

APPENDIX B.

Health and Safety Policy – Edge Village Hall (DRAFT 1/06/17)

Part 1 – General Statement of Policy

Our aim is to:

- a) Provide healthy and safe working conditions, equipment and systems for those using the hall e.g. volunteers, committee members and hirers [SEP]
- b) Keep the village hall and equipment in a safe condition for all users [SEP]
- c) Provide such training and information as is necessary to volunteers and users.

Note – No staff are currently (as of December 2019) employed by the Village Hall. In the event of the Hall Committee employing any staff their needs would be identified.

It is the intention of Edge Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. Edge Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors, who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practices.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: (On behalf of the Management Committee)

Name Position Date

Part 2: Organisation of Health and Safety

The Trustees of Edge Village Hall Management Committee are all responsible for the Health and Safety of the Village Hall. Two Trustees are identified as the first point of contact on these matters - Martin Freeman and John Luke. (see contact details at end of of this policy)

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform

the persons above, or the Bookings Secretary, as soon as possible so that the problem can be dealt with.

A plan of the hall is attached showing the location of electricity cables, fire exits, fire extinguishers, fuse box, stop cock and loft access.

Part 3: Arrangements and Procedures

3.1 Fire Precautions and Checks

Please note the attached diagram of the building identifying fire doors and extinguishers.

Persons on the Management Committee with responsibility for testing for the fire risk assessment are Martin Freeman and John Luke

The Company hired to maintain and service fire safety equipment: ^[11]_[SEP] Walker Fire, Unit 13, Glenmore Business Park, Chippenham, SN14 6BB. Tel 01249 658580.

Location of fire service record: Within folder display "Essential Information for Hirers and Users of the Hall"

List of Equipment and its location

- Fire extinguisher and blanket located in kitchen.
- Fire extinguisher – to left of doors after entering main hall, wall mounted
- Fire extinguisher - next to fire door at end of building within main hall.

Procedure in case of accidents

The location of the **nearest Minor Injury Unit** is at Stroud Hospital, Trinity Road, Stroud, GL5 2HY. Please note this is open from 08.00 to 23.00 hours every day.

The location of the **nearest hospital Accident and Emergency department** is: Gloucestershire Royal Hospital. Great Western Road, Gloucester, GL1 3NN. Telephone 0300 422 2222

The location and telephone number for the **nearest doctor's surgery** is: Painswick Surgery, Gyde Road, Painswick, Stroud, GL6 6RD Telephone 01452 812545

The **First Aid Box** is located in the main hall next to the kitchen hatch.

The **Accident Report Forms** are kept in the Essential Information for Hirers and Users of the Hall file. This is located on the top of the cupboard in the main hall. This form must be completed whenever an accident occurs and reported to the Booking Agent or representative listed at the beginning of this document.

The person responsible for completing RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Registrations) forms and reporting accidents is Martin Freeman (Secretary)

The following major injuries or incidents must (in some circumstances) be reported on **RIDDOR forms**. All such incidents should therefore be notified to the

Hall Management Committee:

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
 - injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
 - any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
 - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
 - acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
 - acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material. Relevant examples of reportable dangerous occurrences include:
 - electrical short circuit or overload causing fire or explosion
 - collapse or partial collapse of a scaffold over 5m high
 - unintended collapse of a building under construction or alteration, or of a wall or floor
 - explosion or fire

Safety Rules

All hirers will be expected to read the whole of the “Conditions of Hire” document. The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and another person is present
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Ensure** that any electrical appliances brought onto the premises are safe, in good working order and used in a safe manner in accordance with the Electricity at Work regulations 1989.
- **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) on your own
- **Do not** stack more than five chairs together
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool. Be extra careful moving containers of hot soup and heavy dishes which are full of food, from the kitchen or food warmer. Request help to ensure safe passage.
- **Do not** allow children in the kitchen except under close supervision. Avoid over-crowding in the kitchen and do not allow running.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials

Report evidence of damage or faults to equipment or the building's facilities to the Management Hall Committee representatives (as detailed at end of policy)
Report every accident on an "Accident Report Form" (these are in the folder "Essential Information for Hirers and Users of the Hall")

Be aware and seek to avoid the following risks:

- slipping hazards on floors – mop spills immediately
- trip hazards such as buggies, umbrellas, mops and other items left in halls and corridors.
- avoid trailing cables whenever possible. If it is necessary to have cable, ensure these are covered by safety mats (3 mats are located in the store room at the far end of the hall accessed through the sliding door.
- risk to individuals while in sole occupancy of the building
- risks involved in handling kitchen equipment e.g. cooker, water heater and knives creating toppling hazards by piling equipment e.g. in store cupboards.

Contractors

The management committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the management committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- contractors have their own health and safety policy for their staff
- the contractor knows which member of the committee is responsible for overseeing that their work is as assessed and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

Zurich, The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire.
Policy No. VVH 272027 8283.

Review of Health and Safety Policy The management committee will review this policy annually.

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, equipment faults or misuse by hirers or other matters which could affect the health and safety of users or employees.

Contact details: Hall Management Committee representatives

Martin Freeman (Secretary) Tel. 01452 814805
e mail : freeman855@btinternet.com
or John Luke Tel. 01452 813567

Booking Agent: Bobby Kay Tel. 01452 81356