

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

Issued Date: October 2016

Last 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: Joyce Stevens

Email: tonyjoycestevens@ebrickley.com

Or if unavailable, Alison Millard

Email: apmillard@hotmail.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.

Any external bodies including contractors who intend carrying out maintenance or repair work inside or outside the building 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:	Mike Boshier
Information to Contractors:	Mike Boshier/Chris Hart
Information to Hirers:	Joyce Stevens
COSHH Regulations:	Alison Millard
Risk Assessments:	Mike Boshier/Chris Hart
Risk assessment Review:	Eric Millard
Reviewing Health & Safety Policy:	Eric Millard
Legionella Policy:	Mike Boshier
Asbestos Policy:	Mike Boshier

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) Performance of live music
- d) Playing of recorded music
- e) Performance of dance
- f) Entertainment similar to those in a-g above
- g) Making music
- h) Dancing

Fire Precautions, Checks and Procedure

Fire risks are included in the general risk assessment document posted on the notice board. What to do in case of fire notices are positioned on the wall adjacent to all fire exits.

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	3 yearly
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 appliances must not be left operating while unattended;
- Portable gas appliances must not be used without expressed permission from the person responsible for health and safety;
- 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. A 'caution, wet floor' sign is available and kept in the cupboard within the inner hall;
- 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;
- Accidents must be recorded in the Accident Book which can be located with the First Aid kit in the kitchen 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 includes 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 legionella risk assessment and management plan is in place..

Asbestos (Part Eleven)

An asbestos risk assessment and management plan is in place at Appendix II. Contractors, who carry out work inside or outside of the village hall, will be informed that there is an asbestos survey and management plan available for inspection.

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.

