

# SOUTHERY VILLAGE HALL

## HEALTH AND SAFETY POLICY

### **Part 1: GENERAL STATEMENT OF POLICY**

This document is the Health and Safety Policy of Southery Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hall users, contractors and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for the Management

#### **Committee members, hall users, contractors and other visitors**

It is the intention of Southery Village Hall Committee to comply with all relevant 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.

Southery Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, 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 the Committee will encourage its members, hall users and other visitors to engage in the establishment and observance of safe working and other practices.

Hall users and other 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.

**Name:** Darren Smith

**Position:** Chairman

(On behalf of the Committee)

## **Part 2: ORGANISATION OF HEALTH AND SAFETY**

Southery Village Hall Management Committee has overall responsibility for health and safety at Southery Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hall users and other 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.

It is the responsibility of hall users to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation which might cause injury they should inform the Chairman or the Bookings Clerk as soon as possible so that the problem can be dealt with.

Volunteers, contractors or persons hiring the hall should not carry out maintenance and repair work alone on the property, particularly if they are using ladders, chemicals or equipment which might pose a danger.

Persons hiring the hall should not carry out any repairs or maintenance to the hall or equipment. Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Clerk informed as soon as possible.

The following persons have responsibility for specific items:

- **First Aid box:** Jodie Robson (Secretary)
- **Reporting of Accidents:** Darren Smith (Chair)
- **Fire precautions and checks:** Darren Smith (Chair)
- **Risk Assessment and Inspections:** Darren Smith (Chair)
- **Information to contractors:** Darren Smith (Chair) / Jodie Robson (Secretary/Booking Clerk)
- **Insurance:** Cathy Tofts (Treasurer)

A plan of the Hall can be found on the village website, under 'Documentation, showing the location of electricity switch room, boiler, emergency exits and fire doors, and fire extinguishers.

## Part 3: ARRANGEMENTS AND PROCEDURES

### 1. Licences

- The hall has a Public Entertainment Licence
- The sale of alcohol is permitted through a Temporary Event Notice.
- The Music license is issued annually by the PRS

### 2. Fire Precautions and Checks

- A plan of the village hall showing the fire alarm points, fire exits, and firefighting equipment is attached.

#### **Local Fire Brigade Contact:**

Norfolk Fire and Rescue Service - Telephone: 0300 123 1669

Company hired to install fire safety equipment:

**Paramount Fire Armour**

**The Coach House**

**50 Marsh Lane**

**King's Lynn**

**Norfolk**

**PE30 3AE**

### 3. Procedure in case of accidents

#### *Nearest hospital*

The location of the nearest hospital A&E Casualty department is:

Queen Elizabeth Hospital, Gayton Road, Kings Lynn, Norfolk, PE30 4ET

Telephone: 01553 613613

#### *Nearest defibrillator*

The location of the village defibrillator is in the carpark of the Old White Bell Pub.

#### *First Aid*

The First Aid Box is in the kitchen. The person responsible for keeping this up to date is Jodie Robson

Any accident must be reported to the Chairman.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman.

### 4. Safety Rules

The attached Standard Conditions of hire for the hall contain many health and safety aspects. All hall users will be expected to read the conditions and should sign the hiring form as evidence that they agree to the conditions.

The Standard Conditions state that all statutory or local regulations and rules for public safety must be strictly observed by hall users and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed.

Illuminated fire exit signs must be on for all public entertainment. A safety check is carried out monthly and any risks reported to the Management Committee.

## 5. 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 or the Institute of Electrical Engineers Code of Practice.

## 6. Insurance

Company providing the Hall Employers Liability and Public Liability insurance

Hiscox Insurance (Business Services at CAS Ltd)

Policy Number: 8260927

Date of renewal: December

## 7. Review of Health and Safety Policy

The Management Committee will review this policy annually.

