

Hambledon Village Hall Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Hambledon Village Hall

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
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Hambledon 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.

Hambledon 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 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: Ruth Canham

Position: Chair

Date 05/11/2023

Part 2: Organisation of Health and Safety

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

The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Name: Graeme Guthrie
Telephone No: 07836 343 478
Address: 3 Warren Lane, Hambledon, GU8 4AS

Name: Ruth Canham
Telephone No: 01428 685 729 or 07977 584 596
Address: 2 Bryony Cottages, Malthouse Lane, Hambledon, GU8 4HJ

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 placed in the store room to the right back of the stage area but ensuring that the fire exit is kept clear.

The following persons have responsibility for specific items:

First Aid box: Ruth Canham

Reporting of accidents: Ruth Canham

Fire precautions and checks Graeme Guthrie and Ruth Canham

Training in use of hazardous substances and equipment Martyn Grove and Paul Stone

Risk assessment and inspections: Graeme Guthrie and Ruth Canham

Information to contractors: Graeme Guthrie and Ruth Canham

Information to hirers : Ruth Canham

Insurance Sarah Stuckey

Part 3: Arrangements and Procedures

3.1 Licence

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

- Monday to Saturday 9am to 11.59pm
- Sunday 9am to 11.00pm

Activity the Hall is licensed for	
a. The performance of plays	Yes
b. The exhibition of films	Yes
c. Indoor sporting events	Yes
d. Boxing or wrestling entertainment	No
e. The performance of live music	Yes
f. The playing of recorded music	Yes
g. The performance of dance	Yes
h. Entertainments similar to those in a-g	Yes
i. Making music	Yes
j. Dancing	Yes
k. Entertainment similar to those in i-j	Yes
l. The provision of hot food/drink after 11pm	Yes
m. The sale of alcohol	Yes

3.2 Fire Precautions and Checks

The village hall has a No Smoking Policy.

You will be shown fire exits and extinguishers as marked on the hall plan below. Fire doors have simple push bar openings.

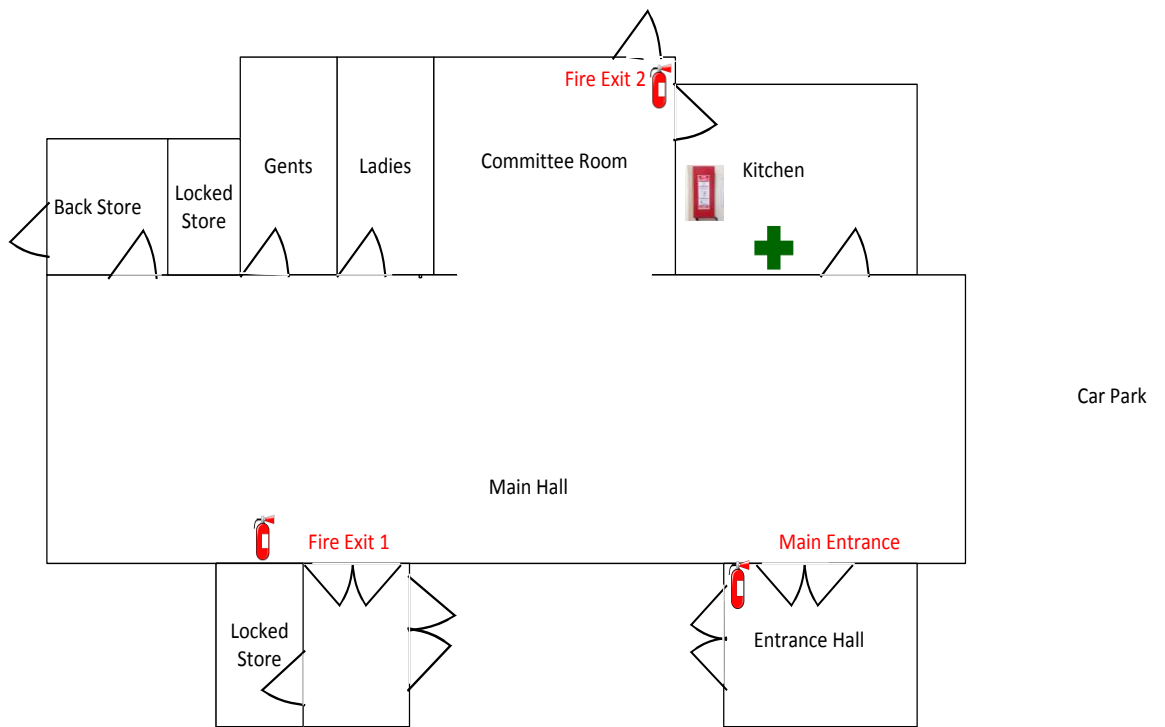
Fire Exit 2 and the double doors to Fire Exit 1 have bolts across them. These must be open when the hall is in use unless there are young children who could open the doors unsupervised. In this situation the responsible adult must be aware of the bolts and open them in an emergency.

A first aid box is located on the kitchen surface to the left of the cooker.

There is a defibrillator for public use outside the village shop to the left of the phone box.

A plan of the hall is attached showing the location of fire exits and fire extinguishers.

Hall Plan



-  Fire Extinguisher
-  Fire Blanket
-  First Aid Kit

Fire Assembly Point

List of Equipment and its location.

- One foam fire extinguisher in entrance lobby, one half way down hall on left, one by fire exit in committee room.
- One CO2 fire extinguisher in kitchen
- Two fire blankets available in kitchen.

Item	Test Interval	Location	Service Date
Emergency Lighting	Monthly	Over all three fire exits, outside all exits, hall headlamps, car park	Jan 2024
Fire Exits	Weekly	<ul style="list-style-type: none"> • Main entrance door • Fire Exit 1, Half way down hall on left through double doors • Fire Exit 2, in Committee Room 	Jan 2024
Fire Fighting Appliances	Annually	Entrance Hall (foam), Main Hall (foam), Committee Room (foam), Kitchen (CO2).	12/08/23

Local Fire Brigade contact: Surrey Fire Safety Officer tel: 01737 733 733
 Fire Brigade contact tel: 01737 242 444

Company hired to maintain and service fire safety equipment:

Name: **Richard Thorpe Fire Safety Services**
 Address: Thorpe House, 235 Ash Rd, Aldershot, Hants, GU12 4DD
 Tel No.: 01252 316 330
 Location of service record: Hall noticeboard

Please see appendix A of Fire Safety Policy for all fire risk assessments.

FIRE ACTION PLAN

1. In the event of a fire, the person in charge of the hall or function will **RAISE THE ALARM** by the shout of FIRE and instruct all persons to **LEAVE THE BUILDING** and assemble to the front of the building, using the nearest available exits. Anyone with limited mobility should be helped from the building and, if it is safe to do so, the person in charge should check that everyone is evacuated from all parts of the hall including toilets and store rooms.
2. **CALL THE FIRE BRIGADE.**
DIAL 999 AND GIVE THIS ADDRESS: Hambledon Village Hall, Malthouse Lane, Hambledon, Surrey **GU8 4HG**.
The nearest public telephone is at Hambledon Village Shop, Cricket Green, Hambledon, GU8 4HF.
3. Attendants should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc.
4. On the arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
5. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.

Please note, the Fire Service must be called to any outbreak of fire, however slight, and details given to the Hall Secretary, Graeme Guthrie on 07836 343 478

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is at the Royal Surrey County Hospital, Egerton Road, Guildford, GU2 7XX
Tel: 01483 571 122

The location for the nearest doctor's surgery is:
Witley Surgery, Wheeler Lane, Witley, GU8 5QR. Tel: 01428 682 218

The First Aid Box is located in the kitchen on counter-top to the left of the cooker.

The people responsible for keeping this up to date are Ruth Canham and Paul Vacher

A defibrillator is available for public use outside Hambledon Village Shop, Cricket Green, Hambledon, GU8 4HF

The accident forms are kept in the policy file in the kitchen. One must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is Ruth Canham on 07977 584 596

The person responsible for completing RIDDOR forms and reporting accidents is:
Ruth Canham

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

4. 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/training by a member of the 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 health and safety file.

Risk Assessment

Please see Appendix A

Health and Safety at Hambledon Village Hall

It is the intention of Hambledon 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 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 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.**
- **Bolts on the doors leading to Fire Exit 1 and on Fire Exit must be unbolted before any event and bolted again at the end of the event. The only exception for this is children's parties/activities where it is deemed that there is a risk of children leaving the building unsupervised. Adults supervising must be aware of this and unbolt doors in an emergency.**
- **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 (PAT tested).
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than four chairs
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children under ten years of age into the kitchen. 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 Ruth Canham on 07977 584 596
- **Record** every accident on an accident form in the policy file in the kitchen and report to Ruth Canham.

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
- Creating toppling hazards by piling equipment e.g. in store cupboards, crockery in kitchen 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 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.

Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service.

Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

FIRE

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

- (a) You acknowledge that you have received instruction in the following matters:
- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment. (Include diagram of location when handing over keys.)
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - Location of the first aid box. (On kitchen surface to left of cooker)
- (b) In advance of any activity whether regulated entertainment or not you must check the following items:
- That all fire exits are unlocked and bolts on Fire Exits 1 and 2 are unlocked. If the activity is for young children, then the bolts on fire exits may remain locked but all supervising adults must be made aware of them and the need to unlock them in the event of an emergency.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no fire-hazards on the premises.
 - That the emergency lighting supply illuminating all exit signs and routes is turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device)

Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book which is under the first aid kit on the kitchen counter to the left of the cooker. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Insurance

Hambledon Village Hall's Employer's Liability and Public Liability insurance cover is provided by : **Aviva**

Telephone no of insurer 0345 030 7041
Policy No. VH88/004744/BS63198
Date of Renewal 13th June 2023

Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in September 2023

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.

Address and telephone number of organisations that can give advice on health and safety:

- The Health and Safety Executive 0845 345 0055
- The Fire Authority 0800 085 0767
- The local environmental health department.01483 523 393
environmentalhealth@waverley.gov.uk