

Health and safety policy for Iver Heath Village Hall

The Health, Safety and Welfare of all those managing, using and visiting Iver Heath Village Hall is paramount at all times.

The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of Iver Heath Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. Provide healthy and safe working conditions, equipment and systems for our Committee and Hirers;
2. Keep the Village Hall and equipment in a safe condition for all users;
3. Provide all necessary support and information to Hall users, hirers and outside contractors.

The Committee will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) as regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

- i) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii) Anyone who observes a practice or potential hazard that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book in the entrance hall for the attention of the Committee.
- iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the Committee.

Hirers are responsible for:

- i) complying with all conditions of hire, as set out in the terms and Conditions of the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
- ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- iv) ensuring that highly flammable substances are not brought into or used in any part of the premises;
- v) seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- vi) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

- i) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- ii) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- iii) advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Committee are responsible for:

- i) ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- ii) ensuring that the Health and Safety Policy is fully implemented;
- iii) monitoring compliance with Health and Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;
- v) keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- vi) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- ix) cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

The following persons have been delegated by the Management Committee to manage the following:

First Aid Box	Check and replenish monthly	JB
Checking Incident Book/Reports at least weekly or as advised of incidents.	Instigate any actions necessary to remove risks e.g. repairs. Report to committee at each meeting or as soon as necessary. Advise Risk Assessment Manager.	NB
Reporting Accidents/ RIDDOR	Minor accidents to be logged. Report to committee at each meeting or as necessary. Advise Risk Assessment Manager. Complete RIDDOR forms as necessary.	JB
Information to Hirers	For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	SL
Information to Contractors	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities.	CM
Risk Assessments/ Monitoring	Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	CM/SW
Fire Risk Assessments/ Monitoring	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	SW
Annual Testing/Safety Certificates	Make arrangements for annual inspections of electrical appliances, fire extinguishers. Keep relevant certificates and display copies on notice board as required.	CM/SW
Safety Notices	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	CM
Implementation of Policy	Co-ordinate overall management of policy, including amendments and annual review.	CM

PROCEDURES

The H&S policy document will be available to download from the Village Hall website – www.iverheathvillagehall.co.uk

All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Committee members with specific responsibilities for aspects of Health & Safety will report at each maintenance committee meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

Fire Precautions and Checks

A copy of the Hall Emergency Evacuation procedure is attached as Appendix 1 and is also displayed on the Hall Notice Board. In addition, each group that meets regularly in the Village hall may have its own evacuation and fire drill procedure. A guide to emergency arrangements is provided to all hirers, and is attached as Appendix 2.

The service record for the fire safety equipment is available from the treasurer upon request and is also displayed on the hall notice board.

A schematic of the hall showing the location of fire exits, fire extinguishers and smoke detectors is attached as Appendix 3.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
- Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
- The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced.
- Radiators and pipes should not be allowed to become excessively hot and heating controls should be checked and adjusted accordingly.
- Water should not be heated above 60 degrees Centigrade.
- Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- All hirers should acquaint themselves with the position of the fuse box/main switch.

- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- If the oven/cooker is in use it should not be left unattended, even for a short time.
- Kettles should not be over-filled nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children.
- Due care should be exercised in the car park area.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items.
- Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Care should be exercised when pulling the loaded trolley from under the stage, where possible two adults should assist with this. When replacing tables and chairs onto the trolley be mindful of the potential for injury to hands/fingers if due care is not exercised.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

SAFETY PRACTICES

The following are best practices and should be adhered to in order to minimise risks:

- Make sure that all emergency exits doors are clear and unlocked during any period of hall usage.
- Do not operate or touch any electrical equipment where there are signs of damage.
- Steps, ladders and mini scaffolding should be properly secured before use and must not be used unless another person is present.

- Do not leave portable electrical equipment operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Heavy items e.g. tables and chairs should be moved using the proper equipment.
- Do not stack chairs more than seven high.
- Do not allow children in the kitchen except under close supervision.
- 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 the Bookings Secretary.
- Report every accident in the accident book and to the Bookings Secretary.

Working Practices

- It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:
 - Do not attempt to lift anything that you know to be beyond your capability.
 - Ask for help with large, heavy or awkward items.
 - Where possible, lighten the load, separate items so that they are more manageable.
 - When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.
 - Similarly with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:
 - Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
 - Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
 - Ask for help if necessary.
 - Do not work at height, on steps or ladders until they are properly secured and another person is present.
 - Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Hygiene

- In the interests of health good hygiene practices are essential. The following guidelines should be observed:
 - Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from

whatever cause.

- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.

First Aid

A well stocked and appropriately labelled First Aid Box is available in the kitchen

Accident Report Forms

These forms are used to record all cuts, bumps, falls etc. as well as more serious accidents and are available in the accident folder kept in the main kitchen.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

Incident Book

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident Book for the attention of The Committee.

Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details in the Incident Book for the attention of the committee.

APPENDIX 1

EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

Fire Assembly Point is in Car Park.

IF YOU DISCOVER A FIRE:

1. SOUND THE ALARM BY PRESSING A FIRE CALL POINT.
2. IMMEDIATELY GO TO FULL EVACUATION PROCEDURES.
3. DIAL 999 OR 112 FOR FIRE SERVICE.

Give this address:

Iver Heath Village Hall, St Margaret's Close, Iver Heath SL00DA

4. ALL PRESENT TO LEAVE BUILDING AND MEET ON ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED.
5. IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – *DO NOT ENDANGER YOURSELF.*
6. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.

IF YOU HEAR THE FIRE ALARM

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. CLOSE ALL DOORS BEHIND YOU.

3. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
4. DO NOT STOP TO COLLECT BELONGINGS.
5. DO NOT TAKE RISKS – JUST GET OUT.

APPENDIX 2

Typical Emergency Plan For The Hirer/Person Responsible.

A Caretaker is not present on the premises. As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.

Contact details in case of difficulty are:

Claire Mowat 01753 653407

Sylvia Lidgate 01753 651198

Before the event you should :-

- Study the plan of fire exits & extinguishers, and note the 'Fire Assembly' point.
- Check all escapes are clear of obstruction.
- Check you know where the fire call points are.
- Advise people to evacuate if the alarm goes off.
- Advise people that the serving shutter will close automatically in the event of a fire.
- Identify any persons at risk, e.g. children, the disabled.
- Make sure all internal fire doors are not propped open during the event.
- Note all rooms have smoke detectors.
- Carry a mobile phone.
- Keep to the permitted limits for the numbers of people at an event.

At the start of an event you should notify all present about :--

- The no smoking policy.
- Location of exits and escape routes.
- The location of the Assembly Point.

During an event, you should ensure that :-

- Escape routes and exits do not become obstructed.
- The No Smoking policy is adhered to.
- Rooms do not become overcrowded, or permitted numbers exceeded.
- Noise levels cannot drown out the need for emergency announcements.
- You are aware of the disabled call alarm in the disabled toilet.

At the end of the Hiring, you should ensure that:-

- The premises are left clean and tidy and equipment is returned to its correct position / storage area.
- All items brought onto the premises are taken away.
- All heaters including water heaters and cookers are turned off.
- All electrical appliances apart from the refrigerator are turned off and unplugged.
- All lights not required for security reasons are turned out.
- All internal doors are closed.
- If you are **key holder** check that the main entrance to the premises is locked and the alarm is set.

Reviewed November 2016

APPENDIX 3. Plan of Iver Heath Village Hall.

