

## HEALTH & SAFETY POLICY

### Part 1: General statement of policy

1. Our policy is to:
  - keep the village hall and equipment in a safe condition for all users
  - provide healthy and safe conditions, equipment and systems of work for everyone using the village hall
  - provide such training and information as is necessary to all users of the hall.
2. It is the intention of village hall trustees 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.
3. The village hall trustees consider 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 trustees recognize 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 users, volunteers, employees and trustees to engage in the establishment and observance of safe working practices.
4. All users of, and visitors to, the hall 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.
5. Actions that must be taken by the trustees are shown in *italics*.

### Part 2: Organization of health and safety

6. The village hall trustees have overall responsibility for health and safety.
7. *The persons delegated by the trustees with day-to-day responsibility for the implementation of this policy must be shown in Appendix 1.*
8. *The persons with responsibility for specific items must be shown in Appendix 2.*
9. *The trustees must display a plan of the hall on the 'Building Management Information' noticeboard in the main hall. The plan must show the location of*

*electricity cables, gas pipes, fire exits, fire extinguishers, fuse box or distribution board, stop cock, boiler and other features which may have a bearing on safety.*

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

11. Should anyone using the hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately, they should inform the booking manager or another trustee as soon as possible so that the problem can be dealt with.

12. Where equipment is damaged, a notice should be placed on it warning that it is not to be used.

### **Part 3: Arrangements and procedures**

#### ***Premises licence***

*13. The trustees must display a copy of the village hall's Premises Licence authorising regulated entertainment and licensable activities.*

#### ***Insurance***

*14. The trustees must display details of the insurance company providing the village hall's Employer's Liability and Public Liability Insurance Cover.*

#### ***Fire safety***

*15. The trustees must display a map showing the fire exits, fire-fighting equipment and assembly point.*

*16. The trustees must display next to the payphone in the foyer the evacuation procedure.*

17. Further information about fire safety is shown at Appendix 3, including a list of fire safety equipment, its location and test intervals.

#### ***Accidents***

*18. The trustees must keep the First Aid box in the kitchen broom cupboard when not in use and the Accident Book must be kept with the First Aid box.*

*19. The trustees must display in the foyer the address and telephone number of the nearest hospital A&E department and doctor's surgery.*

20. The hirer must complete the Accident Book whenever an accident occurs. In addition, every accident must be reported to the booking manager.

21. The person responsible for completing RIDDOR<sup>1</sup> forms and reporting on accidents is shown in Appendix 2. The following major injuries or incidents 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)

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<sup>1</sup> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- Any penetrating injury to the eye (including chemical)
- Injury from electric shock or 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 substances or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances by inhalation, ingestion or through skin
- Acute illness requiring medical attention that may have resulted from a biological agent or its toxins or infected material.

### **Safety rules**

22. *The trustees must include these Safety Rules in the hire agreement.*
23. *The trustees must display a copy of these Safety Rules on a noticeboard.*
24. *A member of the village hall trustees must give all new hirers information about:*
- health and safety procedures at the hall which they will be expected to follow, e.g. fire evacuation procedures, use of equipment, etc.
  - the location of the first aid box and accident book
  - any particular risks that have been identified and how to deal with them.
25. All users of the hall must 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. All hirers will be expected to read the whole of the hire agreement.
26. Users of the hall must be given the following advice:
- Make sure that 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.
  - Do not bring into the property any portable electrical appliances that have not been tested by a qualified electrician.
  - Do not attempt to move heavy or bulky items, e.g. stacked tables or chairs.
  - Do not stack tables or chairs more than five high.

- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool. (Hot water boilers in the village hall are fixed and cannot be moved).
- Do not allow children in the kitchen except under close supervision, e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions.
- Avoid over-crowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or the building's facilities to a member of the trustees.
- Report every accident in the accident book and to the booking manager.

27. Users of the hall must avoid causing the following risks:

- slipping hazards on stairs and polished or wet floors - mop up spills must be mopped up immediately
- tripping hazards, such as buggies, umbrellas, mops and other items left in halls and corridors
- toppling hazards caused by piling equipment too high, e.g. in store cupboards.

28. Users should take care when handling kitchen equipment, e.g. cookers, water heaters, knives, etc.

29. Hirers should not leave anyone alone in the building.

### **Contractors**

30. *The trustees must check with contractors, including self-employed persons, before they start work that:*

- The contract is clear and understood by both the contractor and the committee
- The contractors are competent to carry out the work, e.g. they have appropriate qualifications, references, experience, etc.
- The contractors have adequate public liability insurance cover.
- The contractors have seen the health and safety file and are aware of any risks or special conditions or hazards which might arise (e.g. electricity cables or gas pipes)
- The contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- The contractors have their own health and safety policy for their staff.
- The contractors know which member of the committee is responsible for overseeing that their work is completed to a satisfactory standard

31. Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

#### **Part 4: Review of the health & safety policy**

*32. The trustees must review this policy annually.*

*33. Trustees with responsibility for aspects of health and safety must report to the committee regularly, including any accidents, faults, misuse by hirers or other matters that could affect the health and safety of employees, volunteers or users.*

*34. The trustees must display a copy of this policy on their noticeboard in the foyer.*

## Appendix 1: Persons with delegated responsibility

The persons delegated by the trustees to have day-to-day responsibility for the implementation of this policy are shown below:

Name	Phone number	Email address	Address
Colin Bridges	01872 870093	colingbridges@icloud.com	Waterloo Place, Old Carnon Hill, Perranwell S'tion
Anne Brazier	01872 863458	annebrazier@talktalk.net	Treneglos, Church Rd, Perranarworthal

## Appendix 2: Persons with specific responsibilities

Fire safety arrangements and checks	Anne Brazier, Juliet Hollingsworth
Risk assessment and inspections	Anne Brazier, Juliet Hollingsworth
Provision of information to hirers	Karen Dowden (booking manager)
Provision of information to contractors	Ian Halford
Insurance	Chris Davie (treasurer)
Ensuring First Aid box and Accident Book are present and correctly located	Ann Degenhart
Reporting of accidents and completion of RIDDOR forms	Karen Dowden
Training in hazardous substances and equipment	Geoff Ryall
Arrangement of annual Portable Appliance Testing	Ian Halford

## Appendix 3: Fire safety

Local Fire Brigade	Falmouth Community Fire Station
Fire Brigade contact telephone no.	01326 212412
Company hired to maintain and service fire safety equipment	Exco Fire and Security Ltd
Address	46 St Gluvias Street, Penryn TR10 8BJ
Telephone number	01326 372878
Location of service record	Filing cabinet

List of fire safety equipment, its location and test intervals:

Item	Location	Test Interval
Fire alarm system	Foyer	Monthly (AB)
Fire exits	Kitchen, Back lobby accessed from hall and S room	Monthly (AB)
Residual current devices	Kitchen high cupboard	Quarterly (JF)
Emergency lighting	Hall and vestibule	Quarterly (JF)
Fire fighting appliances	In each room	Annually
Electrical installation	Kitchen and vestibule cupboards	5 Years