

# *Witcham Village Hall Management Committee*



## **HEALTH AND SAFETY POLICY**

### **Witcham Village hall Management Committee aims 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 Witcham 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. Witcham 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.

Signed: (On behalf of the Management Committee) \_\_\_\_\_

Name Joy Walker

Position Chairperson

Date 10<sup>th</sup> November 2009

### **Organisation of Health and Safety**

The Witcham Village Hall Management Committee has overall responsibility for health and safety at Witcham Village Hall. The person(s) delegated by the management committee to have day-to-day responsibility for the implementation of this policy are:

Name: Joy Walker

Telephone No: 01353 778657

Address: 22 High Street, Witcham, Cambs CB6 2LQ

Name: Judy Phillips

Telephone No: 01353 778363

Address: 21 The Slade, Witcham Cambs CB6 2LA

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 persons above, or the Bookings Secretary, Sharon Richardson Tel: 07880778278, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice will be placed on it warning that it is not to be used.

The following persons have responsibility for specific items:

First Aid box: Frances Mydatt

Reporting of accidents: Frances Mydatt

Fire precautions and checks: John Wells

Training in use of hazardous substances and equipment: Ashley Bamforth

Risk assessment and inspections: Joy Walker, Judy Phillips, Ashley Bamforth

Information to contractors: Sharon Richardson

Information to hirers: Sharon Richardson

Insurance: Judy Phillips

## **Arrangements and Procedures**

License

The village hall has a Premises License authorizing the following regulated entertainment and licensable activities at the times indicated

Activity	Days	Start time for which the activity is licensed	End time for activity
Provision of live music	Tues - Fri	10.00	23.30
	Sat & Mon	10.00	00.00
	Sun	10.00	23.00
00.00Provision of recorded music or dance performance	Mon - Sat	10.00	00.00
	Sun	10.00	23.00
Other performances	Mon – Fri	10.00	23.30
	Sat	10.00	00.00
	Sun	10.00	23.30
Dancing or making music	Mon – Thur	10.00	23.30
	Fri – Sat	10.00	00.00
	Sun	10.00	23.00
Other functions ( not performance)	Mon - Thur	10.00	23.30
	Fri & Sat	10.00	00.00
	Sun	10.00	23.00
Sale of Alchohol	Mon - Sat	19.00	23.30
	Sun	19.00	10.30
Sale of alchohol on Xmas & New Years Eve	24 Dec	19.00	00.30
	31 Dec	19.00	00.30

## **Fire Precautions and Checks**

- A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock – Appendix A
- Evacuation procedure including the location of the nearest telephone and a map showing and assembly point(s). – Appendix B
- See Risk assessment – Appendix C

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

### **Local Fire Brigade contact name:**

**Cambridgeshire Fire and Rescue Service  
In an emergency call 999**

Companies hired to maintain and service fire safety equipment:

Name: GBES

Address: Unit 12, The Dock Business Park, Ely. Cambs CB7 4GS

Tel No.: 01353 666831

Name Fenland Fire Appliance Co

Address: Unit 4, Grassgate Lane, Lynn Road, Wisbech, Cambs PE14 7AN

Tel No: 01945 582358

Location of service record: 21 The Slade, Witcham Cambs CB6 2LA

List of Equipment and its location.

<b>Item</b>	<b>Test interval (e.g. weekly/monthly /annual)</b>	<b>Location</b>	<b>Service Date</b>
Residual Current Device	Yearly		<b>17.12.08</b>
Emergency Lighting	Quarterly	<b>Main hall kitchen</b>	<b>See Fire Check record sheet</b>
Fire Exits – main hall	Quarterly	<b>Fire door Main door Kitchen?</b>	<b>See Fire Check record sheet</b>
Fire fighting appliances	Annually	<b>Main hall</b>	<b>17.12.08</b>
Electrical installation	Yearly		<b>17. 12 08</b>

## **Procedure in case of accidents**

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

**Princess of Wales Hospital Ely,  
Doddington Community Hospital  
Hinchingsbrooke Hospital, Huntingdon,  
Addenbrooke Hospital, Cambridge**

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

**Priorsfield Fields Surgery  
24, High Street Sutton  
Tel: 01353 778208**

**The First Aid Box is located in: Signed cupboard in the kitchen**

The person responsible for keeping this up to date is: Frances Mydatt

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: Frances Mydatt

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

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.

## **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/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.

It is the intention of Witcham 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 minimize 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 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 (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 **Sharon Richardson**
- **Report** every accident in the accident book to **Frances Mydatt**
- **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 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**

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

Name and address of insurer Allianz

57, Ladymead, Guilford, Surrey PU1 1DB

Telephone no of insurer 0845600 1682 ( A'ON)

Policy No. AV/41817

Date of Renewal 5<sup>th</sup> November 2009

### **Review of Health and Safety Policy**

The management committee will review this policy annually. **The next review is due in November 2009.** 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.