Presteigne Memorial Hall: Risk Management Policy

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

# Financial

## Investment Risk

Because of the risk of Presteigne Memorial Hall incurring unexpected large expenditure, a significant proportion of available assets will always be placed in the current account held with Lloyds Bank. The remainder

In the unlikely event of a bank failing, Presteigne Memorial Hall 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

An annual review of the accounts will be undertaken by an independent examiner in accordance with Charity Commission requirements.

## Insurance risk

Presteigne Memorial Hall 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 Presteigne Memorial Hall is paramount at all times.

The Board of Trustees, 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 Board is to take reasonably practicable measures in relation to the management of Presteigne Memorial Hall to comply with all legislative requirements and codes of practice.

# Duties

All Trustees, Board 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 Board, 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 Board.

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 Board.

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 Board 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 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 Board 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 Board are responsible for:

i) ensuring that all Board 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 Board 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 Board 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

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

## Premises

i) The entrances must be clear of obstacles and hazards at all times that people are entering or leaving the building.

ii) Spills must be cleared up quickly to prevent slipping.

iii) Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.

iv) Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.

v) All hirers should acquaint themselves with the position of the fuse box/main switch.

vi) Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.

vii) 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.

viii) All hirers must make themselves aware of the procedure to follow in the event of fire.

ix) All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.

x) As good practice hirers should have a method to account for the number of persons present during their hire.

xi) If the oven/cooker is in use it should not be left unattended, even for a short time.

xii) Kettles should not be over-filled nor should the leads be left to trail over the edge of the work top.

xiii) Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.

xiv) All cleaning solutions etc. must be kept out of the reach of children.

xv)Due care should be exercised in the car park area.

xvi) 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.

xvii) Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.

xviii) 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.

xix) Carry out 3-yearly Portable Appliance Tests, documented according to good practice

xx) Ensure a 5-yearly Electrical Installation Condition Report achieves SATISFACTORY rating