

Great Stukeley Village Hall

HEALTH AND SAFETY POLICY

General Statement of Policy

This document is the Health and Safety Policy of Great Stukeley Village Hall

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our staff, volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Great Stukeley 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.

Great Stukeley Village Hall Management Committee considers the promotion of the health and safety of any employee at work and 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 staff, committee members and users to engage in the establishment and observance of safe working practices.

Staff, 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 Chairman

Date

Organisation of Health and Safety

Great Stukeley Village Hall Management Committee has overall responsibility for health and safety at Great Stukeley Village Hall.

The person delegated by the management committee to have day to day responsibility for the implementation of this policy is

Name: Caretaker

Telephone No: 07835 630559

It is the duty of all staff, 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 person above, or the Bookings Secretary, as soon as possible so 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.

The following persons have responsibility for specific items:

First Aid box - Caretaker

Reporting of accidents - Hirer of hall reports to booking clerk. Chairman will report serious accidents

Fire precautions and checks – Caretaker, plus annual checks on extinguishers on a rolling contract

Training in use of hazardous substances and equipment – Caretaker

Safeguarding- Dianne McGoff

Risk assessment and inspections – GVSH Committee

Information to contractors - GVSH Committee

Information to hirers – Booking Clerk

Insurance – GVSH Committee

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access and” (add any other features which may have a bearing on safety).

Arrangements and Procedures

Licence

The hall is licensed for the following activities by Huntingdon District Council
Music and Dancing

Fire Precautions and Checks

See attached Fire regulations including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire fighting equipment, assembly point(s).

Person on the management committee with responsibility for testing for the fire risk assessment: - Chairman

Company hired to maintain and service fire safety equipment:

Name: - Newflame Ltd

Address: Carlton House, 18 Willow Rd, Yaxley, Peterborough. PE73HT

Tel No.: - 01733 248100

Location of service record: - Committee room in hall, in Health and Safety File

List of Equipment and its location. For example:

Item	Test interval (eg. weekly, monthly, annual,)	Location	Service date
Residual current device	Monthly	Below kitchen window, outside	
Emergency lighting	Monthly	Switch box in committee room	
Fire exits- main hall	Monthly		
Fire fighting appliances	Annual service		July annually
Electrical installation	Every 3 years		

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is: Hinchingbrooke Hospital, Huntingdon

The First Aid Box is located in the Main Kitchen.

The person responsible for keeping this up to date is the Caretaker

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the booking clerk

The person responsible for completing RIDDOR forms and reporting accidents is:
-Chairman

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)
- 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 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 by the booking clerk about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

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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
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than five chairs
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **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.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building's facilities to the Caretaker or the Booking Clerk
- **Report** every accident in the accident book and to the Booking Clerk
- **Be aware and seek to avoid** the following risks:
 - creating slipping hazards on polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - use adequate lighting to avoid tripping in poorly lit areas
 - 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.

Health and Hygiene statement

- Our kitchen is not equipped for preparing and cooking food. It can be used for heating and serving previously prepared food.

- Cooking or heating food in the main hall or in the committee room is not allowed.

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 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 asked 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

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer - Alliance Insurance plc, 57 Ladymead, Guildford, Surrey, GU1 1DB

Policy No – AV00052627

Date of Renewal 26th July each year

Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due immediately following the Annual General meeting

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