

KENTFORD & KENNETT VILLAGE HALL

HEALTH & SAFETY POLICY

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health & Safety Policy of Kentford and Kennett Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Kentford and Kennett Village Hall Management Committee to comply with all relevant Health & 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.

Kentford and Kennett Village Hall Management Committee considers the promotion of the health & safety of the 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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.

Name: Kentford and Kennett Village Hall Management Committee

Date: 5 January 2018

Part 2 - Organisation of Health and Safety

The Kentford and Kennett Village Hall Management Committee has overall responsibility for health and safety at Kentford and Kennett Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other 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.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 a member of the Management Committee as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Management Committee should be informed as soon as possible.

The Management Committee have responsibility for the following items:

First Aid box

Reporting of Accidents

Fire precautions and checks

Risk Assessment and Inspections

Information to contractors

Information to hirers

Insurance

A plan of the hall is attached showing the location of emergency exits and fire doors, and fire extinguishers.

Part 3: Arrangements and Procedures

3.1 Licenses

The hall is licensed for music at work. Performing Rights Society (PRS) Music Certificate and Phonographic Performance Ltd (PPL); 5 Jan 18 – 4 Jan 19.

3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A plan of the village hall showing the fire alarm points, fire exits and fire-fighting equipment is attached. The nearest telephone is located within the main storeroom.

The Management Committee share responsibility for testing equipment and keeping suitable records.

Checking of Equipment, Fittings and Services:

Weekly: Fire alarm, disabled toilet alarm and entry door system, clocks, toilets, water heaters, accident book, kitchen equipment, outside lights, emergency lighting, fire doors, all lights, torch, water boilers, building fabric.

Monthly: First Aid Box, ladders and steps, locks and sockets, furniture and trolleys.

Half Yearly: Window cleaning, outside gutters.

Yearly: Fire extinguishers, portable appliance testing, heating system

5 yearly: Fixed wiring testing

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is
West Suffolk Hospital, Hardwick Ln, Bury Saint Edmunds IP33 2QZ
Tel: 01284 713000

The First Aid Box is located in the kitchen

Any accident must be reported to the Management Committee.

The Management Committee are responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

3.4 Safety Rules

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.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed.

Regular risk assessments are carried out and any new risks reported to the Management Committee.

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)
- 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 or the Institute of Electrical Engineers Code of Practice

3.6 Insurance

The Village Hall has Employer's Liability and Public Liability Insurance cover.

3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in January 2019.

Plan of Fire Exits and Fire Fighting Equipment

- NOTES:**
- Lighting layout to be provided by specialist
 - All lighting to be energy efficient bulbs
 - Switches to be within zone 400-1200mm above ffl (**Part M**)
 - Wall mounted sockets to be within zone 400-1000mm above ffl (**Part M**)
 - All sockets to be at least 350mm from corners
 - All electrical works to be carried out by a **Part P** certified contractor

HEATING:
New boiler to supply new radiators in positions to be confirmed/ agreed on site with heating engineer

ceiling mounted extract with 15 minute overrun to be switched with light control

FIRE KEY

- (S) smoke detector (type & exact locations to be agreed with specialist)
- (H) heat detector
- Fire Blanket
- FE denotes fire escape
- ▲ fire extinguisher including CO2 in Kitchen

Note:
all users of building to be made aware by suitable signage of fire escapes and safe assembly point in the event of a fire.
a plan of the fire escapes is to be made available in the entrance lobby

