

HEALTH & SAFETY POLICY

Part 1 - General Statement of Policy

This document is the Health & Safety Policy of Stanwick Village Hall

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, Committee members and hirers;
- b) Keep the Village Hall and equipment in a safe condition for all users; and
- c) To provide all such training and information necessary.

We also accept responsibility for other people who may be affected by our activities including all users of the Hall and contractors who may work there.

It is the intention of Stanwick Village Hall Management Committee to comply with all Health & Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger or loss arising from its activities and operations.

Stanwick Village hall Management Committee considers the promotion of the Health & Safety of its employees at work and those who use its premises or may be affected by its activities and operations 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 and to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves or others.

Signed on behalf of the Trustees:

Name: Susan Kitchener

Position: Trustee and Treasurer

Date: 22/9/11

Reviewed: 20/9/12

Part 2 - Organisation of Health & Safety

Responsibilities

The Stanwick Village Hall Management Committee has overall responsibility for Health & Safety at Stanwick Village Hall.

The person delegated by the Management Committee to have day to day responsibility for the implementation of this policy is:

Name: Rebecca Moody

Tel No.: 07879 979493

It is the duty of all employees, visitors and hirers to take care of themselves and others who may be affected by their activities and to co-operate with management in keeping the premises and its grounds safe and healthy.

Should an employee, visitor or hirer come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, then the person with responsibility for Health & Safety (see above) or the Bookings Secretary should be informed as soon as possible in order 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 if possible it should be moved to the store room.

The following persons have responsibility for specific items:

Fire precautions and checks Facilities Manager

Insurance Treasurer (Trustee)

First Aid Individual groups and staff when trained?? Sept NVCA training

Reporting of Accidents Users report to Facilities Manager

Training Facilities Manager and Trustees

Information to Contractors and Visitors Facilities Manager and Trustees

Information to hirers Facilities Manager

COSHH Regulations Facilities Manager (NB this is working with hazardous substances have ACRE guidelines only relevant for cleaning materials)

Risk Assessment and Inspections Facilities Manager (agreed by Trustees)

Reviewing Health & Safety Policy Facilities Manager (agreed by Trustees)

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Part 3 - Arrangement and Procedures

3.1- Licence

The Village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	Licensed for ?	For these times:	Details of activities
a. The performance of plays	yes	0900 -2300 sun-thurs 0900- 0000 fri and sat	
b. The exhibition of films	yes	0900 -2300 sun-thurs 0900- 0000 fri and sat	
c. Indoor sporting events	yes	0900 -2300 sun-thurs 0900- 0000 fri and sat	
d. Boxing or wrestling	no		
e. Performance of live music	yes	0900 -2300 sun-thurs 0900- 0000 fri and sat Non standard times new years eve 0900 - 0100	
f. Playing of recorded music	yes	0900 -2300 sun-thurs 0900- 0000 fri and sat Non standard times new years eve 0900 - 0100	
g. Performance of dance	yes	0900 -2300 sun-thurs 0900- 0000 fri and sat Non standard times new years eve 0900 - 0100	
h. Entertainment similar to those in a-g above	yes	0900 -2300 sun-thurs 0900- 0000 fri and sat Non standard times new years eve 0900 - 0100	
i. Making music	yes	0900 -2300 sun-	

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		thurs 0900- 0000 fri and sat Non standard times new years eve 0900 - 0100	
j. Dancing	yes	0900 -2300 sun- thurs 0900- 0000 fri and sat Non standard times new years eve 0900 - 0100	
k. Entertainment similar to those in i-j above	yes	0900 -2300 sun- thurs 0900- 0000 fri and sat Non standard times new years eve 0900 - 0100	
l. Provision of hot food/drink after 11pm	no		
m. Sale of alcohol	no		

3.2- Fire Precautions, Checks and Procedure

A copy of the Fire Risk Assessment is attached/ can be found in the top of the leaflet rack

Person with responsibility for testing of fire safety equipment: Facilities Manager

Fire Service contact name: Molton Way Northampton, NN3 6XJ

Fire Service contact telephone no: 01604 797000

Company hired to check, maintain and service fire safety equipment:

Name: Bee Safe Fire Services

Address: 35 Manor Close, Harpole, Northampton, NN7 4BX

Telephone No: 01604 830827

List of equipment and its location:

<i>Item</i>	<i>Frequency</i>	<i>Location</i>
Fire alarm system	Weekly	Lobby area, see log book
Portable appliance testing	Annually	Office, groups responsible for their own testing
First aid box	monthly	Kitchen
Electrical installation	5-yearly	Shant room
Fire exits	Monthly	Main hall
Fire fighting equipment	Annually (May 2012)	Main hall, lobby, kitchen, loft

Part 4- Safety Rules

Copies of all Health and Safety Risk Assessments are attached/ can be found in the top of the leaflet rack in the main lobby area..

4.1- Hirers and visitors

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 about safety procedures at the Hall which they will be expected to follow and will be shown the location of the Accident Book and Health and Safety File.

As with 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 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:

- All emergency exit doors must be clear and unlocked throughout the hiring;
- Electrical equipment must not be operated or touched where there are signs of damage;
- Steps or ladders must not be used unless properly secured and another person present;
- Portable electrical or gas appliances must not be left operating while unattended;
- Portable electrical items which have not been PAT tested must not be brought onto the premises;
- No attempt must be made to move heavy or bulky items- trolleys must be used;
- Chairs must not be stacked more than 5 high;
- No attempt should be made to carry or tip a water boiler when it contains hot water- it must first be left to cool;
- Children must not be allowed into the kitchen except under close supervision (eg for supervised cookery lessons or, for older children, supervised serving of food at functions). Overcrowding should be avoided and running should not be allowed;
- Suitable protective clothing must be worn when handling cleaning materials;
- In order to guard against slipping hazards, all spills must be mopped immediately, particularly on stairs or polished floors;
- In order to guard against tripping hazards, items such as buggies, umbrellas etc must not be left in halls, and especially not in corridors;
- Adequate lighting must be used to avoid tripping in poorly lit areas;
- Any evidence of damage or faults to equipment or the building's facilities must be reported to the Booking Secretary;
- Every accident must be recorded in the Accident Book and also reported to the Booking Secretary.

4.2- Contractors

The Management committee will always check with the contractors (including self-employed persons) before they start to work that:

- The contract is clear and understood by both the contractors and the Committee;
- The contractors are competent to carry out the work, eg have appropriate qualifications, references, experience;
- Contractors have adequate Public Liability insurance cover;

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- Contractors have seen the Health & Safety File and are aware of any hazards which might arise (eg 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.

Part 5- Procedure in case of accidents

5.1- Assistance

The location of the nearest hospital A&E/Casualty Dept is Kettering General 01536 492000

The location and telephone number for the nearest doctor's surgery is Cottons Raunds 01933 623327

5.2- First Aid

The First Aid Box is located in the kitchen.

The person responsible for keeping this up to date is the Facilities Manager

5.3- Accident reporting

The Accident Book is kept in the leaflet rack in the public area (next to the vending machine)

This must be completed whenever an accident occurs.

Any accident must be reported to the member of the Management Committee responsible, the Facilities Manager

The person responsible for completing the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is Facilities Manager and Trustees

The following major incidents or injuries 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.

Part 6- Insurance

The insure named below provides the following insurance cover: Ecclesiastical Insurance

Name and address of insurer: Beaufort House, Brunswick Road, Gloucester GL1 132

Telephone number of insurer: 01206 760 780

Policy number: 02/CHA/7200542

Date for renewal: April 2014

Any risks excluded or special conditions that users should be aware of:

Part 7- Risk assessments and inspections

The person responsible is: Facilities Manager

Telephone No: 07879 979493

Initial Risk Assessment carried out by:

Name Facilities Manager

Date June 2011

Reviewed: June 2012, June 2013

Date for next review: June 2014

Part 8- Control of Substances Hazardous to Health (COSHH) Regulations

All substances that are hazardous to health must be handled correctly and stored safely.

The person responsible is the Facilities Manager/Cleaners/ Users

Telephone number: 07879 979493

Part 9- Protective clothing

Should it be necessary, items of protective clothing and apparatus should be identified and supplied by the Management Committee in order that no job is undertaken where it is felt that the provision of protective gear is inadequate.

Part 10- Training and information

Training will be given and information provided to employees, visitors, hirers and contractors to enable them to use the Hall and Health Centre safely.

The person responsible for training is: Facilities Manager and trustees.

Part 11- Review of Health and safety Policy

The Management Committee will review this Policy annually. The next review is due September 2013.

Committee members with responsibility for aspects of Health and Safety will report to the Committee regularly, including details of any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users, employees and other visitors to the premises.

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