

EVENLEY VILLAGE HALL
HEALTH & SAFETY POLICY

General Statement of Policy (Part One)

This document is the Health & Safety Policy for Evenley Village Hall as adopted by the Village Hall Management Committee

The Committee's policy is to:

- a) Provide healthy and safe conditions, equipment and systems of for employees [should there ever be any], volunteers, contractors, committee members, hirers and all users
- b) Keep the Village Hall and equipment in a safe condition for all users
- c) Provide all such training and information to implement this policy as necessary.

It is the intention of Evenley Village Hall Management Committee to comply with all Health & Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger or loss arising from its activities and operations.

Evenley Village Hall Management Committee considers the health & safety of those who use its premises or may be affected by its activities and operations 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 all users to engage in the establishment and observance of safe working practices, including carrying out their own risk assessment where required.

All users will be expected to recognise that there is a duty on them to comply with the practices set out by the Evenley Village Hall Management Committee and to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves or others.

Signed on behalf of the Management Committee

.....

Name: Eric A Millard

Position: Chairman

Date: October 2016

Review Date : October 2017

Organisation of Health & Safety (Part Two)

Responsibilities

The Evenley Village Hall Management Committee has overall responsibility for Health & Safety of people using Evenley Village Hall. The person delegated by the Management Committee to have day to day responsibility for providing safe conditions, equipment and systems for all users is:

Name: Mike Boshier

Email: mike@bosherlay.co.uk

The person(s) delegated by the Management Committee to have responsibility for ensuring all village hall users are aware of this policy and accept their own responsibility to observe safe working practices, including carrying out their own risk assessment where required is the Bookings Secretary as follows;

Name: Kirsty Burnham and Karen Walker

Kirsty Burnham (kirsty@earthworm.ltd.uk); Karen Walker (kjsykes@yahoo.com)

There is a general risk assessment, available on request and posted on the notice board, which all users of the village hall should read and note. It is the duty of all village hall users, visitors and contractors to take care of themselves and others who may be affected by their activities and to co-operate with Evenley Village Hall Management Committee in keeping the premises and its grounds in a safe and healthy condition. Where appropriate, if the activities of users might carry risks which are not included in the general risk assessment, they will be expected to carry out their own risk assessment and hand a copy to the Bookings Secretary in advance of the activity taking place.

Contractors are expected to carry out their own risk assessments and provide the person with responsibility for Health & Safety (see above) with a copy before commencing work.

Should a village hall users, visitors or contractors come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, then the person with responsibility for Health & Safety (see above) or the Bookings Secretary (see above) should be informed as soon as possible in order that the problem can be dealt with. Where equipment is damaged, a notice should be placed on it warning that it is not to be used and if possible, it should be moved to the Kitchen.

In the event of an accident there is a first aid box in the kitchen. Externally there is a defibrillator for use in emergencies.

The following persons have responsibility for specific items:

Fire precautions and checks:	Mike Boshier
Insurance:	Tony Stephens
First Aid:	Denise Stevens via Mike Boshier
Information to Contractors:	Mike Boshier
Information to Hirers:	Kirsty Burnham and Karen Walker
COSHH Regulations:	Kirsty Burnham and Karen Walker
Risk Assessment:	Eric Millard
Reviewing Health & Safety Policy:	Eric Millard

Arrangement and Procedures (Part three)

Licence

The Village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

- a) The performance of plays
- b) The exhibition of films
- c) Indoor sporting events
- d) Boxing or wrestling
- e) Performance of live music
- f) Playing of recorded music
- g) Performance of dance
- h) Entertainment similar to those in a-g above
- i) Making music
- j) Dancing
- k) Entertainment similar to those in i-j above
- l) Provision of hot food/drink after 11pm
- m) Sale of alcohol

Fire Precautions, Checks and Procedure

Fire risks are included in the general risk assessment document posted on the notice board

Fire equipment should be checked regularly and a register of checks maintained.

The company hired to check, maintain and service fire safety equipment is:

Chubb Fire & Security Ltd
No 1 The Beehive, Lions Drive, Blackburn, Lancashire. BB1 2QS
Contract no. 1412043
Telephone 0344 879 1755

List of equipment and the frequency of checks:

	Frequency
Fire alarm system	Weekly
Emergency lighting	Monthly
Residual current device	Monthly
Portable appliance testing	Annually
Electrical installation	5-yearly
Fire exits	Monthly
Fire fighting equipment	Annually

Safety Rules (Part Four)

Hirers and visitors

All hirers will be expected to read the whole of the Hiring Agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/ training by the Booking Secretary about safety procedures on village hall premises and grounds which they will be expected to follow and will be shown the location of the Accident Book, General Risk Assessment and Fire Evacuation Procedure.

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 safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others. Where appropriate, if the activities of users might carry risks which are not included in the general risk assessment, they will be expected to carry out their own risk assessment and hand a copy to the Bookings Secretary in advance of the activity taking place.

The Committee has carried out risk assessments. The following practices *must* be followed in order to minimise risks:

- All emergency exit doors must be clear and unlocked throughout the hiring;
- Electrical equipment must not be operated or touched where there are signs of damage;
- Steps or ladders must not be used unless properly secured and another person present;
- Portable electrical or gas appliances must not be left operating while unattended;
- Portable electrical items which have not been PAT tested must not be brought onto the premises;
- No attempt must be made to move heavy or bulky items- trolleys must be used;
- Chairs must not be stacked more than 5 high;
- No attempt should be made to carry or tip a water boiler when it contains hot water- it must first be left to cool;
- Children must not be allowed into the kitchen except under close supervision (e.g. for supervised cookery lessons or, for older children, supervised serving of food at functions). Overcrowding should be avoided and running should not be allowed;
- Suitable protective clothing must be worn when handling cleaning materials;
- In order to guard against slipping hazards, all spills must be mopped immediately, particularly on stairs or polished floors;
- In order to guard against tripping hazards, items such as buggies, umbrellas etc must not be left in halls, and especially not in corridors;
- Adequate lighting must be used to avoid tripping in poorly lit areas;
- Any evidence of damage or faults to equipment or the building's facilities must be reported to the Booking Secretary;
- Every accident must be recorded in the Accident Book and also reported to the Booking Secretary.

Contractors

The person with day to day responsibility for providing safe conditions (see above) will always check with the contractors (including self-employed persons) before they start to work that they and their employees are

- clear and understand the health & safety arrangements for working on Evenley Village Hall premises
- competent to carry out the work, eg have appropriate qualifications, references, experience;
- have adequate Public Liability insurance cover;
- have seen this Health & Safety document and the general risk assessment and are aware of any hazards which might arise (eg electricity cables or gas pipes);
- do not work alone on ladders at height (if necessary a volunteer should be present);
- have their own Health and Safety Policy for their staff and have carried out their own risk assessment;
- know which member of the Committee is responsible for overseeing that their work is carried out as requested and is completed to a satisfactory standard

It is expected that all work carried out on village hall premises will be to the latest legally required standard and conform to current industry safe practice.

Procedure in Case of Accidents (Part Five)

Assistance

The location of the nearest hospital Accident and Emergency/Casualty Dept is The Horton Hospital Banbury

The location and telephone number for the nearest doctor's surgeries are;

Washington House Surgery
77 Halse Rd
01280 702436

Springfield Surgery
Springfield Way
01280 704122

Brackley Health Centre
Halse Rd
01280 703460

First Aid

The First Aid Box is located on a wall in the Kitchen.

Accident reporting

The Accident Book is kept in a frame on the wall in the kitchen; this must be completed whenever an accident occurs.

Any accident must be reported to the member Booking Secretary (see above)

The person responsible for completing the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is the Booking Secretary

The following major incidents or injuries must be reported on RIDDOR forms:

- 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.

Insurance (Part Six)

The village hall insurance cover(s) is provided by Hiscox Insurance Co. Ltd. via Came and Company an insurance broker. Their address is 1st Floor Offices, 2 Meridian Office Park, Osborn Way, Hook, Hampshire, RG27 9HY. Tel. 01256 395020

The policy number is 9284890 -

Date for renewal: September 2017

Risk Assessments and Inspections (Part Seven)

It is the responsibility of every Village Hall Management Committee member to identify and report any unsafe or unhealthy practice or condition they may observe. The person delegated by the Management Committee to have day to day responsibility for providing safe conditions, equipment and systems for all users (see above) is responsible for organising regulatory inspections by approved external bodies, carrying out formal inspections and reviewing and where necessary revising, the health and safety risk assessment. Equipment for regulatory inspection includes gas boiler and gas appliances, fire alarms, electrical services and electrical appliances. Equipment for informal inspection include step ladders, smoke alarms, carbon monoxide alarm.

Control of Substances Hazardous to Health (COSHH) Regulations (Part Eight)

All substances that are hazardous to health must be handled correctly and stored safely.

The persons responsible are the Booking Clerks; Kirsty Burnham (kirsty@earthworm.ltd.uk); Karen Walker (kjsykes@yahoo.com)

Protective Clothing (Part Nine)

Contractors will be responsible for providing their own health and safety clothing and equipment. Where work is carried out on village hall premises by a volunteer, should it be necessary that items of protective clothing and apparatus are required, the Village Hall Management Committee will provide it in order that no job is undertaken unsafely.

Legionella (Part Ten)

A temporary legionella management plan is in place at Appendix I. A professional survey and appropriate management plan is to be commissioned before end 2016

Asbestos (Part Eleven)

No asbestos survey report or asbestos register exists. A professional survey, report and appropriate management plan is to be commissioned before end 2016. Until such time as this is completed and a register is in place, contractors carrying out any work of an invasive nature on any part of the building, will be advised that asbestos may be present.

Training and information (Part Twelve)

Training will be given and information provided to visitors and hirers to enable them to use the Hall and Health Centre safely. The person(s) responsible for training are the Booking Secretaries (see above).

Review of Health and Safety Policy (Part Thirteen)

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 details of any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users, employees and other visitors to the premises.

Appendix 1

Temporary Legionella Management Plan

What is legionella?

Legionella bacteria is commonly found in water. The bacteria multiply where temperatures are between 20-45°C and nutrients are available. The bacteria are dormant below 20°C and do not survive above 60°C.

Legionnaires' disease is a potentially fatal type of pneumonia, contracted by inhaling airborne water droplets containing viable Legionella bacteria. Such droplets could be created by any of the village halls hot and cold water outlets in the kitchen, toilets and changing room, particularly the shower heads.

Temperature Control

The primary method used to control the risk from Legionella is water temperature control. Water services should be operated at temperatures that prevent Legionella growth:

- Hot water storage cylinders (calorifiers) should store water at 60°C or higher
- Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified).
- Cold water should be stored and distributed below 20°C.

Routine Checks

A competent person should routinely check, inspect and clean the system, in accordance with an agreed management plan.

Sentinel outlets (furthest and closest to each tank or cylinder) should be identified for monthly checking of the distribution temperatures. Hot water storage cylinder temperatures should also be checked monthly and cold water tank temperatures at least every six months.

Stagnant water favours Legionella growth. To reduce the risk dead legs/dead ends in pipe-work should be removed, Infrequently used outlets (including showerheads and taps) should be flushed out at least weekly and shower heads and hoses should be cleaned and de-scaled at least quarterly. Cold-water storage tanks should be cleaned periodically and water should be drained from hot water cylinders to check for debris or signs of corrosion.

Water samples should be analysed for Legionella periodically, to demonstrate that bacteria counts are acceptable in accordance with the management plan.

Procedure

1. If the water system has been temporarily closed (more than 6 days), an external contractor should be brought in to carry out the following procedures well in advance of the water service returning to use:
 - Re-disinfect the water supply at source.
 - Pasteurise the hot water system against Legionella.

Action: Mike to organise a contractor

2. It is assumed that the taps in the kitchen and toilets will be used daily but the showers and taps in the changing rooms are used infrequently. Where outlets are used infrequently, they should be be

run/flushed for at least 3 minutes once a week by staff. This also applies to the main taps after a holiday break.

Action: Kirsty/Karen to arrange with cleaner

3. Annual visual inspection of the cold water tanks should be carried out
 - Water should be clean and shiny and free of debris and contamination.
 - Lids should fit tightly and screens should be intact.
 - Thermal insulation should be in good condition.

Action: Mike to organise a contractor

4. Cold water storage tanks should be cleaned periodically.

Action: Mike to organise a contractor

5. Hot water tanks should be inspected annually

- Drain sufficiently to check for debris in the base and remove any sediment clean if necessary.

Action: Mike to organise a contractor

6. Temperature checks of water flow, at the hot water sentinel outlets should be carried out monthly. The temperature should be greater than 50°C within a minute and water being fed to the cold water sentinel outlet should be less than 20°C within 2 minutes. Temperatures should be recorded.

Action: Mike

7. Water temperature checks should be taken at the ball-valve outlet of the cold water tank and within the actual tank, every six months to check that the temperature is less than 20°C.

Action: Mike

8. The hot and cold water temperatures should be carried out at a representative number of outlets with all taps being checked over a 12-month period) or an annual check of all outlets. Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified). Cold water should be stored and distributed below 20°C.

Action: Mike to organise a contractor

9. A sample of water is to be taken and sent away to be tested every six months.

Action: Mike

10. All shower heads should be taken apart and the shower head and flexible hose de-scaled with an approved disinfectant (following the manufacturer's instructions on the container) every 3 months. This should be recorded.

Action: Mike to organise a contractor