

BUDOCK VILLAGE HALL MANAGEMENT COMMITTEE

HEALTH AND SAFETY POLICY

General Statement of Policy

This document is the Health and Safety Policy of Budock Village Hall Management Committee.

Our policy is to:

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

It is the intention of Budock 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.

Budock Village Hall Management Committee considers the promotion of the health and safety of its employees 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, 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 any safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

Organisation of Health and Safety

The Budock Village Hall Management Committee has overall responsibility for health and safety at Budock Village Hall.

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 and car parking areas.

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 Bookings Secretary as soon as possible so that the problem can be dealt with. Where equipment is found to be damaged, a notice should be placed on it warning that it is not to be used and it should be placed in the cloakroom if possible.

A sketch plan of the hall is on the wall by the Fire Control panel in the front lobby and shows the location of fire exits and fire extinguishers.

Arrangements and Procedures

Licence

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities:

- Performance of plays;
- Exhibition of films;
- Live music;
- Recorded music; and
- Performance of dance.

A copy of the licence is displayed on the Notice Board in the hall near the kitchen area and shows the times that the activities may be carried out. The hall is **not** licensed for the sale of alcohol.

Fire Precautions and Checks

A copy of the Fire Risk assessment including the evacuation procedure is retained in the meter cupboard in the front lobby area. The company that is contracted to maintain and service the fire safety equipment is:

- Name: Fire Crest Fire Protection Ltd
- Address: Unit 1, The Wilson Building, Wilson Way, Pool, Cornwall TR15 3RU
- Tel No.: 01209 831417
- Location of record of periodic checks: inside the meter cupboard in the front lobby.

The Emergency Lighting, fire exits and Fire Alarm system are checked weekly by the committee.

Procedure in case of accidents

The First Aid Box is located in the kitchen to the left of the cookers.

The accident book and forms are kept in the same place, and must be completed whenever an accident occurs. Any accident must also be reported to a member of the Management Committee as soon as possible.

The following major injuries or incidents must be reported **immediately**:

- 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 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 substance or biological agent;
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

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 part of a building, 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 Bookings Secretary 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 advised of the location of the accident book and health and safety policy.

Risk Assessments have been carried out including those for hazardous substances and fire. In common with most buildings of this age, there is a minimal content of asbestos in certain areas of the ceiling panels and the attached mats under the sinks in the hall and so long as no intrusive work is done the risk is described as “Minimal” in the report. The report and assessments are kept in the meter cupboard in the lobby and must not be removed from there.

It is the intention of Budock 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.

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

The Management Committee has carried out risk assessments and 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 period of hiring;**
- **Make sure all Fire Doors with automatic closures are not wedged open;**
- **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 equipment operating while it is unattended;
- **Do not** bring in to the hall property any portable electrical appliances which have not been “Portable Appliance Tested” and certified as being satisfactory;
- **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided;
- **Do not** stack more than five chairs high;
- **Do not** attempt to carry or tip a water boiler when it contains hot water;
- **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 overcrowding 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 Bookings Secretary.

- **Report** every accident in the accident book and to the Management Committee;
- **Be aware and seek to avoid** the following risks:
 - creating slipping hazards on stairs, polished or wet floors – mop spills immediately;
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors;
 - use of adequate lighting to avoid tripping in poorly lit areas;
 - risks 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 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 policy and are aware of any hazards which might arise (e.g. electricity cables or water 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;
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance

A copy of the Management Committee's Employer's Liability and Public Liability insurance cover is displayed on the Notice Board near the kitchen area.

Review of Health and Safety Policy

The Management Committee will review this policy annually.

Committee members will report to the Management Committee any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Risk Assessment - Area Hazards. The list is not exhaustive, but includes:

Car Park

1. tripping and falling due to inadequate lighting;
2. tripping and falling due to poor maintenance.

Exterior – footpaths and steps

1. tripping and falling due to inadequate lighting;
2. tripping and falling due to poor maintenance;
3. tripping and falling –due to no or insecure hand rail;
4. windows protruding over pathway;
5. access to other hazards e.g. main road, adjacent stream;
6. window cleaning.

Entrance Area

1. electric shock from consumer units etc. in meter cupboard;
2. slipping on wet floor;
3. tripping and falling due to loose mats and carpet;
4. tripping and falling due to pushchairs, buggies etc stored in the area;
5. cleaning materials.

Main Hall and Meeting Rooms

1. incorrect moving of heavy items e.g. chairs/tables;
2. electric shock from portable appliances;
3. slipping on wet floor;
4. too many people;
5. electric sockets (access by children);
6. dangling and trailing electric leads;
7. fire exits blocked (both inside and outside);
8. fire equipment not working.

Kitchen

1. hot surfaces especially if children are present;
2. sharp implements especially if children are present;
3. cleaning materials;
4. unsecured hot water boilers especially if children and infirm users are present;
5. dangling and trailing leads;
6. fire extinguishers not working.

Toilets

1. slipping on wet floor;
2. cleaning materials.

Maintenance

1. falls from steps and ladders;
2. working alone;
3. electric shock from appliances;
4. incorrect moving of heavy items such as furniture.

Stores

1. badly stacked equipment;
2. people moving heavy items unassisted.

Boiler area

1. inflammable items stored near combustion source.

Stage

1. removable steps being loose;
2. stage edges not clearly visible.

Periodic fire safety checklist

- Has the structural fire resistance been impaired by alterations and repairs?
- Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
- Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?
- Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties?
- Are curtains clear of the ground?
- Are the self-closing mechanisms of fire doors operating and closing the doors properly?
- Are emergency exit door devices functioning correctly?
- Are fire exits and escape routes clearly marked and illuminated?
- Are the main lighting and emergency lighting systems adequate and functioning correctly?
- Is an approved seating capacity on display in each hall area?
- Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded?
- Are the floor coverings and stairs in good condition?
- Has the electrical equipment and supply been professionally checked?
- Has the central heating boiler been serviced?
- Are the carbon monoxide detectors working properly?
- Has the firefighting equipment been serviced?
- Have the heat and smoke detection systems been checked?
- Are the “No Smoking” rules being adhered to?
- Are the areas open to the public, free of combustible stores?
- Is rubbish being kept safely and removed frequently?
- Are the security measures functioning?
- Are there any hazards anticipated or overlooked?