



Froxfield Village Hall

Health and Safety Policy

This document is the Health and Safety policy of the Trustees of Froxfield Village Hall, hereinafter referred to as the 'Trustees'.

Our policy is to:

- i. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, members, visitors, hirers and any future employees.
- ii. Keep the hall premises and playing field and their facilities and equipment in a safe condition for all users.
- iii. Provide such training and information as is necessary to volunteers, users and any staff.

It is the intention of the Trustees to comply with all Health and safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations within the Hall and Field.

The Trustees consider the promotion of health and safety of all who use the premises, including contractors who may work there, to be of great importance. They recognise 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, they will seek to encourage all visitors, contractors and users and any staff to engage in the establishment and observance of safe working practices.

Any employees, contractors, visitors and users will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, 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: Kate Allen Chairman
 Angela Hiscox Booking Secretary
 On behalf of Trustees of Froxfield Village Hall

Date: 1st May 2017

1.0 Responsibilities for Health and Safety

1.1 The Trustees have overall responsibility for health and safety in the hall and for the implementation of this policy. It is the intention of the Trustees to comply with all Health and safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations on the hall and field.

1.2 All users of the facilities are expected to read this Health and safety Policy statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the site. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

1.3 It is the duty of all contractors, hirers, visitors and any staff to:

- i. take care of themselves and others who may be affected by their activities
- ii. do everything they reasonably can to prevent injury to themselves and others
- iii. co-operate with the Trustees in keeping the premises safe including the car park.

1.4 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 Chairman or 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 reported immediately to the Bookings Secretary.

1.5 Routine reviews, checks and safety inspections of safety procedures and equipment are conducted by appointed Trustees or their nominees. Further information can be obtained from the Chairman or Bookings Secretary upon request – contact details are provided in Appendix 3.

2.0 Safety Information

2.1 Fire Precautions and Checks

2.1.1 A plan of the hall showing the location of fire exits, fire extinguishers and smoke detectors is given in Appendix 1.

2.1.2 A copy of the Hall Emergency evacuation procedure is attached at Appendix 2 and is also displayed on the Hall notice-board. In addition, each group that meets regularly in the Hall may have its own evacuation procedure and fire drill procedure. A guide to the emergency arrangements is provided to all hirers and is attached at Appendix 3.

2.1.3 The service record for the fire safety equipment is available from the Bookings Secretary upon request and is also displayed on the hall notice-board.

2.2 Risk Assessments

The Trustees carry out Risk assessments annually, to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm. These risk assessments also help the Trustees to comply with the various laws and regulations contained in a wide range of legislation. Copies of the risk assessments are available from the Bookings Secretary on request.

The risk assessments, together with the actions and outcomes they may identify, are kept under review in order to aim for the lowest level of risk possible. However, the Trustees are aware that risk can never be eliminated completely. New risk assessments are carried out if new or changed circumstances are identified and are part of the Trustees' on-going commitment to safety.

3.0 SAFETY PRACTICES

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exits 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 a height until that 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) without the proper equipment.
- Do not stack chairs more than eight high.
- 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. Avoid overcrowding and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- All faults or repairs should be noted in the Maintenance Manual kept in the desk in the entrance foyer.
- Report every accident in the Incident book and to the Bookings Secretary.
- Be aware and seek to avoid the following risks:
 - _ Creating slipping hazards on steps or wet floors – mop spills immediately
 - _ Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the foyer, kitchen, main hall and storage areas
 - _ Avoiding tripping by using adequate lighting
 - _ 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

4.0 IN CASE OF ACCIDENTS

4.1 The nearest Accident and Emergency/Casualty dept. is: **QA Hospital Portsmouth PO6 3LY or Royal Surrey County Hospital Guildford GU2 7XX.**

For minor injuries only, go to **Minor injury clinic in Swan St, Petersfield GU32 3LB**

4.3 The First Aid Box is located in the kitchen drawer.

4.4 The Incident book is kept in kitchen drawer. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to the Bookings Secretary.

5.0 INSURANCE

A copy of the Employer's Liability and Public Liability Insurance certificate for the Village Hall is displayed on the hall notice board and can also be obtained from the Bookings Secretary upon request.

6.0 CONTRACTORS

Before any contractor or person on site begins any work they should:

- a) Carry out their own risk assessment
- b) Ensure they have adequate liability cover
- c) Familiarise themselves with this Health and Safety Policy.

7.0 REVIEW OF HEALTH AND SAFETY POLICY

The Trustees will review this policy annually after each AGM in April and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the Trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of Trustees' meetings.

APPENDIX 1

EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

Fire Assembly Point is in Car Park by barrier to field

IF YOU DISCOVER A FIRE:

- 1 SOUND THE ALARM BY PRESSING A FIRE CALL POINT.
- 2 IMMEDIATELY GO TO FULL EVACUATION PROCEDURES.
- 3 DIAL 999 FOR FIRE SERVICE

GIVE THIS ADDRESS: FROXFIELD VILLAGE HALL, HIGH CROSS, FROXFIELD
GU32 1EG

- 4 ALL PRESENT TO LEAVE BUILDING AND MEET ON ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED.
- 5 IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF.
- 6 ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.

IF YOU HEAR THE FIRE ALARM

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. CLOSE ALL DOORS BEHIND YOU.
3. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
4. DO NOT STOP TO COLLECT BELONGINGS.
5. DO NOT TAKE RISKS – JUST GET OUT.

APPENDIX 2

Typical Emergency Plan For The Hirer/Person Responsible.

A Caretaker is not present on the premises. As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event. Before the event you should be aware of:-

What fire protection systems are available

How people will be warned if there is a fire

What people should do if they discover a fire

How evacuation of the building should be carried out including arrangements for those identified as being especially at risk such as those with disabilities or children

Where people should assemble after they have left the building and procedures for checking everybody has evacuated the building

Arrangements for fighting a fire

How fire and rescue services and any other services will be called

Procedures for meeting the fire and rescue services on their arrival

Limitation on numbers of people

Checking all escapes are clear of obstruction

At the start of an event you should notify all present about :-

The Smoking policy

The Emergency warning whistle

Location of Exits and Escape routes

Taking only valuables to hand and not to go to collect other belongings.

Not leaving items on the floor that could cause obstruction e.g. handbags.

The location of the Assembly Point

What will happen after an evacuation

During an event, you should ensure that:-

Escape routes and Exits do not become obstructed

The no smoking policy is adhered to

No naked flames are started (unless authorised)

Rooms do not become overcrowded

Permitted numbers are not exceeded

Noise levels cannot drown out the need for emergency announcements

You are aware of the disabled call alarm in the disabled toilet

At the end of the Hiring, you should ensure that:-

The Premises are left clean and tidy and equipment is returned to its correct position / storage area.

All items brought onto the premises are taken away

All heaters including water heaters and cookers are turned off.

All electrical appliances are turned off and unplugged

All lights not required for security reasons are turned out

All internal doors are closed

All Exits to the premises are locked / secured and the key (if issued) is returned as arranged with the Booking Secretary.

The information to assist in the above is contained in the poster "Procedures for Evacuation in an Emergency" provided with the Hall's Standard Conditions of Hire which are displayed on the notice board in the hall

APPENDIX 3

Important Contact Details
(Last Updated on 1st May 2017)

Chairman: Kate Allen
Telephone: 01730 260531

Bookings Secretary: Angela Hiscox
Telephone: 01730 827066