

# WHITBOURNE VILLAGE HALL.

## Health and Safety Policy December 2017

### Part 1 - General Policy Statement

Our Policy is to:

- ✚ Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee, members, hirers and employees (if any).
- ✚ Keep the village hall and equipment in a safe condition for all users.
- ✚ Provide such training and information as necessary to contractors, volunteers and users.

It is the aim of the Whitbourne Village Hall Management Committee (who operate on behalf of the Parish Council as owning 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.

Whitbourne Village Hall Management Committee considers the promotion of the health and safety of its workers and those who use its premises to be of great importance. The 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, volunteers, contractors 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 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).

Peter Wood  
Chairman.

Clive Pickering  
Member Responsible for Health and Safety

Date.

Date.

## Part 2: Organisation of Health and Safety.

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

The person(s) delegated by the management committee to have day-to-day responsibility for the implementation of this policy are:

Clive Pickering (H & S) clivepickering@btinternet.com	Adam Jones (Maintenance) Highfields Farm Whitbourne 01886 821041 <a href="mailto:adamwjones@live.co.uk">adamwjones@live.co.uk</a>
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It is the duty of all hirers, visitors and contractors to take care of themselves and others who may be affected by their activities and to cooperate with the management committee in keeping the premises and grounds safe and healthy.

Should anyone using the hall discover a fault, damage or other situation that may cause injury and which cannot be rectified immediately they should inform Kim Cunningham, the bookings clerk or any member of the committee, 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, any small items should then be placed in the hall kitchen.

The following persons have responsibility for specific items:

✚ First Aid Boxes	Adam Jones
✚ Reporting of accidents	Adam Jones
✚ Fire precautions and electrical checks	Adam Jones or Peter Wood
✚ Car Park	Adam Jones
✚ Kitchen, T. towels, dish cloths etc	Gillian Wood
✚ General Checks	Whole Committee
✚ Risk assessment and inspections	Clive Pickering
✚ Information to contractors on premises	Whoever appoints the contractor
✚ Information to hirers	Kim Cunningham
✚ Insurance	Peter Wood

Report any evidence of damage or faults to equipment or facilities to Kim Cunningham on 01886 821966 or at [whitbournevhall@gmail.com](mailto:whitbournevhall@gmail.com).

Record any accident in the accident book located in the draw under the large hall serving hatch in the Kitchen AND report to Clive Pickering - clivepickering@btinternet.com or Adam Jones (01886 821041 or [adamwjones@live.co.uk](mailto:adamwjones@live.co.uk) )

The hall is insured with Aviva through Allied Westminster.

A report of any maintenance carried out is made to the management committee at every meeting. This is recorded in the minutes of that meeting.

### Part 3: Arrangements and Procedures.

Charities Commission number 520993.  
Lottery reg. number SLOT346.

All activities must end at midnight and the Hall is to be vacated by 00.30 hrs.

The hall is **not** licensed for the sale of alcohol or for regulated entertainment. A **Temporary Event Notice** must be obtained for this from the appropriate authority and the conditions of the license met.

#### Fire Precautions and Checks.

A Fire risk assessment and instructions in case of fire are in the appendix. Adam Jones has responsibility for testing for fire alarm systems.

Fire Brigade - In emergency 999  
Bromyard fire station 0845 1224454  
Hereford fire station 01432 274561

The maintenance and service of fire safety equipment is contracted to:  
Hereford Fire protection Services.  
Address: Station Approach, Hereford HR1 1BB.  
Telephone: 01432 269094  
Craig Jones holds the record of service carried out.

#### The list and location of equipment

Item	Test interval	Location	Service date.
Fire alarm system	Weekly 1 call point per week	All rooms	Annual July
Fire alarm	Monthly	Foyer	Annual July
Fire appliance present	Weekly	All rooms	
Fire fighting appliances pressure	Monthly	All rooms	Annual July
Emergency Lighting	Monthly	Foyer cupboard	December 2017
Electrical installation	5 years		December 2017
Residual current device kitchen.	3 Monthly	Kitchen	December 2017
Residual current device stage	3 Monthly	Stage	December 2017
Fire exits.	Weekly or more often.	Kitchen, Main hall	
First Aid Kit	Monthly	Store	January 2017
PAT test	Annual		July
Oil Fired boiler	Annual service	Boiler Room	August
Car Park	3 Monthly		
T Towels etc.	According to event schedule	Kitchen	As required

The hall is checked at least weekly and always after a major function.

## **The procedure for accidents**

The nearest **hospital** Accident and Emergency departments are:  
Hereford Hospital  
Stone Bow Road, Hereford. HR1 2BN

Worcester Royal Hospital  
Charles Hastings Way, WR5 1DD

The nearest **doctor's surgery** is:

The Surgery  
Bromyard Road, Knightwick WR6 5PH  
(Turn left at A44 Junction take next left for surgery)  
Telephone 01886 821279

Should map coordinates of the Hall be required to give to the Air Ambulance etc, they can be found on the notice board in the front entrance hall.

**First Aid Boxes** are located in the main hall store and kitchen

**The person** responsible for keeping these up to date is Adam Jones

The accident book/forms are kept in the kitchen drawer with this file. This must be completed whenever an accident occurs. Any accident must be reported within 24 hours to the member of the management committee responsible who is Joanne O'Donnell (01886 821437 or jod@kozbay.com) or Adam Jones (01886 821041). Adam Jones is also responsible for completing RIDDOR forms and the reporting of accidents.

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

- Fracture other than to fingers, thumbs and 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 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

All hirers are expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. Risk assessments can be found as an appendix at the end of this policy. The following practices must be followed in order to minimise risks:

- Make sure that all emergency 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.
- When working on steps, ladders or at a height ensure they are properly secured and that another person is present.
- Do not leave portable electrical appliances operating unattended
- Ensure that all portable electrical appliances brought onto the property have been Portable Appliance Tested or can be demonstrated to be new.
- When lifting or moving heavy or bulky items ensure that adequate persons are available for each lift and that safe manual handling practices are adhered to.
- When there is danger of ice on the pavements or snow falling off roofs the hirer should assess the risk and take appropriate steps to make hazard safe – cones and grit are available for use.
- The water boiler should be restrained when in use, do not attempt to relocate or tip it when full of hot water. Leave it to cool.
- In the kitchen - avoid over crowding and do not allow running. Children under the age of 16 are not permitted in the kitchen at any time.
- Wear suitable protection when handling cleaning or other toxic materials
- Report any evidence of damage, faults to equipment or the building's facilities to Kim Cunningham on 01886 821966 or at [whitbournehall@gmail.com](mailto:whitbournehall@gmail.com) or to any member of the hall committee.
- Dishwasher safety instructions are posted on the notice board above. Hirers must follow these instructions carefully. Any questions on the safe operation of the dishwasher should be addressed to Adam Jones 01886 821041 or at [adamwjones@live.co.uk](mailto:adamwjones@live.co.uk)

**Be aware and seek to avoid** the following risks:

- Creating slipping hazards on stairs and floors – mop spills immediately
- Creating tripping hazards such as umbrellas, buggies, extension leads and other items left about
- Slips, trips or snow falling from roofs in inclement weather.
- Working in poorly lit areas – use adequate lighting
- The risks to individuals while alone in the building
- Risks involved in handling kitchen equipment, e.g. cooker, water boiler, knives and dishwasher
- Children being put at risk by being in the kitchen or in storage areas.
- Poorly stacked storage.

**Contractors.**

A member of the management committee will check with contractors before they start work that the:

- Contract is clear and understood by all parties
- Contractor is competent to carry out the work and has the appropriate qualifications, certification and experience
- Contractor has adequate public liability insurance
- Contractor has seen the Health and Safety file and is aware of any hazards that might arise (electricity cables, water pipes etc)
- Contractor does not work alone on ladders at height (a volunteer should be present)
- Contractor has their own health and safety policy and risk assessments in place for their staff
- Contractor knows which member of the committee is responsible for overseeing that their work is as asked and is to a satisfactory standard
- Alterations or additions to the electrical installations or equipment conform to current regulations

**Review of Health and Safety Policy.**

All committee members have responsibility for health and safety and any faults, accidents, misuse of equipment or other matters that could affect health and safety of anyone in or on the hall premises must be reported at the regular meetings of the hall committee. A record is kept of proposed modifications and updates added at an annual formal review timed for the first or second meeting after the AGM.

Policy Review completed December 2017  
Risk Assessments reviewed September 2017