

# Risk Management Policy

**Melmerby Village Hall** [www.melmerbyvillagehall.co.uk](http://www.melmerbyvillagehall.co.uk)

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This policy covers the management of risks associated with finance and health & safety at Melmerby Village Hall

## Financial

### Investment Risk

Because of the risk of MVH incurring unexpected large expenditure, a significant proportion of available assets will always be placed in the current account held with Barclays Bank. Unrestricted & Restricted Reserves are kept in separate deposit accounts at Penrith Building Society.

In the unlikely event of the bank or building society failing, MVH 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 MVH are electronic payments giving full traceability. If a cheque payment is requested then two signatories are needed. 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

MVH will take out annually a suitable insurance policy to cover the building and contents of the village hall.

## Health and Safety

The Health, Safety and Welfare of all those managing, using, and visiting Melmerby Village Hall is paramount at all times. The Village Hall Committee, as trustees of the charity, recognises and accepts its general duties to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

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

## Duties

All Committee Members, Hirers 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:

1. 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.
2. 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:

1. 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;
2. ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;

3. iii) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
4. iv) ensuring that highly flammable substances are not brought into or used in any part of the premises;
5. v) seeking the consent of the 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;
6. vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.
7. 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).
8. viii) Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

The Committee are responsible for:

1. i) ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
2. ii) ensuring that the Health and Safety Policy is fully implemented;
3. iii) monitoring compliance with Health and Safety guidelines;
4. iv) regularly assessing and reviewing risks and recording such risks;
5. 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;
6. 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;
7. vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
8. viii) making such representations to Committee Members, Hirers, 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;
9. ix) cooperating with Hirers and Users of the Hall in pursuance of Health and Safety requirements;
10. x) review of the full policy as required with risk assessments and amendments being made as necessary throughout the year. Such amendments will be appended to the policy document and made known to Committee Members, Hirers and Users of the Hall.
11. xi) creating Risk Assessment forms for major MVH events and ensuring all volunteers are aware of their responsibilities under this Risk Assessment.

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| Policy Dated | January 2023                     |
| Signed       | <i>Jane Bardsley</i> Chairperson |
| Review Date  | January 2027                     |