

Overton Village Hall Management Committee

Health & Safety Policy

Introduction

Overton Village Hall Management Committee (the Committee) has reviewed this policy to set out procedures and areas of responsibility to ensure in so far as it can the health and safety of users of the Village Hall.

The Committee is responsible for running the Village Hall and recognises its duty to ensure the safety of people using it.

Monitoring of Health and Safety

It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose.

Should anyone using the Hall come across a fault, damage or other situation which might cause injury, and which cannot be rectified they should inform the Caretaker as soon as possible so the problem can be dealt with.

Where Village Hall equipment is damaged that damage should be reported to the Caretaker who should also inform the Chairman.

Mitigation of Risk

To mitigate risk the Committee takes the following steps:

- To discuss and report on Health and Safety at every meeting of the Committee.
- To carry out a full Risk Assessment every year or sooner if deemed necessary by the Committee.
- Ensure that there is a copy of the current Health and Safety Policy published on the Village Hall website.

Hazardous substances/materials that must not be used in the Village Hall are:

- Flammable liquids
- Naked flames including candles and fireworks.

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside the Hall.
- Storage of combustible material near a source of ignition is not permitted.
- Emergency exits and routes to them must always be kept clear/unlocked.
- Appropriate Fire Fighting Equipment to be provided.
- Fire Equipment to be maintained and checked annually

Children

Minors under the age of 18 must always be accompanied and supervised by a responsible adult.

Electrical safety

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation.
- Plug sockets must not be overloaded.
- Should users/hirers want to bring electrical appliances onto the premises they must make the Caretaker aware of this in advance. The users/hirers are responsible for ensuring that the appliances meet safety standards, they must also have evidence that all equipment has been PAT tested.
- Electrical equipment showing signs of damage, exposure of components, water damage etc must not be touched or operated.
- Users have a responsibility to ensure that all electrical appliances are shut off and where possible unplugged when leaving the Hall.
- Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility "hazard" tape.

Heating

The village hall has oil fired central heating and the Parish Room has an oil filled electric radiator.

The Caretaker will be responsible for ensuring that the heating is turned on in the colder winter months.

Users must not attempt to adjust the heating, nor allow children to adjust the heating at any time.

Housekeeping

The Hall is cleaned, and safety checked on a regular basis. However, every user has a responsibility to ensure that the Hall is left clean and tidy.

All users must use the rubbish bins and recycling bins.

Any major spillage, damage or accident should be reported to the Caretaker.

Food, drink, bottles, and perishable items must be taken away at the end of each hire.

The grounds outside and frontage of the Hall must be kept clear of litter.

Noise

As the Hall is situated in a residential area, users should be considerate and keep noise levels to a minimum.

Playing any form of music, whether live or recorded, must be kept to an acceptable level, and must cease at 11.30pm unless otherwise authorised by the Committee.

Users should also be considerate when leaving the Hall and keep noise levels to a minimum.

Parking

Parking in the grounds of the Hall is limited and at the users' risk. Do not obstruct driveways or block the road.

Fire Evacuation Procedures **IN CASE OF FIRE**

The hirer is deemed the "Responsible Person" and is designated the person in charge of the Hall during the period of hire.

This notification is to all hirers and users of Overton Village Hall.

We now have an interlinked, fully integrated Fire Alarm system with sensors in all areas.

If the fire alarm is activated a loud siren will be heard throughout the building.

Upon hearing an alarm, you must make your way out of the building by means of one of the signed emergency exits to the fire assembly point outside. There are clear emergency lights on the exit routes if the power fails.

If you detect a fire source and the alarm is not sounding, find the nearest emergency push button unit, lift the cover, and press the button. Then make your way out as above.

The emergency push buttons are located:

- In the main front entrance.
- In the main hall left side.
- In the main hall right side.
- By the rear exit in the main hall.
- In the kitchen corridor/foyer.
- In the hallway outside the Library and Parish Room.

Unless you know that the alarm is being tested you must treat all alarms as a fire and get out of the building.

DO NOT ASSUME THAT IT IS A FALSE ALARM and DO NOT RE-ENTER THE BUILDING until given permission to do so by the Fire Department.

Accident Reporting Procedure

The following must be reported to the Caretaker and an Accident Report Form (which is kept in the kitchen) must be duly completed:

- A death or injury.
- A dangerous occurrence.
- Any injury that results in a member of the public having to be taken to hospital.

In the event of an emergency, the nearest hospital is:

Wrexham Maelor Hospital

Croesnewydd Road,
Wrexham,
01978 291100

Insurance

A copy of the Certificate of Insurance is displayed on the Notice Board inside the Hall.

Caretaker Contact Details

Mr. Tony Shaw Tel: 01978 710980 Mobile: 07895 701605