



## Kingsclere Village Club Charity Registration Number 1189234

Health and Safety Policy Kingsclere Village Club April 2017

# Kingsclere Village Club Health and Safety Policy

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### 1. Statement of Intent

The Kingsclere Village Club Management Committee has 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 Committee recognises 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 Management Committee members, 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 Management Committee members, 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 Management Committee recognises 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 Management Committee 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:



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Name: Sharon Morris (On behalf of the Village Club Committee)  
 Position: Chairperson Date: 6<sup>th</sup> April 2017

### 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 Management Committee. Members of the Management Committee 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 2 years	Chairman
	* Ensure risk assessments are reviewed and updated at least every 2 years Develop and maintain a maintenance programme for the building	Treasurer
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 Management Committee 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	Booking Secretary



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the terms and conditions given

- \* Publication of additional guidance to help Chairman  
users run events in a safe manner
-



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General Policy	Action	Responsible Person
To implement emergency procedures – evacuation in case of fire or other significant incident.	* All trustees and regular hirers of the building to be made aware of how to raise alarm, fire exits, assembly point, and extinguishers	Chairman
	* Emergency contact numbers to be made available to all users	Chairman
	* Information for Fire Service to be maintained	Chairman
To ensure classes and functions/events are run in a safe manner	* Users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises safe and healthy	Contractors and Hirers
	* Users and other visitors to use the white board provided in the hallway to notify the Bookings Secretary of non-urgent faults or damage.	Contractors and Hirers
	* 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	Contractors and Hirers
	* 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	Booking Secretary
To ensure adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults	* Assess whether children or vulnerable adults will be attending events and functions and implement the necessary safeguards	Trustees and Hirers
To ensure food that is provided meets food standards	* The provision of kitchen facilities to meet standards for food distribution	Chairman
	* Raise awareness of need to comply with food standards	Chairman



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### 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	Weekly
Checking the emergency lighting	Booking Secretary	Weekly
Checking the stair lift works	Booking Secretary	Weekly
Checking fridge temperature	Booking Secretary	Weekly
Servicing the fire alarm	Treasurer	Annually
Servicing fire extinguishers & blanket	Treasurer	Annually
Servicing the emergency lighting	Treasurer	Annually
Servicing the gas boiler	Treasurer	Annually
Servicing the gas wall heaters	Treasurer	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
Counting available socket covers	Chairman	Bi-annually
Checking contents of first aid boxes	Chairman	Bi-annually
Survey light bulbs for replacement	Chairman	Bi-annually
Irritating cleaning chemicals removed	Chairman	Bi-annually
Check the asbestos status	Chairman	Bi-annually
Check oven gloves and aprons	Chairman	Bi-annually
Check health and safety signage is in situ	Chairman	Bi-annually



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

Item	Location
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	clerk@kingsclerevillageclub.co.uk
Record of weekly 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

Legislation	Statutory Requirements	Does it Apply?	Action Required
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 and	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	Irrelevant until Kingsclere Village Club has employees	



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relation to pregnant  
employees and  
young employees

Legislation	Statutory Requirements	Does it Apply?	Action Required
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 controls used in accordance with specific requirements, for mobile work equipment and power presses	Irrelevant until Kingsclere Village Club has employees	
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.	



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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>
<b>Legislation</b>	<b>Statutory Requirements</b>	<b>Does it Apply?</b>	<b>Action Required</b>
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 detection and fighting equipment obtain advice from the Fire Service re provision maintenance of precautions, fire fighting equipment, detection and training	Yes	<ul style="list-style-type: none"> <li>* Fire Risk Assessment to be reviewed at least bi-annually</li> <li>* Fire-fighting 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 License 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>





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The Occupiers Liability Act 1984	A duty of care owed to ensure injury is suffered by persons on the premises	Yes	* Risk Assessments to be reviewed at least bi-annually
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<b>Legislation</b>	<b>Statutory Requirements</b>	<b>Does it Apply?</b>	<b>Action Required</b>
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 work station; 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 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	Yes	<ul style="list-style-type: none"> <li>* The need for food handling training to be included in the Food Safety Risk Assessment and reviewed at least bi-annually</li> </ul>
The Children Act 1989	Organisations providing childcare must register and comply with inspections	No	



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<b>Legislation</b>	<b>Statutory Requirements</b>	<b>Does it Apply?</b>	<b>Action Required</b>
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)

Document	Document Owner	Review Frequency	Next Review Date
Asbestos register	S Morris Chairman	Annual	June 2018
Assessment of risk the Village Club presents to food safety	S Morris Chairman	Annual	February 2018
Bi-annual maintenance check list	S Morris Chairman	Annual	February 2018
Emergency Contacts List	S Morris Chairman	Annual	1 <sup>st</sup> Meeting after AGM
Event Guidance including checklist	R Hart Committee Member	Annual	February 2018
Fire risk assessment	L Porton Treasurer	Annual	June 2018
Fire Plan	L Porton Treasurer	Annual	June 2018
First Aid risk assessment	S Morris Chairman	Annual	February 2018
General Rules Governing the Use of the Club	S Morris Chairman	Annual	February 2018
Hall Hire Agreement	S Morris Chairman	Annual	April 2018
Insurance certificate	L Porton Treasurer	Annual	January 2018
Information for Fire Service	S Morris Chairman	Annual	February 2018
Kingsclere Village Club: Generic Risk Assessment	R Hart Committee Member	Annual	February 2018
Occupational License template	S Morris Chairman	Annual	February 2018
Safeguarding Policy	S Morris Chairman	Annual	February 2018