



## **Kingsclere Village Club Health and Safety Policy – January 2024**

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### **1. Statement of Intent**

The Kingsclere Village Club Trustees have legal duties to take reasonable measures to ensure that the Village Club, access to it and any equipment or substances provided are safe for users as far as is reasonably practicable. The Trustees recognise that the Village Club is an old building primarily used by the community for learning and leisure, meaning people who enter the premises may not have health and safety issues in the forefront of their minds. Accordingly, the aim of our Health and Safety policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for Trustees, hirers, users and other visitors including contractors.
- Keep the premises and equipment in a safe condition for all users.
- Provide such advice and information as is necessary for Trustees, hirers, users and other visitors.

This policy is informed by all relevant Health and Safety legislation as listed in Appendix 1 which entails taking a sensible, proportionate and proactive approach to prevent injury, ill health or danger arising from its activities and operations. It also takes into account our responsibilities coming from the common law.

The Trustees recognise that the effective prevention of accidents depends in part on the operation and maintenance of equipment and safe systems of work. However, given the nature of the building, working with those who use, work or visit the premises in order to develop a committed safety conscious attitude of mind is just as important.

To this end, the Trustees, through this policy will encourage its hirers, users, contractors (including teachers we hire), volunteers and visitors to establish and observe safe practices. This policy is an overarching document which explains how as an organisation we manage our responsibilities. More detailed information about how the risks specific to Kingsclere Village Club are identified and managed, and our expectations of those who use, work or visit the premises are provided in the procedures, agreements and guidance listed in appendix 2.

Signed:

Name: Sharon Morris

(On behalf of the Village Club Trustees)

Position: Chairperson

Date: 23 January 2023



## 2. Statement of General Policy and Responsibilities

The Village Club has legal duties to take reasonable measures to ensure the premises, access to it and equipment and substances are safe, and to have safe systems to continually identify and manage risks.

Overall responsibility for health and safety issues connected with the premises itself rests with the Chairman of the Kingsclere Village Club Trustees. Trustees have day-to-day responsibility for the implementation of this policy.

General Policy	Action	Responsible Person
To work to prevent accidents among hirers, users, contractors, volunteers and visitors, as well as those who use the premises as a place of work	• Appoint one or two persons as health and safety officers to draw up policies and maintain appropriate records	Chairman
	• Ensure Health and Safety policy is reviewed and updated at least every two years	Chairman
	• Ensure risk assessments are reviewed and updated at least every two years.	Treasurer
	• Develop and maintain a maintenance programme for the building	
To provide adequate training to ensure hirers, users, contractors, and volunteers so they understand their responsibilities	• Ensure new Trustees are made aware of their responsibilities at induction	Chairman
	• Regularly monitor and review how and by whom the premises is used in order to identify relevant risks and responsibilities	Chairman
	• Agree and implement a plan of action to publicise risks and responsibilities	Chairman
To engage with users on day-to-day health-and-safety issues	• Users to be encouraged to alert the Trustees to all potential and actual maintenance plus health and safety concerns	Booking Secretary
	• Users to be alerted to their health-and-safety responsibilities via the Hall Hire Agreements, Licences, and General Rules Governing the Use of the Club and sign a written agreement agreeing to abide by the terms and conditions given	Booking Secretary
	• Publication of additional guidance to help users run events in a safe manner	Chairman



To implement emergency procedures – evacuation in case of fire or other significant incident.	<ul style="list-style-type: none"> <li>• All trustees and regular hirers of the building to be made aware of how to raise alarm, fire exits, assembly point, and extinguishers</li> <li>• Emergency contact numbers to be made available to all users</li> <li>• Information for Fire Service to be maintained</li> </ul>	<p>Chairman</p> <p>Chairman</p> <p>Chairman</p>
To ensure classes and functions/ events are run in a safe manner	<ul style="list-style-type: none"> <li>• Users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises safe and healthy</li> <li>• Users and other visitors to report faults, damage or other situation which might cause injury and cannot be rectified immediately to the Bookings Secretary, as soon as possible</li> <li>• Users and other visitors to be familiar with the location of first aid boxes, and use the accident book to report injuries sustained at the premises</li> </ul>	<p>Contractors and Hirers</p> <p>Contractors and Hirers</p> <p>Booking Secretary</p>
To ensure adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults	<ul style="list-style-type: none"> <li>• Assess whether children or vulnerable adults will be attending events and functions and implement the necessary safeguards</li> </ul>	<p>Trustees and Hirers</p>
To ensure food that is provided meets food standards	<ul style="list-style-type: none"> <li>• The provision of kitchen facilities to meet standards for food distribution</li> <li>• Raise awareness of need to comply with food standards</li> </ul>	<p>Chairman</p> <p>Chairman</p>



### 3. Responsibilities and Frequency of Routine Equipment Checks

The following checks are routinely undertaken to ensure that basic health and safety measures are provided and maintained. Checks are recorded, and records are kept at the village club.

<b>Task</b>	<b>Responsible Person</b>	<b>Frequency</b>
Reporting of Accidents	Users	All injuries to be reported as soon as possible
Checking the automatic closure of the fire door on the smoke porch	Booking Secretary	Weekly
Checking the fire alarm	Booking Secretary	Twice per month
Checking the emergency lighting	Treasurer	Twice per year
Checking fridge temperature	Events Secretary	Weekly
Servicing the fire alarm	Treasurer	Annually
Servicing fire extinguishers & blanket	Treasurer	Annually
Servicing the emergency lighting	Treasurer	Annually
Servicing the gas boilers	Treasurer	Annually
Servicing the heat pump system	Treasurer (contractors)	Annually
Information to hirers and contractors	Booking Secretary	Every hire
Maintaining suitable insurance	Treasurer	Annually
PAT testing equipment	Treasurer	Annually
Health and Safety Drills	Chairman	Annually
Yoga/Pilates equipment	Chairman	Bi-annually
Checking contents of first aid boxes (Holding Room, Kitchen & Served)	Chairman	Bi-annually
Survey light bulbs for replacement	Chairman	Bi-annually
Irritating cleaning chemicals removed/locked away	Chairman	Bi-annually
Check the asbestos status	Chairman	Bi-annually
Check oven gloves present	Chairman	Bi-annually
Check health and safety signage is in situ	Chairman	Bi-annually
Deep clean tables in Main Hall	Chairman	Annually



#### **4. Location of Basic Health and Safety Resources**

<b>Item</b>	<b>Location</b>
Asbestos register	Village Club filing cabinet
Health and Safety Policy	Village Club filing cabinet
HSE Health and Safety Poster	Not applicable
Emergency Contacts	With fire alarm
Fire Evacuation Procedure	Adjacent to each fire escape; within Hall Hire Agreements, Occupational Licences and Leases
Fire Plan showing location of fire equipment and exits	Hall Hire Agreements, Occupational Licences and Leases
First Aid Box and accident reporting books	Servery, Holding Room
Information for Fire Service	With fire alarm
Record of fridge temperature monitoring	treasurer@kingsclerevillageclub.co.uk
Record of twice-monthly fire equipment checks	In Book stored above Fire Alarm
Telephone for emergency calls	Not provided
Bi-annual maintenance check list	Village Club filing cabinet



**Appendix 1 Health and Safety Legislation Relevant to Kingsclere Village Club**

<b>Legislation</b>	<b>Statutory Requirements</b>	<b>Does it Apply?</b>	<b>Action Required</b>
Health and Safety at Work Act 1974	Provide safe premises to employees and other persons who use the premises as a place of work; provide HSE poster or leaflet to employees	Ensure premises, and any plant or substance in the premises provided for use there, is or are safe and without risks to health. HSE poster irrelevant until Kingsclere Village Club has employees	Risk Assessments to be reviewed at least bi-annually
Management of Health and Safety at Work Regulations 1999	Require employers to undertake risk assessments and reduce identified risk, plus take additional precautions in relation to pregnant employees and young employees	Irrelevant until Kingsclere Village Club has employees	
Workplace (Health, Safety and Welfare) Regulations 1991/1992	Provide welfare facilities in premises used as a workplace i.e. ventilation, maintain reasonable temperature, lighting, clean working space, floor fit for purpose and clear of trip hazards and obstacles, provide sanitary facilities, drinking water, suitable rest facilities.	Yes	<ul style="list-style-type: none"> <li>• Premises to be well maintained</li> <li>• Foster a culture of collective responsibility for cleanliness through licences, leases and agreements</li> <li>• Toilets and kitchen to be cleaned weekly</li> </ul>
Provision and Use of Work Equipment Regulations 1998	Equipment provided to employees is suitable for the intended use, safe for use, maintained in a safe condition; and used only by people who have received adequate information, instruction and training and protective devices and	Irrelevant until Kingsclere Village Club has employees	



	controls used in accordance with specific requirements, for mobile work equipment and power presses		
Manual Handling Operations Regulations 1992	Duty on employers to minimise the need for and impact of any manual handling operations	Irrelevant until Kingsclere Village Club has employees	
Personal Protective Equipment at Work Regulations 1992	Provide employees with suitable personal protective equipment if exposed to health and safety risks	Irrelevant until Kingsclere Village Club has employees.	
The Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Prevent or control access by anyone affected by works carried out on our behalf to hazardous substances	Yes	<ul style="list-style-type: none"> <li>• To be included in Generic Risk Assessments.</li> <li>• Risks and controls to be communicated to all users</li> </ul>
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Notify HSE within 10 days if a person has died, been hospitalised following an injury, in connection with work	Yes	<ul style="list-style-type: none"> <li>• Accident reporting procedure in place to notify chairman</li> <li>• Chairman to notify HSE</li> </ul>
Electricity at Work Regulations 1989	Duty to prevent death or personal injury to any person from electrical causes in connection with work activities; electrical system to be constructed and maintained to prevent danger as far as reasonably practicable; all electrical equipment shall be fit for purpose and maintained in a suitable condition	Yes	<ul style="list-style-type: none"> <li>• Electrical equipment to be tested annually</li> <li>• Qualified electricians to be used to undertake electrical works</li> </ul>
The Regulatory Reform (Fire Safety) Order 2005	Duty to undertake fire risk assessments, minimise risk of fire, maintain fire	Yes	<ul style="list-style-type: none"> <li>• Fire Risk Assessment to be reviewed at least bi-annually</li> </ul>



	detection and fighting equipment obtain advice from the Fire Service re provision maintenance of precautions, firefighting equipment, detection and training		<ul style="list-style-type: none"> <li>• Firefighting and detection equipment and emergency lighting to be serviced at least annually.</li> <li>• Smoke alarms and emergency lighting to be tested weekly</li> </ul>
Licensing Act 2003	Licensing Authority able to impose conditions of our Licence requiring us to include mandatory clauses in our hiring agreements	Yes	<ul style="list-style-type: none"> <li>• Review licences, leases and hiring agreements annually to ensure compliance with new conditions imposed by the Local Authority</li> </ul>
The Occupiers Liability Act 1984	A duty of care owed to ensure no injury is suffered by persons on the premises	Yes	<ul style="list-style-type: none"> <li>• Risk Assessments to be reviewed at least bi-annually</li> </ul>
The Control of Asbestos at Work Regulations 2012	Asbestos is located, condition checked regularly, and measures in place to prevent damage; that information about the location and condition of any asbestos or any such substance is provided to every person liable to disturb it, and made available to the emergency services	Yes	<ul style="list-style-type: none"> <li>• Maintain asbestos register to monitor condition of asbestos</li> <li>• Include information about the location of asbestos in information for the emergency services</li> <li>• Make register available to every person liable to disturb the asbestos</li> </ul>
Health and Safety (Display Screen Equipment) Regulations 1992	Provision of a fit for purpose workstation; periodic breaks from screen, eye tests on request	Irrelevant until Kingsclere Village Club has employees	
Food Safety Act 1990	Creates offences of producing or selling unfit or contaminated food and falsely describing food	Yes	<ul style="list-style-type: none"> <li>• Compliance at KVC run events to be ensured by event organiser</li> <li>• Internal guidance</li> </ul>
The Food Hygiene (England) Regulations 2013	Chilled food to be kept below 8°C, hot food to be kept and served at 63°C or above; hand wash	Yes	<ul style="list-style-type: none"> <li>• The need for food handling training to be included in the Food Safety Risk Assessment</li> </ul>



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	basins to be provided, keeping premises clean and protecting food from contamination. It also requires people handling food to be suitably trained and for food businesses to assess the risks they present to food safety		and reviewed at least bi-annually
The Children Act 1989	Organisations providing childcare must register and comply with inspections	No	
The Water Supply (Water Fittings) Regulations 1999	All water fittings must be fit for purpose and of a suitable quality to prevent waste, misuse, undue consumption or contamination of water, and comply with EU standards. Contractors installing fittings to provide certification that the standards have been met.	Yes	<ul style="list-style-type: none"><li>• Qualified contractors to be used.</li><li>• Contractors installing fittings to provide certification that the standards have been met.</li></ul>

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## **Appendix 2 Related Documents and Guidance**

The following documents provide more information about how the risks specific to Kingsclere Village Club are identified and managed, and our expectations of those who use, work or visit the premises. Copies are available from the website on or request from the booking secretary or [clerk@kingclerevillageclub.co.uk](mailto:clerk@kingclerevillageclub.co.uk)

<b>Document</b>	<b>Document Owner</b>	<b>Review Frequency</b>	<b>Next Review Date</b>
Asbestos register	S Morris Chairman	Annual	January 2025
Assessment of risk the Village Club presents to food safety	S Morris Chairman	Annual	January 2025
Bi-annual maintenance check list	S Morris Chairman	Annual	January 2025
Emergency Contacts List	S Morris Chairman	Annual	January 2025
Event Guidance including checklist	E Hartley Bookings Secretary	Annual	January 2025
Fire risk assessment	H Andrew Treasurer	Annual	January 2025
Fire Plan	H Andrew Treasurer	Annual	January 2025
First Aid risk assessment	S Morris Chairman	Annual	January 2025
General Rules Governing the Use of the Club	S Morris Chairman	Annual	January 2025
Hall Hire Agreement	S Morris Chairman	Annual	January 2025
Insurance certificate	H Andrew Treasurer	Annual	January 2025
Information for Fire Service	S Morris Chairman	Annual	January 2025
Kingsclere Village Club: Generic Risk Assessment		Annual	January 2025
Occupational Licence template	S Morris Chairman	Annual	January 2025
Safeguarding Policy	S Morris Chairman	Annual	January 2025