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).
- viii) Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

### Contractors are responsible for:

- i) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- ii) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- iii) advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

- iv) All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

**The Committee** are responsible for:

- i) ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- ii) ensuring that the Health and Safety Policy is fully implemented;
- iii) monitoring compliance with Health and Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;
- v) keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted; this Incident Book is located in the kitchen next to the First Aid kit;
- vi) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- ix) cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements;
- x) review of the full policy annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy document and made known to Committee Members, Hirers, Contractors and Users of the Hall.
- xi) creating Risk Assessment forms for major PRC events such as fetes, bonfire nights and similar. Ensuring all volunteers are aware of their responsibilities under this Risk Assessment.

#### GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist all users in fulfilling their Health & Safety responsibilities.

##### **Premises**

- The entrances must be clear of obstacles and hazards at all times that people are entering or leaving the building.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- All hirers should acquaint themselves with the position of the fuse box/main switch.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers will be annually serviced by an approved contractor and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.

- As good practice hirers should have a method to account for the number of persons present during their hire.
- If the oven/cooker is in use it should not be left unattended, even for a short time.
- Kettles should not be over-filled nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children.
- Due care should be exercised in the car park area.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Carry out 3-yearly Portable Appliance Tests, documented according to good practice
- Ensure a 5-yearly Electrical Installation Condition Report achieves SATISFACTORY rating

## Appendix 1: Sample Risk Assessment Form

<b>Event</b>	<b>Penton Bonfire</b>		<b>Venue</b>	<b>Bluebell Farm</b>	
<b>Hazards Identified</b>	<b>Persons at risk</b>	<b>Risk factor</b>	<b>Measures required to control the risk</b>	<b>Actions to be taken by, name</b>	<b>Date completed and signature</b>
Lost Child	Children	L	No unaccompanied children admitted	Gatekeepers	
Electricity cables	Public	L	All cables routed either suspended overhead or routed along boundaries so no pedestrians or vehicles cross them. All marked with hazard tape.	Electrician	
Burns – BBQ	Public	M	BBQ area roped off; only limited number of responsible adults inside. Also a Water Bucket on standby.	PRC setup team	
Burns & explosions - fireworks	Public	L	Public all behind roped / hazard taped line, statutory distance from fireworks.	PRC setup team	
Burns & explosions - fireworks	People firing fireworks	H	Only to be performed by licensed, trained fireworks people	Fireworks licence holder	
Burns – bonfire	Public	H	No unaccompanied children. Lots of supervision by community adults. Area roped off. Also water bucket on hand.	All PRC	
General cuts / grazes	Public	L	First aid kit on hand for simple care before sending to Andover	PRC team	
Spent sparklers: burns and sharp ends	Public	H	Adult supervision by families. Buckets on site for spent sparklers. Advice given at gate.	All	