



Clarborough Village Hall
Health and Safety Policy

March 2016

This Document Must Not Be Removed
From the Village Hall

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Clarborough Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for the Management Committee members, hirers, users and other visitors.
- b) Keep the Village Hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Clarborough Village Hall Management Committee to comply with all relevant 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.

Clarborough Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work here, 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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, Health & Safety Policy Document and safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Name: David Dawson

Position: Health & Safety Officer

(On behalf of the Management Committee)

Date: March 2016

Part 2: Organisation of Health and Safety

The Clarborough Village Hall Management Committee has overall responsibility for health and safety at Clarborough Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other 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.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 the Bookings Secretary as soon as possible, so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty, a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First aid box and reporting of accidents: D Baron - Chairman

Information to contractors: G Armstrong - Treasurer

Fire precautions and related statutory checks: Chairman / Treasurer

Risk assessment and general statutory inspections: D Dawson - Health & Safety Officer

Information to hirers: M Armstrong - Bookings Secretary

Insurance: G Herdman - Management Committee Member

A plan of the Hall is attached showing the location of electricity switch room, gas boiler and gas main tap, emergency exits and fire doors and fire extinguishers.

Part 3: Arrangements and Procedures

3.1 Licence

The Hall is not licensed for the sale of alcohol or regulated entertainment

If regulated entertainment or the sale of alcohol is planned during your event, seek advice from the Bookings Secretary at the time of booking. The sale of alcohol / regulated entertainment is permitted through a Temporary Event Notice Obtainable from Bassetlaw District Council.

3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005

A plan of the Village Hall showing the fire alarm points, fire exits and fire fighting equipment is attached.

Persons with responsibility for testing fire alarm and emergency lighting and keeping log book:

Chairman & Treasurer

Local Fire Brigade Contact:

Retford Fire Station,
Wharf Road,
Retford
Nottinghamshire
DN22 6EN Telephone
01777 706607

Company hired to maintain and service fire safety equipment:

Name: ADT Security Ltd

Address: 28 Overend Road, Worksop Notts S80 1QF

Tel: 01909 474183

Location of fire service record: Metal Filing Cabinet in Switch Room

Company hired to maintain and service fire extinguishers and fire blanket:

Name: Cannon Safety Ltd.

Address: 16 Quarrydale Avenue, Sutton in Ashfield, Notts NG17 4DS

Tel: 01623 465503

Checking of Equipment, Fittings and Services

Weekly: Chairman:

Fire Alarm, First Aid Box, Accident Log Book.

Monthly: Health & Safety Officer

Emergency Exits, Internal Fire Doors, External Lights, Internal Lights, Water Boilers. Door Mats.

Monthly: Treasurer:

Emergency Lighting, Fire Extinguishers.

Statutory Periodic Servicing Requirements:

Fire Alarms – Every 6 Months - ADT Security Ltd.

Intruder Alarms – Every 12 Months - ADT Security Ltd.

Emergency Lighting – Every 12 Months - ADT Security Ltd.

Fire Door Inspections – Every 12 Months

Periodic Electrical Inspection and Testing – 5 Year Fixed Wire Test – John Collins

Gas Central Heating Boiler – Every 12 Months -Worcester Bosch Group.

Fire Extinguishers, Fire Blanket – Every 12 Months - Cannon Security Ltd.

Portable Equipment. (PAT testing) - Every 12 Months - Purple Zebra Ltd.

3.3 Procedure in case of accidents

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

Bassetlaw Hospital
Kilton Hill
Blyth Road
Worksop
S81 0BD
Tel: 01909 500990

The location and telephone number for the nearest doctor's surgery is:

Riverside Health Centre
Riverside Walk
Retford
DN22 6FB
Tel: 01777 713330

The first aid box is located in the Hall Entrance Lobby

The person responsible for keeping this up to date is: Chairman

The accident book is kept Beside the First Aid Box

This must be completed whenever an accident occurs

Any accident must be reported to the Chairman

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Regulations 1995 is the Chairman

3.4 Safety Rules

All hirers will be expected to read the whole of the hiring agreement (Booking Form and Terms and Conditions of Hire) and should sign the form as evidence that they agree to the hiring.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Particular health and safety instructions apply to Theatrical and Entertainment Events.

A Risk Assessment is carried out monthly and any risks reported to the Management Committee.

3.5 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 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 or the Electrical Engineers Code of Practice

3.6 Insurance

Company providing the Hall's Employer's Liability and Public Liability insurance cover:

Aon UK Limited, Mercury Place, 11 St George Street, Leicester, LE1 1DR

Date of renewal: November 2017.

3.7 Review of Health and Safety Policy

The Management Committee will review this Health & Safety policy annually.

The next review is due in March 2017.

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

Health and Safety Executive – www.hse.gov.uk

Retford Fire Station – Tel 01777 706607

Bassetlaw District Council – Environmental Health – Worksop – Tel 01909 533 533