

Health and Safety Policy



Llangrove Village Hall – Updated June 2023

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Llangrove 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 **Llangrove 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.

Llangrove 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.

Health & Safety Legislation and Village Halls

Signed:  (On behalf of the Llangrove Village Hall Management Committee)

Name: Chris Harris

Position: Chair

Date: 27/06/2023

Part 2: Organisation of Health and Safety

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

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

Name: Anne Hauke

Telephone No: 01989 770861

Address: Blackberry House Llangrove Ross-on-Wye Herefordshire HR9 6EP

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 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 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:

BOILER ROOM

The following persons have responsibility for specific items:

First Aid Box: Wendy Price

Reporting of accidents: Wendy Price and Anne Hauke

Fire precautions and checks: Mike Templeman / Chris Robertson

Training in use of hazardous substances and equipment: Francesca de Monterey

Risk assessment and inspections: Chris Robertson / Mike Templeman

Information to contractors: Committee members as appropriate

Information to hirers: Nigel Winters

Insurance: Mike Visser

A plan of the hall is on the main hall notice board showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access play area etc.

Part 3: Arrangements and Procedures

3.1 Licence

The village hall has a Premises License 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	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		
f. The playing of recorded music	Yes		
g. The performance of dance	Yes		
h. Entertainments similar to those in a – g	Yes		
i. Making music	Yes		
j. Dancing	Yes		
k. Entertainment similar to those in i – j	Yes		
l. The provision of hot food/drink after 11pm	No		
m. The sale of alcohol	No		

3.2 Fire Precautions and Checks

Fire risk assessment undertaken June 2023 - stored in file in kitchen

Notice regarding Fire Instructions and location of emergency exits, fire exits, and fire fighting appliances is displayed on LVH notice board in hall entrance

Fire Procedure

- All Hirers are given a copy of the LVH “Fire Instructions”
- It is the Hirer’s responsibility to ensure their Group is aware of LVH fire procedure

Person on the management committee with responsibility for testing for the fire risk assessment:
Chris Robertson / Mike Templeman

Local Fire Brigade contact name: Whitchurch Fire Station, Ross-on-Wye, HR96DB

Fire Brigade contact tel: 01432 347049 / 08451 224454

Company hired to maintain and service fire safety equipment:

Name: Herefordshire Fire Protection Services Ltd.

Address: Unit 12, Mortimer Trading Centre, Mortimer Road, Hereford, HR4 9SP

Tel No: 01432 269094

Location of service record: Health and Safety Folder

List of Equipment and its location

Item	Test Interval	Location	Service Date
Residual Current Device	Monthly	Entrance Hall	See Health and Safety Folder – record sheets
Emergency Lighting	Monthly	By Exits/Toilets	See Health and Safety Folder - record sheets
Fire Exits– main hall	Weekly	See Plan	See Health and Safety Folder - record sheets
Fire fighting appliances	Annually	See Plan	See Health and Safety Folder - record sheets
Electrical installation	1/3/5 years	See Plan	See Health and Safety Folder - record sheets

Procedure in case of accidents

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

The County Hospital, Stonebow Road, Hereford, HR1 2ER Tel 01432 355444

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

Monmouth: Dixton Road Surgery, New Dixton Road, Monmouth NP25 3PL Tel 01600 712152

Ross on Wye: Pendeen Surgery, Kent Ave., Ross-on-Wye HR9 5AH Tel 01989 763535

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

The person responsible for keeping this up-to-date is: **Wendy Price**

The Accident book/Forms are kept in the accident Report Forms Folder File in the kitchen. This must be completed whenever an accident occurs. Following discussion at LVH committee meetings, completed forms are removed and stored securely

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

The person responsible for **completing RIDDOR forms** and reporting accidents is: **Anne Hauke / Wendy Price**

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.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed as a separate sheet on coloured paper, which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

It is the intention of **Llangrove 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, 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 (e.g. 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: **Any**

committee member / Booking Clerk

- **Report** every accident in the accident book to: **Any Committee member / Booking Clerk for discussion by committee**

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 **Llangrove 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

Details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name of Insurer: Zurich - Information held by Mike Visser Treasurer LVH

Address: Zurich Insurance plc, the Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire, PO15 7JZ

Policy No: XAO 1220691663

Date of Renewal: March 2024

Any risks excluded or special conditions users should be aware of:

Review of Health and Safety Policy

The Llangrove Village Hall Management Committee will review this policy annually.

Date of next review: June 2024

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