

General Statement of Policy;

This document is the Health and Safety Policy of Southbourne 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 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.

Southbourne 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: Karen Hayes

Position: Secretary

Date: 1st November 2020.

Organisation of Health and Safety-

Southbourne Village Hall;

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

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

Name: Robert Hayes -Telephone No: 07717 811345

Email – Robert.hayes43@btinternet.com

Name: Karen Hayes -Telephone No: 07788253935

Email- Karen.hayes43@btinternet.com

Fire Precautions and Checks;

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

Roger Gowlett. Robert Hayes.

Local Fire Brigade contact name:

West Sussex Fire Authority. wsfrs@westsussex.gov.uk Phone: 01243 786211.

Chichester Fire Department, Northgate, PO19 1BD

01243 642134

Company hired to maintain and service fire safety equipment:

Name: Uni Guard Fire Protection

Downey Road

Havant

PO9 2NP Tel No: 02392470711

Location of service record: In hall on notice board.

Equipment and Testing

Emergency Lighting Test interval (monthly,)

Emergency Lighting - Annual inspection- 06/02/20

Fire fighting appliances- Annually- last inspected 17/10/19

Equipment in hall- Water x 2- CO2 x1 - Fire blanket x1

Electrical installation checks -every 5 years

Procedure in case of accidents;

- In the event of an accident, it is critical that the correct procedures are followed;
- The injured person or the first-aider to report the accident or injury to designated person giving all relevant details. Designated person to enter the detail in the accident book taking care to ascertain exactly what occurred.

The accident book/forms are kept with this file.

This must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible, who is: Karen Hayes, Robert Hayes.

The location of the nearest hospital; Accident and Emergency/Casualty department is:
St Richards, Chichester. 01243 788122

The location and telephone no. for the nearest doctor's surgery is:
Southbourne Surgery Main Road 01243 388740

The First Aid Box is located in the kitchen;

The person responsible for keeping this up to date is: **Karen Hayes**

The following persons have responsibility for specific items:

- **First Aid Box:** Karen Hayes
- **Reporting of accidents:** Robert Hayes, Karen Hayes.
- **Fire precautions and checks:** Roger Gowlett
- **Training in use of hazardous equipment:** Robert Hayes, Karen Hayes
- **Risk assessment and inspections:** Karen and Robert Hayes
- **Information to contractors:** Robert Hayes and Roger Gowlett
- **Information to hirers:** Karen Hayes, Pam Dobson
- **Insurance:** Roger Gowlett

RIDDOR**REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES REGULATIONS (2013)**

The person responsible for completing **RIDDOR forms** and reporting accidents is:
Karen Hayes.

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.

HIRES

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 also be given information/training by the booking secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolley to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
- 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 cooperate 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 Health and Safety representatives, Karen or Robert Hayes, alternatively Pam Dobson, 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 corridor, ensuring that it is not a trip hazard.
- 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).

HIRES; continued.

- Do not stack more than five chairs
- 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;

Karen Hayes

Report every accident in the accident book to:

Karen Hayes

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

Employer's Liability, Hire's Liability, Public Liability, Insurance cover, Buildings and Contents.

Name of Insurer: ZURICH

Address:

BUSINESS SERVICES AT CAS LTD

160 HADLEIGH ROAD

IPSWICH

SUFFOLK

IP2 0HH

TEL: 01473 345400 insurance@communityactionsuffolk.org.uk

Policy No: VVH 272039 2023

Date of Renewal: 10/10/2020 - 09/10/2021

Review of Health and Safety Policy.

The management committee will review this policy annually. The next review is due in November 2021

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** Station Rd E, Oxted RH8 0BT +443000031747
- **West Sussex Fire Authority.** wsfrs@westsussex.gov.uk Phone: 01243 786211.
- The local environmental health department. **HSE 01243 785166.** •

A copy of the risk assessment including the evacuation procedure, a document showing the fire exits, firefighting equipment, and assembly point, is attached to this document.