

Hildersham Village Hall Charitable Trust

Health and Safety Policy

(A written statement is required where five or more persons are employed and otherwise is recommended as good practice)

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of

Hildersham 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 Hildersham 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.

Hildersham 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: (On behalf of the Management Committee)



Name: Andrew Westwood-Bate

Position: Trustee Hildersham Village Hall Trust

Date: 23rd February 2016

Part 2: Organisation of Health and Safety

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

The person delegated by the management committee to have day to day responsibility for the implementation of this policy is:

Name: **Gill Heale**

Telephone No: **01223 893596**

Address: **Silverwood, Hildersham, Cambridge CB21 6BU**

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.

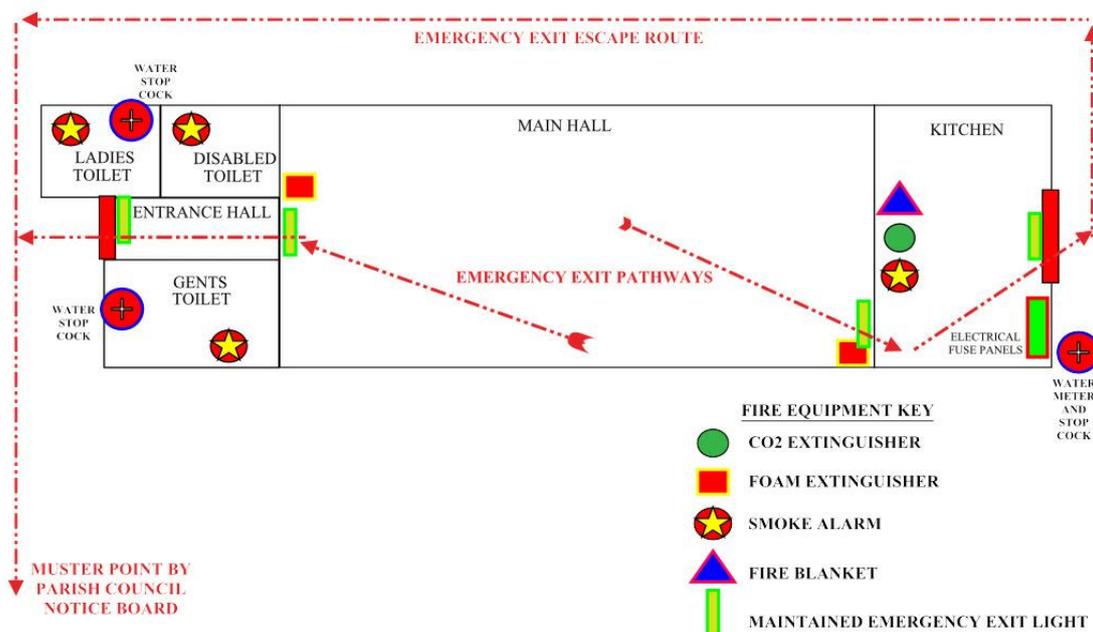
Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the Hall Kitchen

The following persons have responsibility for specific items:

First Aid box:	Gill Heale (Secretary)	01223 893596
Reporting of accidents:	Gill Heale (Secretary)	01223 893596
Fire precautions and checks:	Mr Brian Cunningham	01223 893505
Risk assessment and inspections:	Andrew Westwood-Bate	01223 892430
Information to contractors:	Andrew Westwood-Bate	01223 892430
Information to hirers:	Andrew Westwood-Bate	01223 892430
Insurance:	Gill Heale (Secretary)	01223 893596

HILDERSHAM VILLAGE HALL LOCATION OF FIRE FIGHTING EQUIPMENT AND ESCAPE ROUTES

FWHT UPDATED MAY 2009



Part 3: Arrangements and Procedures

3.1 Licence

Hildersham Village Hall currently does have a Premises License

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	Indicate activities to take place at your event
a	The performance of plays		
b	The exhibition of films		
c	Indoor sporting events		
d	Boxing or wrestling entertainment		
e	The performance of live music		
f	The playing of recorded music		
g	The performance of dance		
h	Entertainments similar to those in a – g		
i	Making music		
j	Dancing		
k	Entertainment similar to those in i – j		
l	The provision of hot food/drink after 11pm		
m	The sale of alcohol		

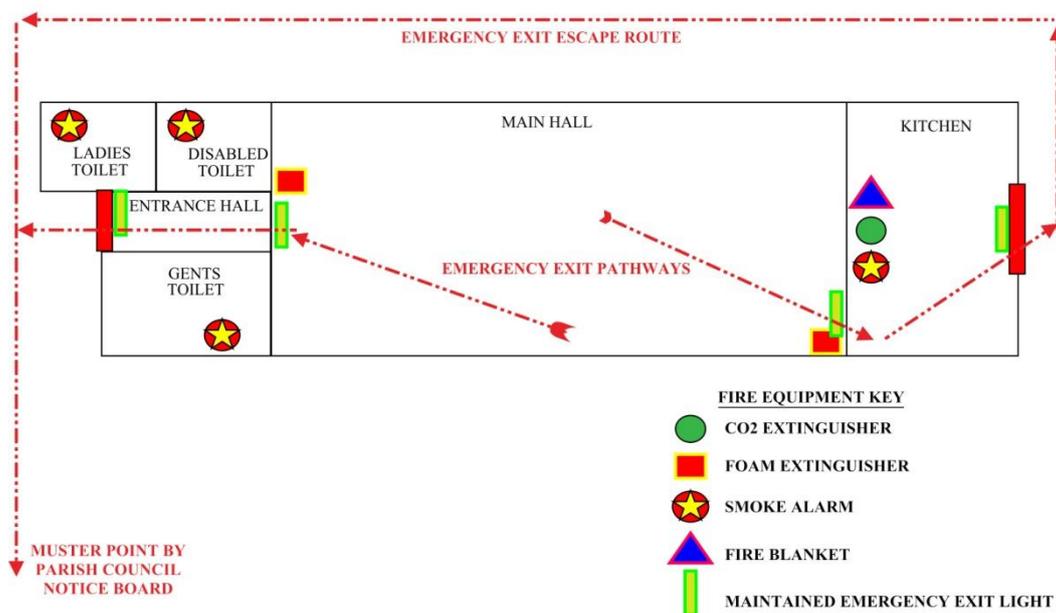
3.2 Fire Precautions and Checks

See appendix 1: Fire Risk Assessment

See appendix 2: Instructions in case of Fire

HILDERSHAM VILLAGE HALL LOCATION OF FIRE FIGHTING EQUIPMENT AND ESCAPE ROUTES

HVHT UPDATED MAY 2009



Person on the management committee with responsibility for testing for the fire risk assessment:

Andrew Westwood-Bate 01223 892430

Local Fire Brigade: **CONTACT LINTON FIRE STATION**

www.cambsfire.gov.uk/linton-fire-station-845.aspx

Linton Fire Station

Address: Balsham Road, Linton, CB21 4JT

Phone: 01480 444 500 (headquarters)

Linton fire station is in the South Cambridgeshire district. It has one fire engine which is crewed by on-call firefighters. Firefighters at Linton train for two hours each week during their training evening which is on a Wednesday between 7pm and 9pm.

The watch commander at the station is Lee Allen.

Company hired to maintain and service fire safety equipment:

Name: **Home & Office Fire Extinguishers Ltd**

Address: **Unit 6, Saffron Walden Business Centre**
Elizabeth Close, Saffron Walden Essex CB10 2NL

Tel No.: **01799 513360**

Location of service record: **Andrew Westwood-Bate 01223 892430**

List of Equipment and its location. For example: Item	Test interval <i>(e.g. weekly/monthly/annual)</i>	Location	Due Date	Service Date
Residual Current Device	Monthly			
Emergency Lighting	Monthly			
Fire Exits – main hall	Weekly			
Fire fighting appliances	Annually			
PAT Testing	Annually			
Electrical installation	5 years			

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:

Cambridge University Hospitals NHS Foundation Trust, Hills Road Cambridge CB2 0QQ

The location and telephone no. for the nearest doctor's surgery is:

Linton Health Centre, Coles Lane, Linton CB21 6JS – 01223 892555 / 891456

The First Aid Box is located in: **The Village Hall Kitchen**

The person responsible for keeping this up to date is:

Gill Heale (Secretary) 01223 893596

The accident book completed pages are kept with this document. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is:

Gill Heale (Secretary) 01223 893596

The person responsible for completing RIDDOR forms and reporting accidents is:

Gill Heale (Secretary) 01223 893596

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 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.

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

Safety Rules

All hirers will be expected to read the whole of the Standard Hiring Conditions and should sign the hiring form as evidence that they agree to the Standard hiring conditions. The hiring conditions should inform all new hirers 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 describe the location of the accident book and health and safety file.

All the hiring documents carry the following wording:

“It is the intention of Hildersham 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 the H & S risk assessments and policy documents will be available to be downloaded from the Village Hall website – www.hildersham.com/to-book-the-village-hall.html These will explain whether you have carried out risk assessments, including those for hazardous substances and fire and will list any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk.

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 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 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:

Gill Heale (Secretary)

01223 893596

- **Report** every accident in the accident book and to **Gill Heale (Secretary)** **01223 893596**

- **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.

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 of the Institute of Electrical Engineers.

Insurance

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer

Norris & Fisher (Village Hall Scheme) Ltd

58 Abbey Enterprise Centre

Premier Way, Romsey SO51 9DF

Telephone no of insurer **01794 518855 (Agent: Ansvar 0845 6020999)**

Policy No. **CCP 2192696**

Date of Renewal: **Midnight 27 January 2010**

Any risks excluded or special conditions users should be aware of **None**

Review of Health and Safety Policy

The management committee will review this policy annually.

The next review is due in (month) **March** (year) **2017**

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.

Address and telephone number of organisations that can give advice on health and safety:

The Health and Safety Executive, Rose Court, 2 Southwark Bridge, London, SE1 9HS Telephone Information Line: 0845 345 0055 Website: www.hse.gov.uk Publications Order Line: 01787 881165.

The Fire Authority Hinchingsbrooke Cottage, Brampton Road, Huntingdon, Cambs, PE29 2NA

Tel: 01480 444500. www.cambsfire.gov.uk/index.php

Appendix 1: Hildersham Village Hall Fire Risk Assessment

1. THE PREMISES

1.1: CONSTRUCTION DETAILS

The Building is a single storey structure built entirely of timber dating back to 1916 and placed on raised brick piers about 70cm high to protect it from flood damage. An extension was added in 1974 and apart from a solid foundation, was constructed from matching materials.

The internal finish is of painted timber, plywood, or insulation board throughout. The flooring is varnished timber in the old section and vinyl covered concrete in the new section

1.2: FLOOR AREAS (sq metres)

Main hall (72) Foyer (4) Toilets (12) Kitchen (19) Store (4) Total (111)

2. THE OCCUPANTS

2.1: NUMBER

The Hall is hired to user groups for between 24 and 30 hours per week. Groups can vary from 10 to 70 persons.

3. OCCUPANTS AT SPECIAL RISK

3.1: DISABLED OCCUPANTS

People in wheel chairs or other mobility problems may attend functions. Numbers are low but cannot be predicted in advance.

4. FIRE LOSS EXPERIENCE

No recent experience of Fire

5. RELEVANT FIRE SAFETY LEGISLATION

5.1 The Regulatory Reform (Fire Safety) Order 2005 is applicable

5.2 The above legislation is enforced by Cambridge Fire and Rescue

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

6. ELECTRICAL SOURCES OF IGNITION

No:	Item	Choice	Result
6.1	Reasonable measures taken to prevent fires of an electrical origin	Yes/No	
6.2	Fixed Installation inspected and tested	Due	
	Portable Appliance Testing	Due	
	Policy on use of personal electrical appliances <u>ELECTRICAL APPLIANCE SAFETY:</u> The HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Any damage caused to the Village Hall as the result of electrical appliances brought into the village hall shall be the responsibility of the hirer	HVHT Hiring Conditions 21	Hirer
Limitation of trailing leads and adapters All trailing leads and extensions should be covered in a safety trunking,	HVHT Hiring Conditions	Hirer	

	covered with a safety mat, or taped down. Instructions to hirers regarding proper use and switching off of equipment	21 & 28	
6.3	Hazards observed		
6.4	Comment		

7. SMOKING

No:	Item	Choice	Result
7.1	Reasonable measures taken to prevent fires as a result of Smoking The HIRER shall ensure that NO SMOKING is allowed anywhere inside the Village Hall or the Hall Porch area.	HVHT Hiring Conditions 21	Hirer
7.2	Smoking Banned in the Building	Yes	
	Approved signage displayed	Yes	
	Arrangements for those who wish to smoke	Yes	
	Monitor for Evidence of breaches of policy	Yes	
7.3	Hazards observed		
7.4	Comment		

8. ARSON

No:	Item	Choice	Result
8.1	Basic Security against arson by outsiders reasonable PIR sensor lights have been fitted to rear of building	Yes/No	
8.2	Is there an absence of fire load in close proximity to building or available for ignition by outsiders	Yes/No	
8.3	Hazards observed	Yes/No	
8.4	Comments		

9. PORTABLE HEATERS AND HEATING INSTALLATION

No:	Item	Choice	Result
9.1	No portable heaters used. Hall main heating is provided by two wall mounted fans and fixed tubular heaters. Hot water is provided by three fixed electrical heaters. The HIRER shall ensure that Highly flammable substances are not brought into or used in any part of the premises and that No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters HEATING:	HVHT Hiring Conditions 23 & 24	Hirer

	The HIRER shall ensure that no unauthorised heating appliances shall be used on the premises without the prior consent of the Hildersham Village Hall Trust. <u>PORTABLE LIQUEFIED PROPANE GAS (LPG) HEATING APPLIANCES SHALL NOT BE USED</u>		
9.2	Are fixed heating installations inspected/maintained	Due	
9.3	Hazards observed		
9.4	Comment		

10. COOKING

No:	Item	Choice	Result
10.1	Suitable Extinguishing appliances available	Yes/No	
10.2	Is there an absence of fire load in close proximity to building or available for ignition by outsiders	Yes/No	
10.3	Hazards observed		
10.4	Comments		

11. LIGHTNING PROTECTION

NONE

12. OTHER SIGNIFICANT IGNITION SOURCES – Portable Equipment (PAT Testing)

No:	Item	Choice	Result
12.1	Hostess Trolley	Tested	August 2015
12.2	Vacuum Cleaner	Tested	August 2015
12.3	Kettle	Tested	August 2015
12.4	Urn	Tested	August 2015
12.5	Microwave	Tested	August 2015

13. HOUSEKEEPING

No:	Item	Choice	Result
13.1	Is the standard of housekeeping adequate Instructions issued to User groups regarding use, care, and removal of combustible materials used in events. All COSHH items (cleaning fluids etc) stored in locked cupboards	Yes/No	
13.2	Combustible Materials clear from ignition Sources	Yes/No	
	No unnecessary accumulation of combustible material	Yes/No	
	Appropriate storage of combustible & Hazardous materials	Yes/No	
13.3	Hazards Observed		
13.4	Comments		

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14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS

No:	Item	Choice	Result
14.1	No experience as all repairs carried out by Trustees. Copy of Fire Regulations displayed in Hall.		

FIRE PROTECTION MEASURES

15. MEANS OF ESCAPE

No:	Item	Choice	Result
15.1	Premises provided with reasonable means of escape Users advised about placement of furniture clear of escape routes In advance of any form of Entertainment or Play the HIRER shall check the following items: <ul style="list-style-type: none"> • That all fire exits are unlocked and panic bolts in good working order • That all escape routes are free of obstruction and can be safely used That there is no obvious fire hazards on the premises	HVHT Hiring Conditions 16	Hirer
15.2	Adequate design of Escape routes Gradient of ramp from Emergency exit very steep Warning to users	Yes/No	
	Reasonable distance of travel	Yes/No	
	Adequate provision of escape routes	Yes/No	
	Fire Exits open in direction of escape	Yes/No	
	Exits immediately openable	Yes/No	
	Escape routes unobstructed	Yes/No	
15.3	Reasonable arrangements for means of escape for disabled people	Yes/No	
15.4	Hazards		
15.5	Comment		

16. MEASURES TO LIMIT FIRE SPREAD

No:	Item	Choice	Result
17.1	Comment. Due to age layout and size of building no measures available other than closure of all doors and windows during evacuation procedure if possible.		

17. ESCAPE LIGHTING

No:	Item	Choice	Result
17.1	Escape lighting complies with regulations	Yes/No	
17.2	Hazards Observed		
17.3	Comments		

18. FIRE SAFETY SIGNS AND NOTICES

No:	Item	Choice	Result
18.1	Reasonable standard of fire safety signs and notices All extinguishers and notices have photo-luminescent Signage	Yes/No	
18.2	Hazards Observed		
18.3	Comments		

19. FIRE WARNING SYSTEMS

No:	Item	Choice	Result
19.1	Automatic Warning Systems Smoke Alarms have been fitted in the Kitchen and toilets		
19.2	Comments		

20. MANUAL FIRE EXTINGUISHING APPLIANCES

No:	Item	Choice	Result
20.1	Reasonable provision of portable fire extinguishers	Yes/No	
	All equipment serviced annually by contractor	Due	
20.2	Comments		

MANAGEMENT OF FIRE SAFETY

21. PROCEDURES AND ARRANGEMENTS

No:	Item	Choice	Result
21.1	Persons responsible for Fire Safety One Trustee has Naval firefighting experience & Training		Andrew Westwood-Bate
21.2	Competent person(s) available to assist in implementation of fire safety regulations (as above)	Due	Andrew Westwood-Bate
21.3	Appropriate fire procedures in place	Yes/No	
21.4	Detailed instructions on fire procedures issued to all User groups		

22. TESTING AND MAINTENANCE

No:	Item	Choice	Result
22.1	Regular inspection of premises Hall inspected after each major function and at least weekly to identify any new hazards or deficiencies	Yes/No	
22.2	Annual servicing of fire extinguishing equipment	Yes/No	
22.3	Regular testing routines in place for emergency lighting system	Yes/No	

22.4	Routine checks on final exit doors and security locks	Yes/No	
22.5	Comment	Yes/No	

23. RECORDS

No:	Item	Choice	Result
23.1	A Fire and Building safety Log Book is in place.	Yes/No	

IN CASE OF FIRE

	<p>THE HIRER IS DEEMED THE "RESPONSIBLE PERSON" AS IS DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.</p> <p>It is advisable to take a note of the name of everyone attending your event (see Roll Call).</p>
1:	<p>In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible by the Parish Council Notice Board on the opposite side of the road. A Roll Call should be taken.</p>
2:	<p>NO MATTER HOW SMALL THE FIRE !!!!</p> <p>CALL THE FIRE BRIGADE</p> <p>The nearest public telephone is opposite the Forge Green just past the Pear Tree Inn</p> <p>Dial 999 and give this address:</p> <p>Hildersham Village Hall, High Street, Hildersham, Cambridge CB21 6BU</p>
3:	<p>The Responsible Person should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.</p>
4:	<p>On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing their last known position</p>

5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If any doubt get out of the building

6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, Please call 01223 892430 / 0777 7653122

7: All incidents no matter how small have to be reported to the HVHT Secretary

Management Committee Contacts

Chairman:	Mr Brian Cunningham	01223 893505
Secretary	Mrs Gill Heale	01223 893596
Treasurer	Mrs Helen Humphrys	01223 891309
Trustee	Mr Andrew Westwood-Bate	01223 892430

HILDERSHAM VILLAGE HALL

HVHT UPDATED MAY 2009

LOCATION OF FIRE FIGHTING EQUIPMENT AND ESCAPE ROUTES

