

Fontmell Magna Village Hall (301129)

HEALTH AND SAFETY POLICY

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Fontmell Magna 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 to staff, volunteers and users.

It is the intention of Fontmell Magna 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 its employees at work 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.

Signed: (On behalf of the Committee)

Name: Rosie-Anne Yates, Chair

Date: 31/05/23

Part 2 - Organisation of Health and Safety

The Committee has overall responsibility for health and safety at Fontmell Magna Village Hall. The officer delegated by the Committee to have day to day responsibility for the implementation of this policy is the Chair.

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 Committee in keeping the premises, including the grounds, safe and healthy.

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 Caretaker or a member of the Committee 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 kitchen where possible.

The following officers of the Committee have responsibility for specific items:

| | |
|--|------------------|
| Risk Assessment and inspections: | Secretary |
| Fire precautions and checks: | Secretary |
| Information to hirers: | Bookings Manager |
| Information to contractors: | Secretary |
| First Aid Provision, accident reporting: | Secretary |
| Insurance: | Treasurer |

There is a plan of the hall in Section 3.3 showing the layout including fire exits and fire fighting equipment.

Part 3 - Arrangements and procedures

3.1 Safety rules

It is the intention of Fontmell Magna 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.

All hirers will be expected to read the whole of the Standard Conditions of Hire and sign the Hire Agreement as evidence that they agree to the hiring conditions.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices and safety requirements as set out in the Hire Agreement and associated documents and to accept responsibility to do everything they can to prevent injury to themselves or others.

All new hirers will be given an induction arranged by the Bookings Manager covering the safety procedures at the Hall which they will be expected to follow. This includes health and safety responsibilities, risk assessment, fire safety procedures, and accident reporting. They will be shown the location of the accident book and the health and safety file.

The Committee has carried out a village hall and recreational areas risk assessment and the controls in these must be followed by users in order to minimise risks. These include but are not limited to:

- Make sure that all emergency exit doors are kept clear at all times and throughout the hiring.
- Be aware of, and seek to avoid, the risk of creating slipping hazards on polished or wet floors (spills should be mopped immediately) and the risk of creating tripping hazards such as buggies, umbrellas, mops, electrical leads (safety trunking is available) and other items.
- Consider whether car parking needs to be controlled/marshalled.
- Avoid working at height if possible, if not use stepladders safely following the stepladder checklist attached to the stepladders.
- Be aware of, and seek to reduce the risk of, creating toppling hazards by piling equipment e.g. in store cupboards.
- Be aware of risks involved in handling kitchen equipment e.g. cooker, water heater and knives.
- 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.
- Portable equipment considered unsafe should be marked and taken out of use.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

3.2 Licence

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated.

| Activity | The hall is licensed for | Times for which the activity is licensed |
|---|--------------------------|--|
| A. Performance of a play | YES | 8am - midnight |
| B. Exhibition of films | YES | 8am - midnight |
| E. Performance of live music | YES | 8am - midnight |
| F. Playing of recorded music | YES | 8am - midnight |
| G. Performance of dance | YES | 8am - midnight |
| H. Entertainments similar to those in E, F or G | YES | 8am - midnight |
| I. Provision of facilities for making music | YES | 8am - midnight |
| J. Provision of facilities for dancing | YES | 8am - midnight |
| K. Entertainment similar to those in I or J | YES | 8am - midnight |
| L. The provision of hot food/drink after 11pm | YES | 8am - midnight |
| M. The sale of alcohol | YES | (conditions apply) |
| N. Gaming, Betting, Lotteries | Not Licensed | Not Licensed |

In order to sell alcohol the hirers (other than regular users or Trustees) need to obtain a Temporary Event Notice (TEN) to authorise and control the sale of alcohol, even if the hirer has a Personal Licence Holder on the premises. The Hirer should ensure that the bar is operated by a Personal Licence Holder, Publican, Caterer or responsible person who is aware of the responsibilities of the Licensing Act. The hall has a licence with Phonographic Performance Ltd for the performance of copyright music.

3.3 Fire precautions and checks

Fontmell Magna Village Hall recognises the need to have fire safety procedures in place in accordance with the Regulatory Reform (Fire Safety) Order 2005 as a means to reduce the risk from any potential fire and explosion.

The Committee is the “Responsible Person” for fire safety for the Hall. The Committee has a responsibility to ensure that all users and hirers of the hall are aware of the fire safety procedures and that each user ensures that someone is responsible for fire safety at each hire event.

Fire safety precautions

All hirers are appraised in the fire safety precautions and procedures ahead of hiring the hall.

The Hire Agreement includes the following information for hirers:

Fire Safety – A Note for Hirers

As hirer, you have certain responsibilities in law for fire safety. You could be prosecuted for failing to undertake these duties.

Your major responsibilities are ensuring that the danger of a fire starting during the period of your hire is minimised and that everyone using the Hall is able to evacuate quickly and safely in the event of a fire. You should therefore:

1. Make sure you and users of the Hall are familiar with the layout of the Hall and where the emergency exits, call points and fire fighting equipment are. These are shown on the plan in the Hall.
2. Carry out the following checks at the start of your hire:
 - Can all emergency exits be opened immediately and easily?
 - Are fire doors clear of obstructions (both internally and externally)?
 - Are escape routes clear both inside and outside the building?
 - Are emergency exit signs illuminated?
 - Are all fire extinguishers in place and clearly visible?
3. Keep all doors marked “Fire Door” closed. It is understood that occasionally it may be necessary to prop one open to allow loading or access by a lot of people in a short time, but please close it as soon as possible. Fire doors are vital in stopping the rapid spread of flames and smoke in the event of a fire and allowing safe passage out of the building.
4. Make sure that there are no obvious fire hazards in or near the building (e.g. open flames, dangerous equipment, etc).
5. Inform people using the Hall what to do in the event of a fire and where the emergency exits are.
6. In the event of a fire, or on hearing the alarm:
 - Evacuate the building. If you have elderly, disabled or children they may need special attention; if necessary it may be appropriate beforehand to designate “helpers” to assist with their evacuation.
 - Call 999. The Hall’s address is: Village Hall, West Street, Fontmell Magna, Shaftesbury, Dorset SP7 0JP.
 - Assemble everyone in the car park to the East of the Hall and make sure you can account for everyone who was in the Hall.
 - Make sure there is someone to meet the fire service and report the situation to them.
 - Do not re-enter the building until the Fire Service advise it is safe to do so.

The hall is a dedicated NON-SMOKING venue. Please ensure that any users are aware of this condition. Appropriate signage is displayed.

Fire safety equipment

Fire fighting equipment (including instructions for use) is located as follows:

| Location | Item |
|----------------|--------------------------------------|
| Main Hall | 6l SP Water + additive extinguisher |
| Committee Room | 6l SP Water |
| Kitchen | 2kg CO2 extinguisher Fire blanket |

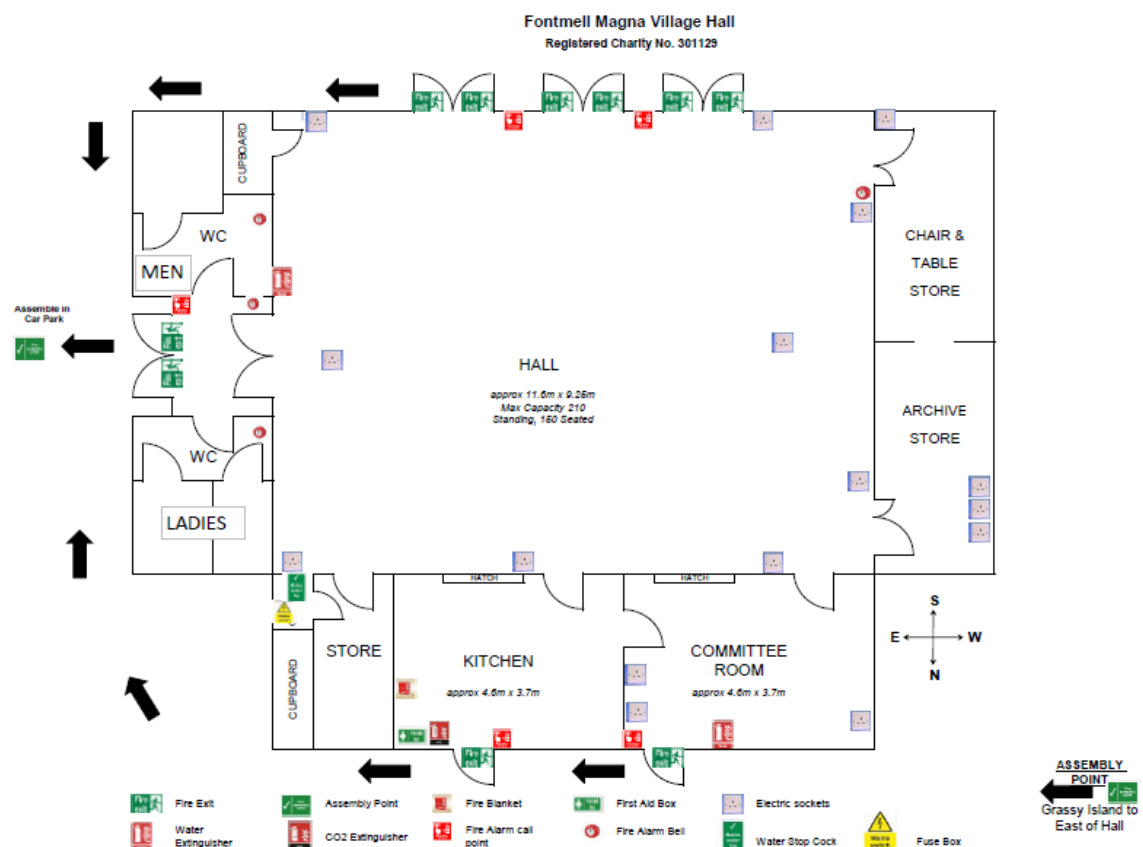
The below table shows the inspection/testing regime for all fire safety equipment:

| Item | Test Interval | Carried out by |
|----------------------------|---------------|------------------------------------|
| Portable Appliance Testing | Annually | Q J Hull Ltd |
| Electrical Installation | 5 yearly | Owen Brockway |
| Fire Fighting Equipment | Yearly | Partnership Security & Electrical |
| Fire Alarm System | 6 monthly | Partnership Security & Electrical. |

Weekly fire checks are carried out by a Committee member using a checklist and these are recorded.

In an emergency, the electricity supply can be turned off from the fuse box in the cupboard in the Store (the room on the right as you enter the main hall).

Fire Plan



3.4 Procedure in case of accidents/incidents.

In the event of a medical emergency call 999.

There is poor mobile reception so use wi-fi calling on a mobile phone using the Village Hall wi-fi.

Neighbouring properties may be able to call for you.

Doctor's surgery: Abbey View Medical Centre, Salisbury Road, Shaftesbury SP7 8DH (01747 851 535)

Minor Injuries Unit: Westminster Memorial Hospital, Abbey Walk, Shaftesbury SP7 8BD (via NHS 111 service)

24 hr Accident and Emergency Departments (all approximately 19 miles away): Yeovil District Hospital BA21 4AT; Poole Hospital BH15 2JB; Salisbury District Hospital SP2 8BJ

Hirers are advised to check the opening times of the Doctors and Minor Injuries units should they be required at the time of hire.

The Secretary is the Appointed Person for first aid. The Secretary is responsible for ensuring the first aid provision is adequate, for investigating incidents, reporting back to the Committee and RIDDOR.

There is an accident book and an incident book located in the kitchen by the First Aid Box.

All accidents should be entered in the accident book, and the Caretaker informed. The Caretaker will then remove the entry and pass this to the Secretary. Hirers should be aware of their responsibilities for reporting accident under RIDDOR.

All incidents (including breakages, damage, broken equipment, fire alarm activations, fire) should be recorded in this incident book and the Caretaker informed. The Caretaker will then report these to the Secretary who will investigate.

The First Aid Box complies with BS-8599-1, it is a low risk workplace first aid box (with the addition of blue plasters). It is located in a green first aid box in the kitchen, and there is a sign on the main notice board informing users of this.

There is a list of contents and a checklist with each box. The contents are checked weekly by the Caretaker and restocked as required.

Ideally all the organisations using the hall regularly should be encouraged to provide an appointed person. For major public events, such as a fete, car boot sale or fireworks display, the organisers should provide a first aider or arrange for the St John Ambulance service to attend.

3.5 Contractors

The 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 and risk assessments for the work
- 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.

3.6 Insurance

Employer's Liability and Public Liability insurance cover is provided by Aviva, arranged through Allied Westminster (Insurance Services) Ltd. The Policy No. is VH88/0047440/BS68723 and the Renewal Date is 16th May.

3.7 Review of Health and Safety Policy

The Committee will review this policy every year. The next review is due in May 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.