

Wyverstone Village Hall Health and Safety Policy

Part 1: General Statement of Policy

This document is the Health and Safety Policy of Wyverstone Village Hall

Our policy is to:

- A) Provide healthy and safe working conditions, equipment and systems of work for our employees, 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 Wyverstone Village Hall 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.

Wyverstone Village Hall Committee considers the promotion of the health and safety of its volunteers and 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, volunteers committee members and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, 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 and others.

Signed

Name

Position

Date

Part 2: Organisation of Health and Safety

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

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

Name Steve Axton

Name Barbara Wilson

It is the duty of all employees, volunteers, 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 and play area, 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 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 entrance lobby.

The following persons have responsibility for specific items-

First Aid Box Jan Axton

Reporting of accidents Jan Axton

Fire precautions and checks Simon Williams

Training in hazardous substances Jan Axton

Risk assessments and inspections Jan Axton

Information to contractors Steve Axton

Information to hirers Barbara Wilson

Insurance Simon Williams

Part 3: Arrangements and Procedures

3.1 Licence

The village hall has a premises licence for the following regulated entertainment and licensable activities: Activity	Times for which the activity is licensed - Monday to Saturday	Times for which the activity is licensed - Sunday
Performance of Plays - Indoors	From 10.00 to 23.45	From 10.00 to 22.30
Performance of Live Music - Indoors	From 10.00 to 23.45	From 10.00 to 22.30
Playing of Recorded Music - Indoors	From 10.00 to 23.45	From 10.00 to 22.30
Performance of Dance - Indoors	From 10.00 to 23.45	From 10.00 to 22.30
Entertainment Similar to Music or Dance - Indoors	From 10.00 to 23.45	From 10.00 to 22.30
Indoor Sporting Event	From 10.00 to 23.45	From 10.00 to 22.30
Sale or Supply of Alcohol - On the Premises	From 10.00 to 23.30	From 10.00 to 22.30
Exhibition of a Film - Indoors	From 10.00 to 23.45	From 10.00 to 22.30
Entertainment Facilities for Making Music - Indoors	From 10.00 to 23.45	From 10.00 to 22.30

Entertainment Facilities for Dancing - Indoors	From 10.00 to 23.45	From 10.00 to 22.30
Opening Hours for Carrying Out Licensable Activities	From 09.00 to 24.00	From 09.00 to 22.30

3.2 Fire Precautions and Checks

Person on the committee with responsibility for testing and the fire risk assessment: Simon Williams

Company hired to maintain and service fire safety equipment;

Name: FirePower

Address Erif House, 127 Foxhall Road, Ipswich, Suffolk IP3 8LA

Telephone Number 01473 257627

Location of service certificate: Entrance Lobby

List of Equipment and its location Item	Test Interval	
Fire Exits	Weekly	
Exit Lighting	Weekly	
Fire Fighting Appliances	Annually	
Electrical Installation	5 Years	
Fire Alarm	Annually	

Procedure in case of accidents

The location of the nearest hospital A&E/Casualty dept is; West Suffolk Hospital, Bury St Edmunds

The location and phone number of the nearest Doctor's Surgery is; Manor Farm Surgery, Bacton; 01449 781777

The First Aid Box is located in the Kitchen

The person responsible for keeping this up to date is Jan Axton

The accident log must be retained. These must be completed whenever an accident occurs.

Any accident must be reported to the member of the committee responsible, who is; Jan Axton

The person responsible for completing RIDDOR forms and reporting on accidents is Jan Axton

Note- The following major injuries or incidents must be reported on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) 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 substances or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances 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.

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 be given information/training by the Bookings Secretary about health and 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 forms and health and safety file.

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Employees, volunteers, 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 and others.

The committee has carried out our risk assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unblocked at all times.
- 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 electric or gas appliances operating while unattended.
- Do not bring into the property any portable electric 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 8 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.
- Report any evidence of damage or faults to equipment or the building's facilities to Steve Axton on 01449 780 001.
- Report every accident in the accident book and to Jan Axton on 01449 780001.
- Be aware and seek to avoid the following risks:

- a) Creating slipping hazards on polished or wet floors, - mop spills immediately
- b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors.
- c) Use adequate lighting to avoid tripping in poorly lit areas.
- d) Risk to individuals while in sole occupancy of the building.
- e) Risks involved in handling equipment e.g. cookers, water heaters and knives.
- f) Creating toppling hazards by piling equipment e.g. In store cupboards.

Contractors

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

- The contract is clear and understood by both the contractor and the committee.
- The contractors are competent to carry out the work e.g. Have appropriate qualifications, references and 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)
- 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

The company providing the hall's Employer Liability and Public Liability Insurance cover is:-
 Hiscox Underwriting Ltd
 Broker – Commercial Services at CAS

Policy Number:

Date of Renewal: 01/04/2024

Review of Health and Safety Policy

The committee will review this policy annually. The next renewal is due in Mat 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 employees, volunteers of users.