

# **Broughton Gifford Village Hall**

## Health and Safety Documentation

January 2010

## General Statement of Policy

This document is the Health and Safety Policy of Broughton Gifford Village Hall

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), 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 for staff, volunteers and users.

It is the intention of Broughton Gifford 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.

Broughton Gifford Village Hall Management Committee considers the promotion of the health and safety of its employees 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 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.

Signed:

A. W. Rumble.

(on behalf of the Management Committee)

Name:

MR. A. W. RUMBLE

Position:

CHAIR

Date:

18TH FEBRUARY 2010

## Part 1: Organisation of Health and Safety

The Broughton Gifford Village Hall Management Committee (herein after referred to as "management committee") has overall responsibility for health and safety at Broughton Gifford Village Hall. The person(s) delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Name: **Sue Jacobs**

Telephone No: 07752 314 228 (Bookings Clerk contact number)

Address: Broughton Gifford Village Hall Management Committee

Name: **Dorothy Stanley**

Telephone No: As above

Address: As above

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 grounds.

Should anyone using the hall come across a fault, damage or other situation which might cause injury which cannot be rectified immediately they should inform the person(s) above, or the Bookings 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 table tennis storage room.

The following persons have responsibility for specific items:

First aid box: Health and Safety Officers

Reporting of accidents: Health and Safety Officers

Fire precautions and checks: Health and Safety Officers and Maintenance Officers

Training in use of hazardous substances and equipment: Health and Safety Officer

Risk assessments and inspections: Health and Safety Officer

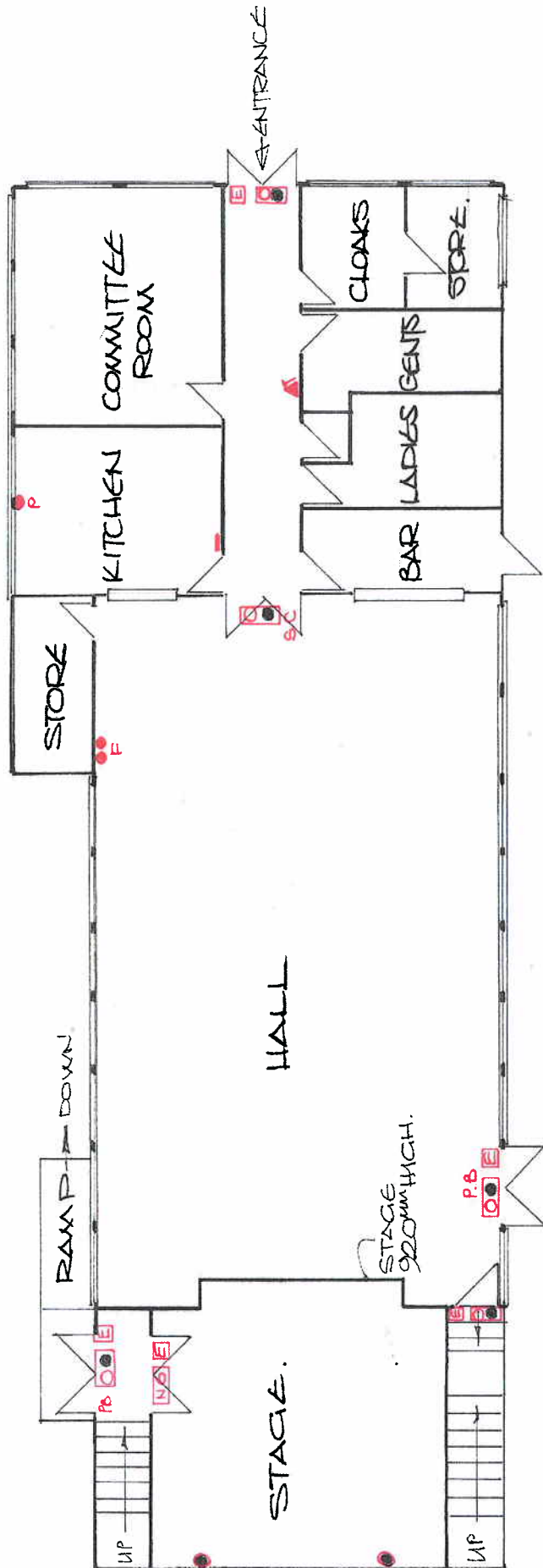
Information to contractors: Maintenance Officers

Information to hirers: Bookings Clerk

Insurance: Treasurer

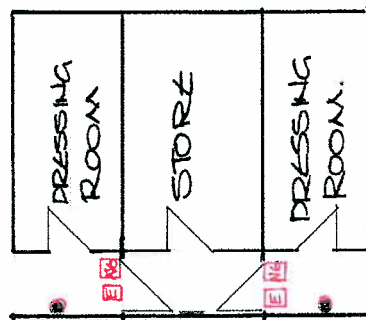
Figure 1 provides a plan of the Hall showing the location of fire exits, fire extinguishers, fuse boxes.

SCALE 1:100



- E FIRE SAFETY EXIT SIGN
- PB PANIC BOLT
- O EMERGENCY LIGHTING EXIT SIGN
- FIRE BLANKET
- 2 X FOAM FIRE EXTINGUISHER
- 2.5 KG DRY POWDER EXTINGUISHER
- N6 FIRE SAFETY SIGN, KEEP SHUT
- SC SELF CLOSING DEVICE
- EMERGENCY LIGHTING POINTS
- ▲ MANUAL FIRE ALARM

KEY



ROOMS UNDER STAGE.

BROUGHTON GIFFORD  
VILLAGE HALL (PLAN)  
NR MELKSHAM  
WILTS. 07-06

Figure 1 – Hall Plan

## Part 2: Arrangements and Procedures

### 2.1 Licence

The Hall is licensed for the following activities by West Wiltshire District Council:

- Sale of alcohol (on sales), recorded music, live music, facilities for dancing and performance of dance.

Licence number: WW0500846LAPRVA

Date licence was last renewed: January 2010

### 2.2 Fire Precautions and Checks

Person(s) with responsibility for testing equipment and keeping log book: Health and Safety Officer and Maintenance Officer

Local Fire Brigade Contact Name: Fire Safety Department, Trowbridge

Fire Brigade contact tel no: 01225 756 500

Fire Certificate Number: Contract number – SC0 (09)

Issue date: 30<sup>th</sup> September 2009

Company hired to maintain and service fire safety equipment: Complete Fire Security

Address: PO Box 4263  
Westbury  
Wiltshire  
BA13 3WB

Tel: 01373 823 131

Location of service record: Notice board on left of main entrance to the Hall

Evacuation Procedure: Leave the Hall immediately by nearest exit (main entrance or fire exits) – as detailed in plan (Figure 1).

List of equipment and its location:

Item	Test Interval (e.g. weekly/monthly/annual)	Location	Service Date
Residual Current Device	Monthly		
Emergency Lighting	Monthly		
Fire Exits – main hall	Weekly	2 left of stage	Weekly
		Main Entrance	Weekly
		Entrance to Hall	Weekly
Fire fighting appliances;	Checked September 2009		
1. Fire blanket		1. kitchen	NA
2. Fire blanket		2. kitchen	NA
3. Powder		3. kitchen	2010
4. AFFF		4. main hall	2014
5. C. dioxide		5. outside	2018
6. Water		toilets	
		6. stage	2011
7. AFFF		right	
		7. stage	2014
		right	
8. C. dioxide		8. stage left	2012
9. Water		9. stage left	2010
10. Fire blanket		10. stage left	NA
11. Water		11. under	2010
		stage	
12. Fire blanket		12. stage	NA
13. Fire blanket		13. under	NA
		stage	
14. AFFF		14. under	2014
		stage	
15. Fire blanket		15. under	NA
		stage	
Electrical installation	Inspected Feb 2009		
Portable Appliance Testing	Yearly		TBC

### 2.3 Procedure in Case of Accidents

Location of the nearest hospital Accident and Emergency/Casualty Dept:

Royal United Hospital Bath  
Combe Park  
Bath  
BA1 3RU

Location and telephone number of nearest doctor's surgery

St Damians Surgery, Melksham Hospital  
Tel: 01225 898490

Location of First Aid Box

Kitchen Cupboard

Person responsible for keeping First Aid Box up to date is:

Health and Safety Officer

Location of Accident Record Book:

Kitchen Cupboard (with First Aid Box)

The Accident Record Book must be completed whenever an accident occurs and the completed form placed in a sealed envelope and left with the accident book.

Any accident must be reported to the Health and Safety Officer.

The person responsible for completing RIDDOR forms and reporting accidents is the Health and Safety Officer.

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)
- 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 unconsciousness 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

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

## 2.4 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. All new hirers will also be given information/training by the Booking Secretary 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.

It is the intention of the 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 management committee with all the 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
- **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** stack more than five chairs
- **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
- **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 Health and Safety Officer
  
- **Report** every accident in the Accident Record Book and to the Bookings Secretary who will inform the Health and Safety Officer
  
- **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)

## 2.5 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 or the Institute of Electrical Engineers Code of Practice

## 2.6 Insurance

Name and address of insurer:	Alliance Westminster (Insurance Services) Ltd. Allied House Holgate Lane Boston Spa LS23 6BN
Telephone number of insurer:	01937 845 245
Policy no.:	VH88/0047440/BS65164 (Aviva)
Policy renewal date	10 <sup>th</sup> July 2010
Risks excluded or special conditions that users should be aware of:	None

## **2.7 Review of Health and Safety Policy**

The management committee will review this policy annually. The next review is due in October 2010 at the Village Hall Committees AGM.

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.

## **2.8 Organisations That Can Give Advice on Health and Safety**

- The Health and Safety Executive
- The Fire Authority
- The local Environmental Health department