

BELSTEAD VILLAGE HALL CHARITY TRUST CHARITY NUMBER 272206

Health and Safety Policy

June 2024

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Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Belstead Village Hall (BVH).

The policy of the Belstead Village Hall Management Committee (BVHMC) is to:

- a) Provide healthy and safe conditions for everyone who uses our hall, including 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 committee members, volunteers and users.

It is the intention of BVHMC 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.

BVHMC considers the promotion of the health and safety of anyone who uses the hall, including contractors who may work there, to be of great importance. BVHMC 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 seeks to encourage all committee members and users to engage in the establishment and observance of safe working practices.

Committee members, 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 the safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2 – Organisation of Health and Safety

BVHMC has overall responsibility for health and safety at the VH.

The person delegated by BVHMC to have day to day responsibility for the implementation of this policy is Steve Potter.

It is the duty of all committee members, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with BVHMC 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 and cannot be rectified immediately they should inform one of the persons 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 room where the tables are stacked at the rear of the hall. legislation and village halls.

In addition to the overall day to day responsibilities, BVHMC make use of a checklist that shows individuals responsible for specific health and safety checks along with the frequency of any checks. The master copy of this checklist is kept in the health and safety folder and individual checklists are held by each person with any responsibilities.

Part 3 – Arrangements and Procedures

3.1 Licence

Under the Licensing Act 2003 the village hall has a Premises Licence authorising the following regulated entertainment;

- Live music
- Recorded music
- Performance of dance
- Anything of a similar description to that of live music, recorded music or performance of dance

In addition, the hall has authorisation for the provision of entertainment facilities for;

- Making music
- Dancing
- Entertainment of a similar description to making music or dancing.

The following timings apply to both the regulated entertainment and entertainment facilities;
Monday to Friday 10.00a.m. to 12.00midnight
Saturday 10.00a.m. to 11.30p.m.

The premises licence specifically prohibits the carrying on of licensable activities on **Sundays, Christmas Day, Good Friday or at any time outside the permitted hours shown above.**

In addition, our premises licence **does not** authorise the sale or supply of alcohol.

3.2 Fire evacuation procedures

The fire evacuation procedures are shown;

- On the noticeboard in the main entrance lobby.
- On the double doors fire exit on the side of the hall.
- On the wall by the rear storeroom where the 3rd fire exit is located.

The procedures are also part of our hiring agreement information and are also shown separately on our website.

The procedures are as follows:

- Before commencing any event/meeting, ensure all people present in the hall are aware of these procedures and the location of the fire exit points.

- There are three exit points, all are clearly marked. The exit points are:
The main doors at the front of the building.
The double doors at the side of the main hall, car park side. Push the crash bar.
The single door in the back left storeroom (seen as you enter the hall), where the tables are stacked. Push the crash bar.
- If a fire is detected, alert all persons in the hall and break the glass fire alarms that are situated at the three fire exit points.
- Fully automatic alarm sounders located throughout the building will be triggered once the glass is broken in any of the fire alarms.
- Should you be alerted to the presence of smoke or fire leave the building without delay using one of the three exit points and assemble in the main car park at the side of the building.
- Close internal doors as you exit, but only if you are certain it is safe to do so.
- The person(s) in charge of the function should be the last to leave the building and should check the hall, kitchen, storerooms and three toilets to ensure everyone has left the building safely and have assembled at the agreed assembly point.
- The person(s) in charge should ensure that the fire brigade have been called (999) to attend at Belstead Village Hall, Grove Hill, Belstead, IP8 3LU.
- Please make local residents in houses near the hall aware of the situation.
- Nobody should re-enter the building until they are authorised to do so by the Fire Officer In Charge.
- Only if you are certain it is safe to do so, limited fires can be tackled using the fire extinguishers situated inside the building at the following points;
Water extinguisher: Front lobby left of exit doors.
Dry powder extinguisher: Front lobby left of exit doors.
Water extinguisher: In main hall, back left as you enter hall, by storeroom.
Carbon Dioxide extinguisher: In kitchen area, left hand wall as you enter kitchen.
The different uses of the different extinguishers are detailed above each one.
- In addition, there is a fire blanket in the kitchen area by the fire extinguisher.

3.3 Safety checks

The safety checks that are in place along with the persons responsible for completing the checks and frequency are all shown in the checklist referred to in section 3.2.

3.4 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is:
Ipswich Hospital
Heath Road, Ipswich, IP4 5PD

The First Aid Box is located on the kitchen bar outside right of the shutters.

The person responsible for keeping the first aid box up to date is Marilyn Wosahlo.

The accident book is kept in the black folder by the first aid box. This must be completed whenever an accident occurs, along with an accident form which is also contained in the black folder. Any accident must be reported to the member of the management committee responsible, who is Marilyn Wosahlo.

Under the "Reporting of Incidents, Diseases and Dangerous Occurrences Regulations" (RIDDOR), the following major injuries or incidents must be reported to the Health and Safety Executive (HSE).

- 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 consciousness 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.

In addition, 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.

The person responsible for completing RIDDOR forms and reporting accidents is Marilyn Wosahlo.

There is a defibrillator located outside the main entrance doors to the left as you enter. Instructions on how to access the defibrillator are clearly stated on the outside including the cabinet number and postcode of the location.

Part 4 – Safety Rules

All new hirers will also be given information 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).

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 intention of BVHMC 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 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.

The following practices are 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 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.
- 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 booking secretary.
- Report every accident in the accident book to Marilyn Wosahlo.

In addition, be aware and seek to avoid the following risks:

- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- Creating tripping hazards in the building.
- 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.

In relation to food hygiene. As the hall is not classified as a "food business operator" BVHMC rely on each separate food business using the hall to register with the relevant authorities and to comply with all food hygiene legislation. There is also a clause in the hiring agreement confirming that it is the hirers responsibility to ensure the safety of any food or drink served and that any legislative requirements are met.

However, BVHMC are fully aware of the need, wherever possible, to prevent the contamination of food, including requirements concerning the condition and cleanliness of the premises and any equipment used.

BVHMC are committed to maintaining high standards of maintenance and hygiene so that facilities provided aid the safe preparation and handling of food and drink.

Part 5 - Contractors

BVHMC will check with contractors (including self-employed persons) before they start work that:

- Alterations or additions to electrical installations/equipment conform to current regulations
- The contractors are competent to carry out the work.
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety policy.
- Contractors do not work alone on ladders at height.
- 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 for and to a satisfactory standard.

Part 6 - Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

Name of Insurer: Hiscox Insurance Company Limited

Registered Address: 1, Great St. Helen's, London, EC3A 6HX

Policy No: 8261395

Part 7 - Risk Assessments

BVHMC carry out two risk assessments that are reviewed annually by the committee.

1. Fire safety risk assessment
2. General / other areas risk assessment.

These are kept in the health and safety folder held by the BVHMC Secretary and are available to any hirers should they wish to see them.

Part 8 – Health and Safety checklist

The checklist referred in sections 3.2 and 3.3 shows all the safety checks undertaken. Individuals responsible for the checks have their own checklist that they complete and these are produced every 6 months to the BVHMC for checking and any discussion required.

Part 9 - Review of Health and Safety Policy

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.

This policy will be formally reviewed and signed off by the BVHMC Chairman annually.

Signed: (On behalf of the Management Committee)

Name: Paul Keen

Position: Chairman

Date: