

Health & Safety Policy and Procedures for Reach Village Hall

1. Part 1 – General Statement of Policy

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

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our 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 Reach Village Hall 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.

Reach Village Hall 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 committee members and users to engage in the establishment and observance of safe working practices.

Contractors, 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: David Thomas

Position: Chair

Date: 24/02/2024

Date to be reviewed: January 2024

Part 2: Organisation of Health and Safety

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

The person(s) delegated by the management committee to have day to day responsibility for the implementation of this policy are:

David Thomas	07913749716
Andrew Trump	07980955490
Charlotte Cane	
Natasha Bridgeman	07920516586
Sue Elliott	01638 742268
Anthony Fordham	07917 422047

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 cooperate 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 a committee member should be informed.

The following persons have responsibility for specific items:

<i>First Aid Box: Tash</i>	Natasha Bridgeman
<i>Reporting of accidents/RIDDOR: Charlotte</i>	Charlotte Cane
<i>Fire precautions and checks:</i>	Tony Fordham
<i>Risk assessment and inspections:</i>	Committee – as and when needed
<i>Annual review of hirers T&C:</i>	Committee
<i>Information to contractors:</i>	Whoever on the committee is dealing with that contractor
<i>Information to hirers:</i>	Natasha Bridgeman via bookings forms and the website
<i>Insurance:</i>	Andrew Trump

Part 3: Arrangements and Procedures

3.1 Fire Precautions and Checks

Copies of the fire risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire fighting equipment, and assembly point(s) are provided in Annex 2 and Annex 3.

Person on the management committee with responsibility for testing for the fire risk assessment:

Anthony Fordham

Local Fire Brigade:

Burwell fire station
Reach Road, Burwell, CB25 0GH
Phone: 01480 444 500 (headquarters)

Company hired to maintain and service fire safety equipment:

briarsecurity.co.uk
Briar Security Systems
Nixons Hall 1 Chapel Road, Cambridge CB23 1HP
01223 262728

List of Equipment and its location:

Item	Test interval (weekly/monthly/annual)	Location	Last Service Date
Emergency Lighting	Bi Monthly	1x Front Door in lobby 3x in Main Hall 1x in Small Hall 1x in Storage Room	29 January 2024
Fire Exits	Bi Monthly	Front Door in lobby Back left of Main Hall Rear of Small Hall	29 January 2024
Fire fighting appliances	Annually	2x Water Extinguishers in Main Hall and Small Hall 1x Powder Extinguisher in Kitchen 1x Fire Blanket in Kitchen	November 2023
Fire Alarm Control Panel	Annually	Front Lobby	November 2023

Procedure in case of accidents

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

Addenbrooks, Cambridge

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

Burwell Surgery, 01638 741234

The First Aid Box is located in:

In the Kitchen on the right as you enter kitchen from the main hall. Wall mounted about microwave.

The person responsible for keeping this up to date is:

Natasha Bridgeman

The accident book/forms are kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible, who is:

Natasha Bridgeman

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

Charlotte Cane

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.

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should indicate on the hiring form that they agree to the hiring conditions. For new hirers, information on safety procedures at the hall, evacuation procedure, risk reduction measures (see Annex 1) and the location of the accident book will be provided at the time of booking or via the village hall website.

Insurance

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

Allied Westminster
Allied House
Holgate Lane
Boston Spa
LS23 6BN

VillageGuard, underwritten by Aviva.

Policy # VH 88/0047440/BS69227

Date of renewal 23/05/2024

Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in January 2024.

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.

Annex 1: Procedures to be adopted in order to minimise risk.

It is the intention of Reach 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 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
- Any portable equipment used by the hirer and brought into the hall to be visually checked by them and only used if known to be in good working order and not likely to malfunction and cause a risk to hall users
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- 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 Natasha Bridgeman
- Report every accident in the accident book

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.

Annex 2: Emergency Evacuation Procedure

ACTION IN THE EVENT OF FIRE ALARM ACTIVATION

EVACUATE THE BUILDING IMMEDIATELY. IF SIGN OF FIRE, CALL FIRE BRIGADE BY DIALLING 999.

IF ALARM SOUNDS WITH A CONTINUOUS TONE IT MAY BE A FAULT OR FALSE ALARM. ONLY IF SAFE TO DO SO, RETREIVE KEY FROM CABINET IN KITCHEN, INSERT IN CENTRE LOCK MARKED ENABLE AND TURN CLOCKWISE. THEN PUSH ALARM/FAULT BUZZER SILENCED BUTTON.

PLEASE THEN CALL ONE OF THE EMERGENCY CONTACTS BELOW.

NATASHA BRIDGEMAN	07920 516586
DAVID PARR	01638 744081
TONY FORDHAM	07917 422047

Annex 3: Fire Risk Assessment

See separate document