

Eversden Village Hall

Health and Safety Policy

22nd January 2019



Section 1. General Statement of Policy

1.1. This document is the Health and Safety Policy of Eversden Village Hall, 4 Chapel Road, Great Eversden, CB23 1HP.

1.2. Our policy is to:

1.2.1. Provide healthy and safe conditions and equipment for those who use our village hall.

1.2.2. Provide information as necessary to users to support their healthy and safe use of the hall.

1.3. It is the intention of the Hall's Trustees to comply with relevant health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or danger arising to users.

1.4 All those who use Eversden Village Hall will be expected to recognise that there is a duty on them to comply with the practices set out in this policy, with the 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 Eversden Village Hall Trustees)

Name: ***Edwina Mullins***

Position: ***Chair***

Date: ***22/01/2019***

Section 2: Organisation of Health and Safety

2.1. The Trustees have overall responsibility for health and safety at Eversden Village Hall.

2.2. The persons delegated by the Trustees to have day to day responsibility for the implementation of this policy are the Caretakers who liaise with all hirers. If you have a concern about health and safety at Eversden Village Hall please contact the following Hall Trustee:

Edwina Mullins – 07871052544 or 01223 264902

2.3 It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises safe and healthy.

2.4. 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 person above, or the Bookings Secretary (01223 263600) 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.

2.5. A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock, boiler, First Aid and loft access.

Section 3: Arrangements and Procedures

3.1. Licence

3.1.1. The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities:

Village Hall events i.e., those events set up directly by the Village Hall committee

Activity the village hall is licensed by South Cambridgeshire District Council (SCDC) for:

- The performance of plays
- The exhibition of films
- Indoor sporting events
- The performance of live music
- The playing of recorded music
- The performance of dance
- Making music
- Dancing
- The provision of hot food/drink.

Third Party Events, i.e., those events where the facilities of the hall are hired by a third party

Activity the hall is licensed for Licence responsibility and times of use

- The performance of plays: Third party responsibility for licence
- The exhibition of films: Third party responsibility for licence
- Indoor sporting events: Third party responsibility for licence
- The performance of live music: Third party responsibility for licence
- The playing of recorded music: Third party responsibility for licence
- The performance of dance: Third party responsibility for licence
- Making music: Third party responsibility for licence
- Dancing: Third party responsibility for licence
- The provision of hot food/drink after 11pm: Third party responsibility for licence
- The sale of alcohol: Third party responsibility for TENS licence from SCDC

3.2 Fire Precautions and Checks

3.2.1. A copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, firefighting equipment and assembly point(s) is appended to this policy.

3.2.2. Trustee with responsibility for testing for the fire risk assessment: Edwina Mullins, Chair

3.2.3. Company hired to maintain and service fire safety equipment:

Chubb Fire & Security
Unit 1D, Newmarket Business Park
Studlands Park Avenue
Newmarket, Cambridgeshire CB8 7ER

Branch/Office Contact: Simon Cox

Call us on: [0344 879 1748](tel:03448791748)

Fax us on: 01638 565929

chubb.cambridge@chubb.co.uk

3.2.4 Our fire safety equipment is tested as follows:

Item	Test interval (e.g. weekly/monthly/annual)
Emergency Lighting	6 weekly
Fire alarm system	None
Fire exits	6 weekly
Firefighting appliances	Annually
Electrical inspection	3 years

3.3. Procedure in case of accidents

3.3.1. The location and telephone no. of the nearest hospital Accident and Emergency/Casualty dept is:

Addenbrooke's Hospital, Hills Road, Cambridge, CB2 0QQ

01223 217118

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

Comberton & Eversden Surgery, 33 Harlton Road, Little Eversden, CB23 1HB

01223 262579

3.3.3. The First Aid Box is located in the Hall Kitchen.

3.3.4. The accident book is kept in the first aid kit in the kitchen. This must be completed whenever an accident occurs by the person responsible for the hire.

3.4. Safety Rules

3.4.1. 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 Caretakers or Bookings Secretary 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 be shown the location of the accident book and health and safety file.

3.4.3. Our safety procedures can be downloaded from the Village Hall website and are handed to hirers with the hiring agreement, so as to draw attention to them with the following statement:

“It is the intention of Eversden Village Hall Trustees 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.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with the 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 regarding use of the hall. 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 allow children in the balcony area without close supervision.
- Do not climb on the balcony railings.
- 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 the Bookings Secretary 01223 263600. Report every accident in the accident book and make one of the Caretakers aware of the report.

3.5. Contractors

3.5.1. The Trustees will check with contractors (including self-employed persons) before they start work that:

3.5.1.1. the contract is clear and understood by both the contractors and the committee.

3.5.1.2. the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.

3.5.1.3. contractors have adequate public liability insurance cover.

3.5.1.4. contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes).

3.5.1.5. contractors have their own health and safety policy for their staff.

3.5.1.6. the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.

3.5.1.7. any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

3.6. Insurance

3.6.1. The company providing the hall's Employer's Liability and Public Liability insurance cover:

Zurich Insurance Plc

A public limited company incorporated in Ireland. Registration No. 13460. Registered Office: Zurich House Ballsbridge Park, Dublin 4, Ireland. UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

3.7. Review of Health and Safety Policy

3.7.1. The management committee will review this policy annually. The next review is due in January 2020.

3.7.2. 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