

Winchelsea New Hall Charity Number 235174

Health and Safety Policy Statement dated 22 December 2015

Part 1 – General Statement of Policy

This policy applies to users of the Winchelsea New Hall, Rectory Lane, Winchelsea TN36 4AA (“the Hall”), including its external areas and the car park adjoining. It is based on the sample health and safety policy in appendix B of Village Hall Information Sheet VHI15 produced by Action with Communities in Rural England (ACRE), last revised December 2011.

It is the intention of the management committee of the Hall (“the 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.

In this document “beneficiaries” means people likely to benefit from the policy and includes all volunteers, Committee members, contractors, hirers, and persons using the Hall.

The Committee’s policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for beneficiaries and visitors;
- b) Keep the Hall and its equipment in a safe condition for all beneficiaries and visitors;
and
- c) Provide such training and information as is necessary to all beneficiaries.

The Committee considers the promotion of the health and safety of its beneficiaries to be of great importance. It 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 Committee members and other beneficiaries to engage in the establishment and observance of safe working practices.

Beneficiaries 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 Committee) __

Name Carol Scoines

Position Secretary

Date __

Part 2: Organisation of Health and Safety

The Committee has overall responsibility for health and safety at the Hall.

The person (s) delegated by the Committee to have day to day responsibility for the implementation of this policy is/are:

Name: Robert Holland
Landline: 01797 227910
Email: robertholland077@gmail.com

It is the duty of all beneficiaries and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises safe and healthy, including the grounds and car park adjoining the Hall.

Anyone using the New Hall who comes across a fault, damage or other situation which might cause injury and cannot be rectified immediately 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.

The following persons have responsibility for specific items:

First Aid box	<u>Robert Holland</u>
Reporting of accidents	<u>Robert Holland</u>
Fire precautions and checks	<u>Robert Holland</u>
Training in use of hazardous substances and equipment	<u>Robert Holland</u>
Risk assessment and inspections	<u>Robert Holland</u>
Information to contractors	<u>Robert Holland</u>
Information to hirers	<u>Donald Cameron Clarke</u>
Insurance	<u>Steve Turner</u>

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access and floor hatches

Part 3: Arrangements and Procedures

3.1 Licence

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

Activity	The Hall is licensed Yes/No	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	Yes)	
b. The exhibition of films	Yes)	
c. Indoor sporting events	Yes)	
d. Boxing or wrestling entertainment	No		
e. The performance of live music	Yes) Sundays & Weekdays	
f. The playing of recorded music	Yes) 10.30 to 22.45	
g. The performance of dance	Yes) Saturdays	
h. Entertainments similar to those in a – g		10.30 to 23.45	
i. Making music	Yes) Not permitted on	
j. Dancing	Yes) Christmas Day	
k. Entertainment similar to those in i – j	Yes)	
l. The provision of hot food/drink after 11pm	No		
m. The sale of alcohol	Yes)	

3.2 Fire Precautions and Checks

Person on the Committee with responsibility for testing for the fire risk assessment:
Robert Holland

Company hired to maintain and service fire safety equipment:

Blacklands Fire__
35 St Helens Park Road, Hastings TN34 2DN__

Tel No.: 01424 722200__

Location of service record: Chairman's file

List of Equipment and its location. For example:

Item	Test interval (e.g. weekly/monthly/annual)	Location	Service Date
Residual Current Device	Monthly	Consumer Unit	Dec 2019
Emergency Lighting	Monthly	Exit Points	Dec 2019
Fire Exits – main hall	Weekly		
Fire fighting appliances	Annually	4No in Hall / kitchen	July 2016
Electrical installation	5 years		Dec 2019

Procedure in case of accidents

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

Conquest Hospital Hastings 01424 755255

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

Rye Medical Centre 01797 223333

The First Aid Box is located in:

Kitchen

The person responsible for keeping this up to date is:

Robert Holland

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:

Robert Holland

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

Robert Holland

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

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 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 trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

Volunteers, contractors, 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 committee has carried out risk assessments. 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 (eg stacked tables or chairs) - use the trolleys provided
 - **Do not** stack more than five 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 (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 **Robert Holland**
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Report every accident in the accident book and to Robert Holland__ .

- **Be aware and seek to avoid** the following risks:
 - fi creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - fi creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - fi use adequate lighting to avoid tripping in poorly lit areas
 - fi risk to individuals while in sole occupancy of the building
 - fi risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - fi creating toppling hazards by piling equipment e.g. in store cupboards.”

Contractors

The 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

Give details of the company providing the Hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer	<u>Ansvar Insurance</u> <u>Ansvar House</u> <u>St Leonards Road</u> <u>Eastbourne BN21 3UR</u>
Telephone no of insurer	<u>01323 737541</u>
Policy No.	<u>CCP2206224</u>
Date of Renewal	<u>07/04/2016</u>

Any risks excluded or special conditions users should be aware of Trustees Indemnity cover added 27/10/15

Review of Health and Safety Policy

The Committee will review this policy annually. The next review is due in (month) March (year) 2016

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 (see Section 10 – The HSE also have regional centres whose contact details can be obtained from their telephone line).
- The Fire Authority
- The local environmental health department.