



Health & Safety Policy

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3. Introduction

The Breedon Parish Hall Management Committee has overall responsibility for health and safety at Breedon Parish Hall.

The person delegated by the management committee to have day to day responsibility for the implementation of this policy: Tam Bream Tel. No: 07850 085444

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.

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 and it should be removed to a position of safety.

The following persons have responsibility for specific items:

First Aid Box: Caretaker

Reporting of accidents: Tam Bream

Fire precautions and checks: Caretaker

Training in use of hazardous substances and equipment: Tam Bream (Bookings Clerk)

Risk assessment and inspections: Tam Bream

Information to contractors: Tam Bream

Information to hirers: Tam Bream (Bookings Clerk)

Insurance: Robert Hounslow - Management Committees Chair

A plan of the hall is in the electrical handbook, showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs and loft access.

4. Fire Precautions and Checks

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

Person with responsibility for testing for the fire risk assessment:

Local Fire Brigade – Melbourne/Ashby. Fire Brigade contact tel: 999

Company hired to maintain and service fire safety equipment:

Name: O Heap Ltd. Tel. No: 0330 999 8786

Address: Chandos House, Unit 10, Westside Park, Belmore Way, Raynesway, Derby DE21 7AZ

Location of service record: Kitchen – Fire File

List of Equipment and its location: Kitchen – Fire File

5. Accidents

All equipment and statutory Health and Safety obligations will be fulfilled in accordance with the Breedon Parish Hall maintenance regime. If further details are required these can be requested from the Management Committee.

In accordance with the [RIDDOR Regulations 2013](#):

The location of the nearest hospital Accident and Emergency/Casualty department is:

The Royal Derby Hospital, Uttoxeter Road, Derby DE22 3NE

The location and telephone no. for the nearest doctor's surgery is:

Melbourne Surgery, 53 Penn Lane, Melbourne, Derby's DE73 8EQ - 01332 862124

The First Aid Box location: Kitchen

The person responsible for keeping this stocked: Caretaker

The accident book/forms are kept on the notice board. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible: Tam Bream 07850 085444

The person responsible for completing [RIDDOR](#) forms and reporting accidents: Tam Bream – 07850 085444

6. Responsibilities of Hirers

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/ member of the management committee 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 the health and safety file.

It is the intention of Breedon Parish 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 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.

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 (e.g. stacked tables or chairs) that are outside personal capability
- Do not stack more than eight 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: Tam Bream
- Report every accident in the accident book to: Tam Bream

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 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
- Before using the [Quooker](#) tap, all persons are to read the safety notice about its correct operation to avoid scalding
- Creating toppling hazards by piling equipment e.g. in store cupboards.

7. Contractors

In accordance with the [CDM Regulations 2015](#)

The management committee (Tam Bream) 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](#).

8. Insurance

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

Markel International Insurance Company Ltd

Address: Markel UK Ltd, 2nd Floor, Verity House, 6 Canal Wharf, Leeds, LS11 5AS

Tel No: 0330 822 3548

Policy No: SC2100F140YR/00794

Date of Renewal: 22 June 2024

Any risks excluded or special conditions users should be aware of: Minimum Cover £10M

The management committee will review this policy annually or if any significant changes occur.

Document author: T Bream

Document created: July 2023

Document adopted by Breedon Parish Hall Management Committee: July 2023

Document review date: Annually – next review July 2024

Document distribution: A paper copy will be retained in the Parish Hall and available electronically on the website.

Document version identification: Latest version number at top left of title page – please delete all previous versions

Appendix 1

Resources

[HSE: Information about health and safety at work](#)

[RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#)

[PAT \(Portable appliance testing\) - HSE's answers to popular questions](#)

[Construction - Construction Design and Management Regulations 2015 \(hse.gov.uk\)](#)

[IET - Institution of Engineering and Technology \(theiet.org\)](#)