

Title:	Internal Risk Management Policy
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Date Approved by Management Committee:	
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Introduction

Health and Safety is the responsibility of all users of the BCVH facilities. BCVH considers the promotion of the health and safety of those who use its premises to be of great importance.

We recognise 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.

Responsibility of the Management Committee

The Balsall Common Village Hall (BCVH) Management Committee have overall responsibility for health and safety at Balsall Common Village Hall. 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 property or the grounds.

As far as is reasonably practicable we will:

- Eliminate causes of accidents and minimise the likelihood of ill-health being caused.
- Ensure that the building and grounds are maintained in a safe condition.
- Allocate sufficient resources to properly maintain the building, in an optimal way, in line with this policy.
- 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 grounds is made available to all users via the website or in information provided to the hirer.
- Investigate any accidents, incidents or near-miss events and ensure that actions are taken where possible to prevent any recurrence.

Hirers' Responsibilities

Every Hirer has a responsibility to carry out their activities in a safe manner, avoiding unnecessary risks and has a duty to report any identified hazards to a member of the Management Committee without delay.

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 including ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified, they should inform the Bookings Secretary, as soon as possible so that the problem can be resolved.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Bookings Secretary informed as soon as possible.

Ensuring fire and safety equipment is not misused or removed from its designated location.

Responsibilities

The following activities fall to the management committee and will be allocated to designated members of the committee:

First Aid box, Reporting of Accidents and Incidents, Fire precautions and checks, Annual Risk Assessment and Inspection, Information to contractors, Information to hirers, Providing adequate Insurance.

Arrangements and Procedures:

The Management Committee will maintain a risk assessment, designed to identify a range of risks, highlight the controls in place to reduce or eliminate said risks and to identify further risk control measures that should be considered. The risk assessment will be reviewed at least annually, along with other policies and procedures.

Insurance

Balsall Common Village Hall holds Public Liability Insurance. Hirers of Balsall Common Village Hall shall be responsible for making arrangements to insure against any third-party claims which may lie against them (or the organisation if acting as a representative) whilst using the Premises. Commercial hirers of the BCVH premises must provide evidence of their own public liability insurance.

Licences

The hall is licensed for music, singing and dancing through the PPL / Performing Rights Society (PRS) covering the Village Hall and Westlake Room..

Food Hygiene

Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities.

Fire Precautions and Checks

The Management Committee's risk assessment includes an examination of the risk of fire.

All electrical fixed wiring is tested every five years and portable electrical equipment is tested annually by an approved contractor.

Annual servicing of Fire Extinguishers and fire alarm are undertaken by an approved contractor, and the fire alarm is tested monthly.

A monthly inspection of emergency security lights is undertaken.

Periodic walk-throughs / hazard checks are carried out by members of the Management Committee.