Health and Safety legal responsibilities

1.Ceddesfeld Hall is a Grade 2 listed building which is generally used by local groups/sections in addition to being available for private hire. The management of Ceddesfeld Hall is the responsibility of Sedgefield Arts, Recreation and Community Association (SCA). This is a charitable organisation run totally by volunteers and does not have any employees. As a volunteer organisation with no employees, the SCA recognises that it does not have direct responsibilities under the Health and Safety at Work act 1974.

2.The SCA does however, have responsibility for managing Ceddesfeld Hall and as such recognises that it does have legal responsibilities under health and safety law. This includes taking reasonable measures to ensure the hall, access to it and any equipment or substances provided are safe for people using it, so far as is 'reasonably practicable'.

3.The Health and Safety Executive (HSE) has developed a document to assist in the management of health and safety in such premises: 'Health and safety checklist for village halls and community halls'

4.In accordance with the Health and Safety Executive guidance, the SCA will complete the 'Health and safety checklist for village halls and community halls' as published by the Health and Safety Executive 08/21. This document will be reviewed annually, or earlier if there are significant changes to the organisation, the building or health and safety advice. Completion of the checklist will include the areas identified by the HSE where applicable, in addition to any further areas identified. The areas to be included are:

- Car park safety and access for emergency vehicles etc
- Movement around the building
- Electrical equipment and services
- Gas equipment and services
- Asbestos
- Fire and evacuation
- Users of the premises
- First aid
- Kitchen equipment and use
- Hazardous substances in accordance with Control of Substances Hazardous to Health (COSHH 2002)

5. The 'Health and safety checklist for village halls and community halls' also requires completion of a Fire Risk Assessment and the development of an Evacuation Plan. Therefore, a Fire Risk Assessment and Evacuation Plan will also be completed and will be reviewed annually, or earlier if there are significant changes to the organisation, the building or health and safety advice.

6. In addition to the above, the SCA also recognises its health and safety responsibilities where it procures or contracts cleaners, construction, renovation or maintenance work to be carried out on or in Ceddesfeld Hall.

7. The SCA also recognises that under Civil Law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities.

8. Throughout the year the SCA also holds several voluntary community events. In doing so the SCA will consider the relevant advice published by the HSE, and as contained within the GOV.UK Guidance document ‘Organising a volunteer event: a ‘can do ‘guide’ This includes assessing and controlling the risks where reasonably practicable.

Useful contacts

Police	03456060365
Durham CC	03001237070
Sedgefield TC	01740 621273

Signed on behalf of SCA.....Wendy R Gill.....

Date Adopted.....16/7/26.....

Next review date.....31/7/28.....