



## **SWANLAND VILLAGE HALL CIO 1180273**

### **Health & Safety Policy**

#### **A) Policy Statement**

- 1) The Trustees of Swanland Village Hall (“the Trustees”) are committed to providing and maintaining safe and healthy working conditions and equipment for its employees and volunteers and a safe and healthy environment for members of the public using the village hall premises, so far as is reasonably practicable.
- 2) The Trustees will ensure that all employees, volunteers, and users know and understand the policy and will provide information and training to such staff.
- 3) Details of responsibilities and duties concerned with the implementation of the policy are set out below.
- 4) The policy, and the way it operates will be reviewed every year to ensure it is up to date and relevant to the responsibilities of the Trustees and the needs of its employees, volunteers, and users.

#### **B) Responsibilities**

- 1) The Trustees have overall responsibility for health and safety in all village hall activities.
- 2) Mr Andrew Page (Chair) is the Trustee who has been named as responsible to the Committee of the Trustees for ensuring that the policy is effective and is being implemented.
- 3) All employees and volunteers have the responsibility to work with the Trustees to maintain a healthy and safe workplace and to take care of themselves and other persons when using the village hall.
- 4) All Trustees, employees and volunteers have the responsibility to take immediate corrective action on any health and safety problem, if it is within their capacity to do so. They should, in any case, report any accident, dangerous occurrence, unsafe act or condition hazard or any other problem potentially affecting the local environment to the Caretaker (or in his/her absence the Booking Secretary) and in the accident/incident book/CMS. These will be investigated, as appropriate and remedial actions implemented including feedback to the arising person as required.
- 5) Hirers are responsible for ensuring that all clauses of this policy are implemented during the period of hire, together with food safety regulations.



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### C) Accidents/Incidents

- 1) A First Aid box, for general use is positioned on a shelf in the cloakroom area of the entrance foyer. The position is marked on Plan A attached. The box is regularly checked and replenished as necessary by a Trustee.
- 2) Accident and Incident record books are kept in the cloakroom above the First Aid box. Users of the hall must enter all accidents or incidents into the relevant record book. Users of the hall must then notify any accidents/incidents to the caretaker (or in his/her absence, the Booking Secretary).
- 3) If the kitchen is needed in an emergency and it is locked, a key can be found on a hook on the left-hand side of the cloakroom in the entrance area.

### D) Emergency Services

The Emergency Services (ambulance, fire and police) may be called by dialling 999 (a phone is located in the kitchen). Ask for the Emergency Service required and state location as:

“Swanland Village Hall, Main Street, Swanland, HU14 3QR – located at the back of the pond”.

The 3word location is **putts.bypassed.braked**.

### E) General Rules

#### 1) Scope

These general rules apply to everyone on entering the village hall property including employees, volunteers, users and contractors and address the most significant risks and means to control.

#### 2) Vehicles

All drivers of cars, vans etc should take extreme care when manoeuvring in the car park and look out for pedestrians and other vehicles. Drivers should observe any specific instructions given either verbally or by signs. All damage whether to persons, vehicles or property must be reported to the Caretaker (or in his/her absence the Booking Secretary) as well as entering in the Accident/Incident Book. The Village Hall accepts no responsibility for any such damage.



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#### 3) General Conduct

- (i) Accidents need not happen if everyone behaves in a normal and sensible manner.
- (ii) Red PROHIBITION and blue MANDATORY protection signs must be obeyed. Yellow WARNING signs are provided to warn of specific hazards requiring particular care.
- (iii) Passages must allow the free movement of people under emergency as well as normal conditions. Their use as storage areas is prohibited and all escape routes kept clear of obstruction.
- (iv) All spillage of solid and liquid materials on floors must be removed immediately. Floor surfaces must be kept in good condition and, when polished, a non-slip surface will be maintained.
- (v) Unsociable behaviour, such as throwing articles or running indoors, is strictly prohibited other than as part of an organised activity.
- (vi) Tidiness and good housekeeping are conducive to safe and healthy working conditions. Any work carried out should be conducted in an orderly manner and the working area cleared before a new task is begun.
- (vii) Users should ensure risks from trailing wires are minimised e.g. taping down, covering, warning.

#### 4) General Fire Safety

- (i) Doors marked "Fire door – keep closed" must not be wedged open. Doors which are designed to be self-closing and fail to close correctly must be reported to the Trustee responsible for safety and recorded in the incident book for action.
- (ii) Access to all escape routes and doors from enclosed areas must not be obstructed at any time. Access to safety and fire-fighting equipment must never be blocked.
- (iii) The fire alarm will be tested monthly by the Trustee responsible for safety or the caretaker, recorded and any issues recorded and addressed.
- (iv) The Trustee responsible for safety will ensure the fire extinguishers are checked and maintained annually.
- (v) Users of the village hall should familiarise themselves with the fire exits, fire alarm points and location of fire extinguishers (see Plan A attached) and their use (see vi below) when they first come into the hall and before they start the activity for which the hall has been hired.
- (vi) If the fire alarm sounds all persons in the hall must leave immediately by the nearest exit (Note: there are steps outside the Main Hall fire exit) and assemble on the forecourt in front of Christ Church (see Plan B attached). Do not stand on the road. LEAVE IN AN ORDERLY MANNER AND DO NOT RUN. DO NOT USE THE LIFT.



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- (vii) In the circumstance that there is loud music in the main hall there is a red light on the wall between the entrance and partition doors that will flash if the fire alarm sounds. This is explained to hirers who may have this risk they are requested to ensure someone takes responsibility to stop the music immediately.
- (viii) For any hirers who have disabled persons in their groups they would need to use the escape sled/sheet which is provided on the 1<sup>st</sup> floor landing. They must ensure they have someone competent to do this in their group.
- (ix) All hirers should have a record of attendees and be able to account for all participants.
- (x) Smoking is prohibited in any part of the building.
- (xi) If wall hangings are to be used in the Main Hall they must be made of fire resistant material or treated with fire retardant and the hirer is responsible for ensuring this.

### 5) Fire Extinguishers

There are two types of fire extinguishers available in the hall:

- CO2 – for flammable liquids and live electrical equipment NOT wood, paper & textiles.
- Foam Spray – for wood, paper & textiles and flammable liquids NOT live electrical equipment.

CO2 fire extinguishers should be used as follows:

- (i) Use upright.
- (ii) Pull out Safety Pin.
- (iii) Direct horn and aim at base of fire.
- (iv) Squeeze lever.

Foam Spray fire extinguishers should be used as follows:

- (i) Hold upright.
- (ii) Pull out Safety Pin.
- (iii) Aim hose at base of fire from a minimum distance of 1 metre.
- (iv) Squeeze lever.



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### 6) Kitchen

A kitchen is provided for the use of hirers, only if agreed in the hiring agreement although long term hirers are allowed access for just tea/coffee making. In such circumstances the hirer is expected to minimise the number of people in the kitchen and ensure adequate adult supervision for any activities. Any chemicals will be kept to a minimum.

### 7) Utility Supplies

Gas and Electricity isolation points are shown on Plan A and should only be used in case of emergency or for planned isolations. This should be carried out by the caretaker or, in event of emergency, by the hirer.

### 8) Chemicals

Chemicals on site are kept in secured cupboards under the Control of Substances Hazardous to Health (COSHH) regulations with access limited to the caretaker, cleaner and trustees.

### 9) Safety of Hirers

- a) Hirers of the hall are responsible for making themselves aware of the Standard Conditions of Hire and of this Health and safety Policy and for ensuring the overall safety of all persons using the premises hired under a hiring Agreement.
- b) Copies of Standard Terms and Conditions and the Health and safety Policy are supplied directly to hirers as part of the booking process and acceptance of them forms part of the booking itself.

### 10) Contractors

- a) Contractors working in the hall are responsible for making themselves aware of this Health and Safety Policy and need to have their own health and safety policy for their staff. They should also have adequate public liability insurance.
- b) Prior to the start of contracted work, the Trustee responsible for the building and/or caretaker will ensure the work team is fully briefed and competent, any isolations required are completed and emergency procedures explained.



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### 11) Serious Accidents/Incidents

Any accident which involves death or serious injury must be reported to any of the people named in B2 above or to the booking secretary (Tel: 07525 798449) immediately as well as to the emergency services.

The Village Hall has for public use:

- a) A defibrillator unit for use when a member of the public complains of chest pain. This is situated on the outside wall to the left of the front door.
- b) A Lifevac Unit for use when a member of the public shows the symptoms of choking. This is situated in the small lobby to the left of the front door as entrance to the hall is made.
- c) First Aid Box: located in the small lobby to the left of the front door.
- d) Accident/Incident report books which are reviewed regularly.

### **F) Review of Health and Safety Policy**

The policy will be reviewed annually. A risk assessment using the HSE template for safety in Village Hall is used to undertake a series of checks on various aspects of safety within the hall on an annual basis and routine audits/inspections are carried out and recorded for adherence to these rules.

Revised 21/01/2021 by Andy Page.

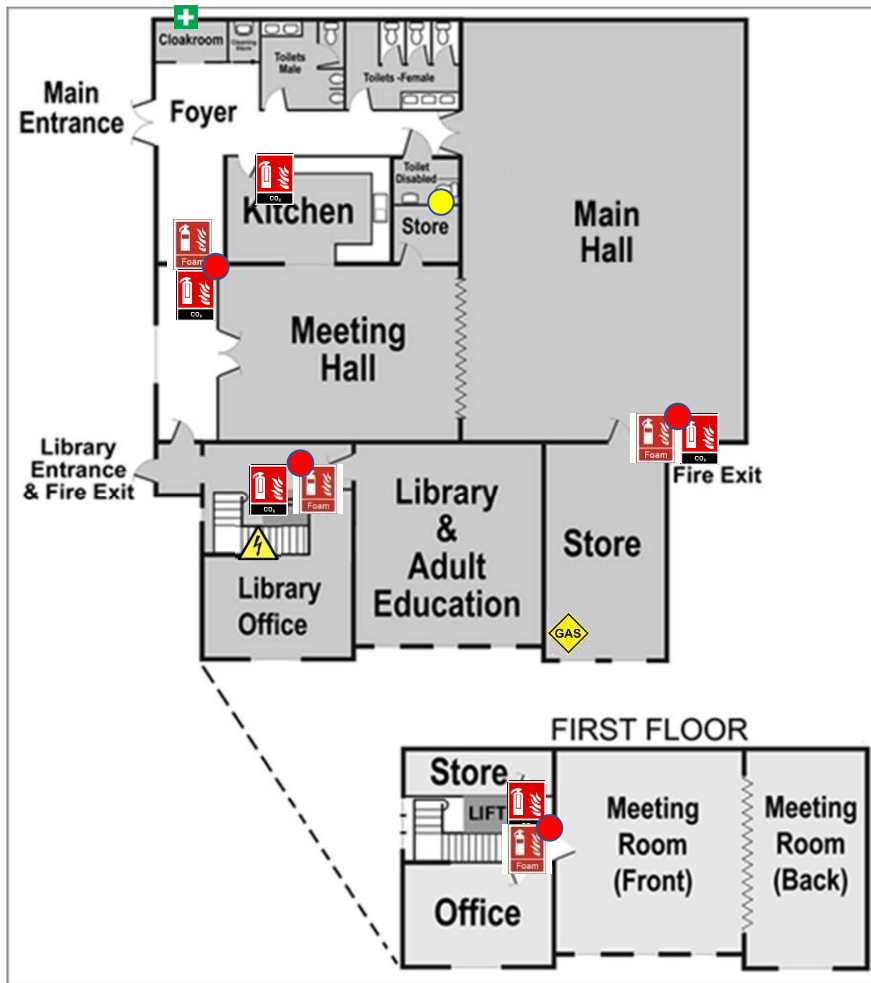
Reviewed 18/01/2022 by Andy Page.








Revised 16/01/2023 by Andy Page.



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### Plan A – Location of Fire extinguishers and Fire exits



- |   |                          |   |                                  |
|---|--------------------------|---|----------------------------------|
|  | CO2 Fire Extinguisher    |  | Foam Fire Extinguisher           |
|  | Main Gas Isolation Point |  | Main Electricity Isolation Point |
|  | Gas Hob Isolation Point  |  | Fire Alarm Point                 |
|  | First Aid Kit            |   |                                  |



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**Plan B – Fire Assembly Point**

