



# Fairfield Village Hall



# Health & Safety Policy

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# Health and Safety Policy for Fairfield Village Hall

## Part 1 General Statement of Policy

This document is the Health and Safety Policy of Fairfield 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 Fairfield 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.

Fairfield Village Hall Management 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 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, 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 or others.

Signed: (On behalf of the Management Committee)

Name: Conrad Palmer

Position: Chairman

Date: 7th June 2017

## Part 2: Organisation of Health and Safety

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

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

Name: Conrad Palmer  
Telephone Number: 01527 833583  
Address: 10 Pepperwood Close  
Fairfield  
Bromsgrove  
B61 9ND  
Email Address: conradpalmer@btinternet.com

Name: Conrad Palmer (Secretary)  
Telephone Number: 01527 833583  
Address: 10 Pepperwood Close  
Fairfield  
Bromsgrove  
B61 9ND  
Email Address: secretary.fvh@outlook.com

Name: Mike White (Treasurer)  
Telephone Number: 07710 536671  
Address: 24 Stourbridge Road  
Fairfield  
Bromsgrove  
B61 9LS  
Email Address: mjwhite222@gmail.com

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 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 person(s) 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 bar/cloakroom.

The following persons have responsibility for specific items:

First Aid Box:	Caretaker
Reporting of Accidents:	Caretaker
Fire Precautions and checks:	Secretary
Training in hazardous substances and equipment:	Caretaker
Risk assessment and inspections:	Chairman
Information to contractors:	Secretary
Information to hirers:	Booking Secretary
Insurance:	Treasurer

## Part 3 Arrangements and Procedures

### 3.1 Licence

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	The Hall is licensed for	Times for which the activity is licensed
a) The performance of plays	Yes	Monday to Saturday 08.00 am – 00.00 am Sunday 08.00 am – 10.50 pm
b) The exhibition of films	Yes	Monday to Saturday 08.00 am – 00.00 am Sunday 08.00 am – 10.50 pm
c) Indoor sporting events	Yes	Monday to Saturday 08.00 am – 00.00 am Sunday 08.00 am – 10.50 pm
d) Boxing or wrestling entertainment	Yes	Monday to Saturday 08.00 am – 00.00 am Sunday 08.00 am – 10.50 pm
e) The performance of live music (indoors)	Yes	Monday – Saturday 08.00 am – 00.00 am Sunday 08.00 am – 10.50 pm
f) The playing of recorded music (indoors)	Yes	Monday – Saturday 08.00 am – 00.00 am Sunday 08.00 am – 10.50 pm
g) The performance of dance (indoors)	Yes	Monday – Saturday 08.00 am – 00.00 am Sunday 08.00 am – 10.50 pm
h) Entertainment similar to those in (e) to (g) (indoors)	Yes	Monday – Saturday 08.00 am – 00.00 am Sunday 08.00 am – 10.50 pm

i) Making music (indoors)	Yes	Monday – Saturday Sunday	08.00 am – 00.00 am 08.00 am – 10.50 pm
j) Dancing (indoors)	Yes	Monday – Saturday Sunday	08.00 am – 00.00 am 08.00 am – 10.50 pm
k) Entertainment similar to those in(I) to (j) (indoors)	Yes	Monday – Saturday Sunday	08.00 am – 00.00 am 08.00 am – 10.50 pm
l) The provision of hot food/drink after 11pm	No		
m) The sale of alcohol	No		

### 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.

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

#### **Secretary**

Local Fire Brigade – Hereford and Worcester Fire & Rescue Service:

Telephone: 0845 12 24454

Company hired to maintain and service fire safety equipment:

Bryland Fire  
Unit 3  
Peartree Lane  
DUDLEY  
DY2 0QY  
Telephone: 01384 573350

Location of Service record

In filing cabinet, Boiler Room

List of Equipment and its location

	Test Interval
Residual Current Device	N/A
Fire Alarm Points	Weekly
Emergency lighting	Monthly
Fire Exits	Weekly
Fire Fighting Appliances	Annually
Electrical Installation	5 Years
Portable Appliances	2 Years



### 3.3 Procedure in case of Accidents

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

Alexander Hospital  
Woodrow Drive  
REDDITCH  
B98 7UB

Telephone: 01527 503030

**The location and telephone number of the nearest Minor Injuries Unit is:**

Princess of Wales Community Hospital  
Stourbridge Road  
BROMSGROVE  
B61 0BB

Telephone: 01527 488000

Monday to Sunday 8.00 am to 8.00 pm

**The First Aid Box is located in:**

Marked Kitchen Cupboard

The person responsible for keeping this up to date is:

**Caretaker**

The accident book/forms are kept in the First Aid cupboard. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is:

**Secretary**

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

**Secretary**

**Note- The following major injuries or incidents must be reported on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) forms:**

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

### 3.4 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 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 book and health and safety file.

The Village Hall Management Committee have carried out risk assessments, including those for hazardous substances and fire, for the Village Hall & car park that is reviewed each month, which is based on known information.

It is the intention of Fairfield 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.

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 or others.

### **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 into the property any portable electrical appliances which have not been Potable Appliance Tested.
- Do not attempt to move heavy or bulky items (eg. stacked tables or chairs) – use the trolleys provided.
- Do not stack more than ten 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 (eg 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 **Caretaker**
- Report every accident in the accident book to **Secretary**
- 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. cookers, water heaters and knives
  - Creating toppling hazards by piling equipment e.g. In store cupboards.

### **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 contractor and the committee
- The contractors are competent to carry out the work eg. 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 (eg 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 electrical current

### 3.6 Insurance

Details of the company providing the hall's Employer's Liability and Public Liability Insurance Cover:

Ansvar Insurance  
Ansvar House  
St. Leonards Road  
EASTBOURNE  
East Sussex  
BN21 3UR

Telephone: 01323 644082

Policy Number: CCP 2183804

### 3.7 Review of Health and Safety Policy

The management committee will review this policy at the first meeting after the Village Hall Annual General Meeting. The next renewal is due in June 2018.

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 or users.

### 3.8 Telephone numbers & Email addresses of organisations that can give advice on health and safety

#### **The Health and Safety Executive**

Telephone: 0300 003 1747  
Email: [advice@hse.gsi.gov.uk](mailto:advice@hse.gsi.gov.uk)

#### **Hereford and Worcester Fire & Rescue Service**

Telephone: 0845 12 24454  
Email: [info@hwfire.org.uk](mailto:info@hwfire.org.uk)

#### **The Local Environmental Health (Worcestershire Regulatory Services):**

Telephone: 01905 822799  
Email: [wrsenquiries@worcestershire.gov.uk](mailto:wrsenquiries@worcestershire.gov.uk)