West Meon Village Hall - Health and Safety Policy

1. General Statement of Policy

This document is the Health and Safety Policy of West Meon Village Hall. Our policy is to:

a. Provide healthy and safe working conditions, equipment and systems of work for our employees (if any), 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 of West Meon 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.

The Committee considers the promotion of the health and safety of any employees at work (none at the date of this document) and those who use its premises, including contractors who may work there, to be of great importance. The 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

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.

2. Organisation of Health and Safety

The West Meon Village Hall Management Committee has overall responsibility for health and safety at West Meon Village Hall.

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 co-operate with the management committee in keeping the premises safe and healthy, including the ground surrounding the hall. 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 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 it should be placed in the hallway.

Information and Signage - the committee shall provide appropriate signage in the hall wherever required to warn of hazards or to encourage best practice.

3. Policy

3.1 Premises Licence

The village hall has a Premises Licence authorising regulated entertainment and licensable activities. A summary copy of the Licence is on the hall noticeboard and a full copy on the parish website www.westmeonpc.org.uk. Copies are available from the Committee Secretary.

3.2 Fire Precautions and Checks

The Management Committee has appointed a Fire Safety 'competent person' to lead its fire risk assessment and precautions activities. This person reports back to the Committee which collectively has responsibility for reducing the risk of, and preventing, fire. Risk assessments and checks on the fire alarm and equipment are undertaken at least annually.

The Fire Safety competent person is the Committee Chairperson.

The village has no public telephones so in emergency calls would be made from a mobile phone or from one of the neighbouring houses.

Fire Brigade contact telephone: **999**

The company hired to maintain and service the fire safety equipment is:

Name:	Nimrod Fire (The Anderstore Group)
Address:	71 Harehills Road, Leeds, LS8 SHS
Tel No/ website.:	0345 3000 440 / www.nimrodfire.co.uk

3.3 List of Firefighting Equipment by location:

Main Hall and Stage

- Foam Fire Extinguisher — By the external Emergency Exit doors
- CO2 Fire Extinguisher — On the stage by the door from the hallway
- Foam Fire Extinguisher — On the stage by the door from the hallway
- Fire Blanket — On the stage by the door from the hallway

Kitchen

- CO2 Fire Extinguisher — Near the Cooker under the worksurface
- Fire Blanket — On the wall near the cooker

Hallways

- Foam Fire Extinguisher — By the main entrance doors
- CO2 Fire Extinguisher — By the main entrance doors
- Foam Fire Extinguisher — On the outside wall in the main passageway
- CO2 Fire Extinguisher — Half-way along foyer opposite main hall side doors
- Foam Fire Extinguisher — Fixed to the wall by the back door

Small Hall

- Foam Fire Extinguisher — Fixed to wall by the patio doors

Firefighting appliances are checked visually annually in January and professionally every summer.

Details of Fire Fighting equipment are posted on the main noticeboard in the Hall.

3.4 General

Fire Doors should not be wedged open.

If evacuating the building in the case of fire, the Assembly Point (unmarked) is in the car park to the front of the building.

3.5 Electrical Equipment

Electrical systems and equipment are required to be installed and maintained in a safe manner.

The permanently installed equipment is checked every 3 years by a professional and competent person, and annually by a committee member looking for breakages, wear/deterioration, signs of overheating, missing parts or loose fixings and checking switches etc..

For other equipment, Portable Appliance Testing (PAT Testing) is carried out in accordance with Health and Safety Executive guidance. Every hall user should make their own visual checks on cables and plugs etc., and report any concerns of damage or other problem to a member of the committee. The agreed intervals are:

Kettles, Urns, Fridges, Fans, Hoovers, Cleaning equipment etc	Every year
Extension Cables, Lighting and sound equipment (including stage lighting and equipment of West Meon Theatre)	Every 3 years

PAT testing is required for all portable items brought into the hall by hirers and is referred to in the Hire Agreement.

Electrical supply: Isolate the power supply by switching off at the main fuse box which is clearly labelled and accessible behind the central door of the lower cupboards below the distribution boards in the kitchen.

3.6 Procedure in case of accidents

The First Aid Box is located in the kitchen. The contents is based on HSE guidance and which must be maintained at all times.

The accident book is kept in the kitchen. This must be updated whenever an accident occurs. The book is checked at every Management Committee meeting in case accidents have been recorded but the committee not otherwise notified.

As well as writing in the accident book, **Hirers are required to notify any accident involving injury (other than very minor injury) to any member of the Management Committee as soon as possible and no later than 24 hours after the event.** In such a case the committee must decide whether to report the incident to appropriate authorities - which would be done by the Hall Secretary. Health and Safety Executive Guidance on the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 is available at http://www.hse.gov.uk/riddor/reportable-incidents.htm.

Other accidents where those involved consider a recurrence likely should also report to the Management Committee within a maximum of 24 hours.

The location of the nearest hospital Accident and Emergency/Casualty/Minor Injuries departments are:

- Royal Hampshire County Hospital (RHCH), Ramsey Road, Winchester, 5022 5DG
  - Telephone: 01962 863535
  - https://www.hampshirehospitals.nhs.uk/
- Queen Alexandra Hospital, Cosham, Portsmouth, PO6 3LY
  - Telephone: 023 9228 6000
  - http://www.porthosp.nhs.uk/
- Petersfield Minor Injuries Unit, Swan Street, Petersfield, Hampshire, GU32 3LB
  - 08:00-17:45 7 days/week
  - Telephone: 02382 319000
  - https://www.nhs.uk/Services/hospitals/Services/Service/DefaultView.aspx?id=288168

The location and telephone number for the nearest doctor's surgery is:

- West Mean Surgery, Doctors Lane, West Mean - 01730 829666

There is a defibrillator in the box on the wall outside the main doors. This is checked to be in good working order at least monthly by the local First Responder team.

3.7 Basic Hygiene

Hot water and soap for handwashing is provided in the kitchen and toilets. Users are to be encouraged to wash their hands after using the toilets and before handling any food or drink products in the kitchen. The hand basins and toilets are to be cleaned frequently, commensurate with hall usage.

Cleaning cloths, dishcloths and tea towels should have their purpose clearly identified and should be washed/ replaced at appropriate intervals.

3.8 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. It is the responsibility of the Management Committee to ensure that the Hire Agreement summarises the appropriate Health and Safety information and also states how to get a copy of this policy.

Risk Assessments are carried out annually and reported to the Management Committee. The Committee is responsible for ensuring that any remedial actions are taken promptly.

The following practices must be followed by all 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**
- **Fire doors** must not be wedged open and should be closed whenever not in immediate use. Their job is to prevent the spread of fire and they can only do this if kept closed
- **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
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested
- **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 overcrowding in the kitchen and do not allow running
- **Hazardous substances** such as may be used for cleaning must be kept in locked cupboards and anyone using them must be made aware of potential hazards and how deal with spillages etc.
- **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 Committee Secretary
- **Water leaks** - if appropriate, turn off the mains water supply at the stopcock located in the Men's toilets
- **Report** every accident in the accident book and to the Hall Secretary or Booking Clerk
- **Be aware and seek to avoid** the following risks:
    - creating slipping hazards on 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.

3.9 Contractors and Self-employed workers

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 water 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.

3.10 Insurance

The Hall's Employer's Liability and Public Liability insurance cover is provided as follows:

- Name and address of insurer:
  Covea Insurance pie
- Policy No. CARV15010672
- Date of next Renewal 16/11/27
- Arranged through insurance broker: Norris & Fisher
- Any risks excluded or special conditions users should be aware of: none

A copy of the policy is on the noticeboard in the hall lobby.

3.11 Safeguarding children, young people and vulnerable adults

Every Hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, they must provide the Village Hall Management Committee with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS).

Should there be any doubt brought to the attention of any committee member over the safety of any child, young person or vulnerable adult, they must call a committee meeting at the earliest date to raise the concern and the committee shall take appropriate action.

The hall has a separate policy for safeguarding of children and vulnerable adults, copies of which are in the hall and on the West Meon Parish Council website.

3.12 The Childrens Act 1989

Hirers organising care provision for children which lasts for more than 2 hours have to register with local authority social service departments and are subject to Ofsted inspections. The responsibility for ensuring compliance with laws and regulations remains with the hirer using the hall for such provision, but the hall will be accommodating and supportive in meeting any such requirements.

3.13 Hirer Responsibilities

In addition to anything elsewhere stated in this document, the Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the hall's Management Committee.

3.14 Food Hygiene and Registration

The hall is not registered as a Food Business or Premises. If preparing food, hirers are required to ensure that they comply with any applicable legislation. The Committee will provide suitable notices advising on hygiene good practice in the kitchen.

4. Assessments

The following assessments are made annually and reported to the Management Committee:

i. Fire Risk Assessment
ii. Fire Appliances Check by the Committee
iii. Fire Appliances Check - external
iv. Health and Safety Assessment
v. Electrical Appliances Check and PAT Testing checks
vi. Management Checklist (covering legal, financial and management processes)

Copies of assessments, certificates etc are kept by the Hall Secretary.

5. Review of Health and Safety Policy

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

6. Sources of Further Information

Contact details of organisations that can give advice on health and safety:

- The Health and Safety Executive - www.hse.gov.uk/contact/index.htm - Incident Contact Centre on 0345 300 9923
- The Fire Authority - https://www.hantsfire.gov.uk/about-us/contact-us/ - 023 8064 4000
- The local environmental health department - http://www.winchester.gov.uk/environment/ - 01962 840 222

7. Contacts

Booking Clerk Caroline Butcher 07770440561