

Yelling Village Hall

Health & Safety Policy and Procedures

Part 1: General Statement of Policy

- 1.1. This document is the Health and Safety Policy of Yelling Village Hall.
- 1.2. Our policy is to:
 - 1.2.1. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members, hirers and other users.
 - 1.2.2. Keep the village hall and equipment in a safe condition for all users.
 - 1.2.3. Provide such training and information as is necessary to volunteers, committee members and users.
- 1.3. It is the intention of Yelling 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.
- 1.4. Yelling Village Hall Management Committee considers the promotion of the health and safety of its volunteers 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.
- 1.5. Volunteers, 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:

Position: Chairman

Date:

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Part 2: Organisation of Health and Safety

- 2.1. The Yelling Village Hall Management Committee has overall responsibility for health and safety at Yelling Village Hall.
- 2.2. The person(s) delegated by the management committee to have day to day responsibility for the implementation of this policy are:
 - Name: Paul Hill
 - Telephone No: 01480 880777
 - Address: 117 High Street, Yelling, PE19 6SB
 - Name: Tracy Zwetsloot
 - Telephone No: 01480 880137
 - Address: 31 High Street, Yelling, PE19 6SB
- 2.3. It is the duty of all volunteers, hirers and 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, including the grounds.
- 2.4. 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 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 it should be removed to the store room if practicable.
- 2.5. The following persons have responsibility for specific items:
 - First Aid box: Susan Bownass
 - Reporting of accidents: Paul Hill
 - Fire precautions and checks: John Bownass
 - Training in use of hazardous substances and equipment: Phil Jackson
 - Risk assessment and inspections: John Bownass
 - Information to contractors: Paul Hill
 - Information to hirers: Paul Hill
 - Insurance: John Bownass
- 2.6. A plan of the hall is attached (document YVH001) showing the location of electricity junction boxes and fuses, oil supply, fire exits, fire extinguishers, stop cocks, boiler, and stairs.

Part 3: Arrangements and Procedures

3.1. Licence

The village hall is used for events organised by Village Hall committees and external hirers; the general hours of opening are 8:00 am to 11:00 pm but extended times can be arranged with prior agreement.

The following activities are covered by licences:

- The Music Licence for performing live music and playing recorded music.
- The sale of alcohol is only permitted from the Social Club (separate organisation from the Yelling Village Hall Management committee) and is governed by their licence.

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3.2. Fire Precautions and Checks

- 3.2.1. A copy of the Fire risk assessment is appended to this policy.
- 3.2.2. Person on the management committee with responsibility for reviewing the fire risk assessment: Paul Hill
- 3.2.3. The Fire Safety Procedure is detailed in document YVH002 and includes the evacuation procedure and plan showing the fire exits, firefighting equipment and assembly point (YVH001).
- 3.2.3. Company hired to maintain and service fire safety equipment:
 Name: Chubb Fire & Security Ltd
 Address: Littleton Road, Ashford, Middlesex, TW15 1TZ
 Tel No.: 0344 879 1666
 Location of service record: Treasurer's Files and notice board
- 3.2.4. List of equipment and its location:

Item	Test interval and (Responsible person)
Emergency Lighting	Monthly (John Bownass)
Fire alarm system – smoke detectors	Monthly (Paul Hill)
Fire Exits	Weekly (Paul Hill)
Fire-fighting appliances	Annually (John Bownass), but replaced if used
Electrical installation	5 years, next due in 2020 (John Bownass)
Electrical equipment	Annual PAT testing arranged by Social Club

3.3. Procedure in case of accidents

- 3.3.1. The location of the nearest hospital Accident and Emergency/Casualty dept is: Hinchingsbrooke Hospital, Huntingdon, Cambridgeshire, PE29 6NT.
- 3.3.2. The location and telephone no. for the nearest doctor's surgery is: Papworth Surgery, Chequers Lane, Papworth Everard, CB23 3QQ.
- 3.3.3. The First Aid Box is located in the Kitchen cupboard marked "First Aid".
 The person responsible for keeping this up to date is: Susan Bownass.
- 3.3.4. The accident book and RIDDOR forms are kept in the Kitchen drawer marked "Accident Book". This must be completed whenever an accident occurs.
- 3.3.5. Any accident must be reported to the member of the management committee responsible, who is: Paul Hill or Tracy Zwetsloot.
- 3.3.6. The person responsible for completing RIDDOR forms and reporting accidents is: Paul Hill.
- 3.3.7. 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)

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- 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.

3.3.8. 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

3.4. Safety Rules

3.4.1. 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 Bookings Clerk about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

3.4.2. Safety risk assessments are carried out by the responsible persons named in Part 2 using the template provided in Appendix A. This includes risk assessments on hazardous substances and fire. Any hazards identified through the risk assessment are noted and procedures to be adopted in order to minimise risk are outlined.

3.4.3. The following words are reproduced separately for display on the website and notice board in order to draw attention to the hirer:

“It is the intention of Yelling 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 committee has carried out risk assessments. 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.

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- 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.
- Do not bring onto the property any portable electrical appliances which are unsafe, contact the Bookings Clerk if unsure (we can arrange annual Portable Appliance Testing)
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided.
- Stack the chairs on the trolleys in the correct manner to avoid toppling over.
- 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 Paul Hill on 01480 880777.
- Report every accident in the accident book and to Paul Hill or
- 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.”

3.5. 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 of the Institute of Electrical Engineers.

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3.6. Insurance

The company providing the Hall's Employer's Liability and Public Liability insurance cover:

Insurer: Norris & Fisher

Telephone no: 023 8026 9009

Policy No: CP2293522

Date of Renewal: 26th July annually from 2019

The Booking Clerk should check with the Treasurer if any non- standard activities are planned, for example firework party, so that the insurance policy can be checked for any exclusions or special conditions.

3.7. Review of Health and Safety Policy and Procedures

3.7.1. The management committee will review this policy annually. The next review is due in March 2020.

3.7.2. 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.

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Appendix A – Sample Risk Assessment template

Hazards relating to Activities, Tasks & Equipment (that could reasonably be expected to result in harm)	Persons at Risk	Level of Risk			Controls in Place	Control Measures in place	Further action to be taken (with date completed)
		Low	Med	High			
Example: Tables are heavy to lift and move about the room.	Caretaker Hirers		Y		Y	Trolleys provided to enable tables to be wheeled between store room and hall. Advice given to hirers to use two people to set up room.	None required