

Snitterfield Village Hall

Registered Charity No: 523001

Health & Safety Policy

1. General Statement of Policy

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

Snitterfield Village Hall Management Committee and Trustees 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, to familiarise themselves with the risk assessments and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Date Policy Implemented: 28.3.2022

Reviewed by:

Date:

18/10/23

2. Organisation of Health and Safety

Snitterfield Village Hall Management Committee & the Trustees has overall responsibility for health and safety at Snitterfield Village Hall.

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

Name: HILARY SCHMIDT-HANSEN

Telephone No: 01789 731246

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Address: 1 THE GABLES
SMITHS LANE
SNITTERFIELD CV37 0JZ

Name: TANYA POTTER

Telephone No: 0770 462 7897

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Address: THE WHITE HOUSE
SNITTERFIELD STREET
HAMPTON LUCY CV35 8AX

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 store cupboard or kitchen.

The following persons have responsibility for specific items:

First Aid Box: HILARY SCHMIDT-HANSEN

Reporting of accidents: HILARY SCHMIDT-HANSEN

Fire precautions and checks: HILARY SCHMIDT-HANSEN

Risk assessment and inspections:

SNITTERFIELD VILLAGE HALL MANAGEMENT COMMITTEE & SNITTERFIELD PARISH COUNCIL

Information to contractors: HILARY SCHMIDT-HANSEN

Information to hirers: SHARON AUST

Insurance: SNITTERFIELD PARISH COUNCIL

3. Arrangement and Procedures

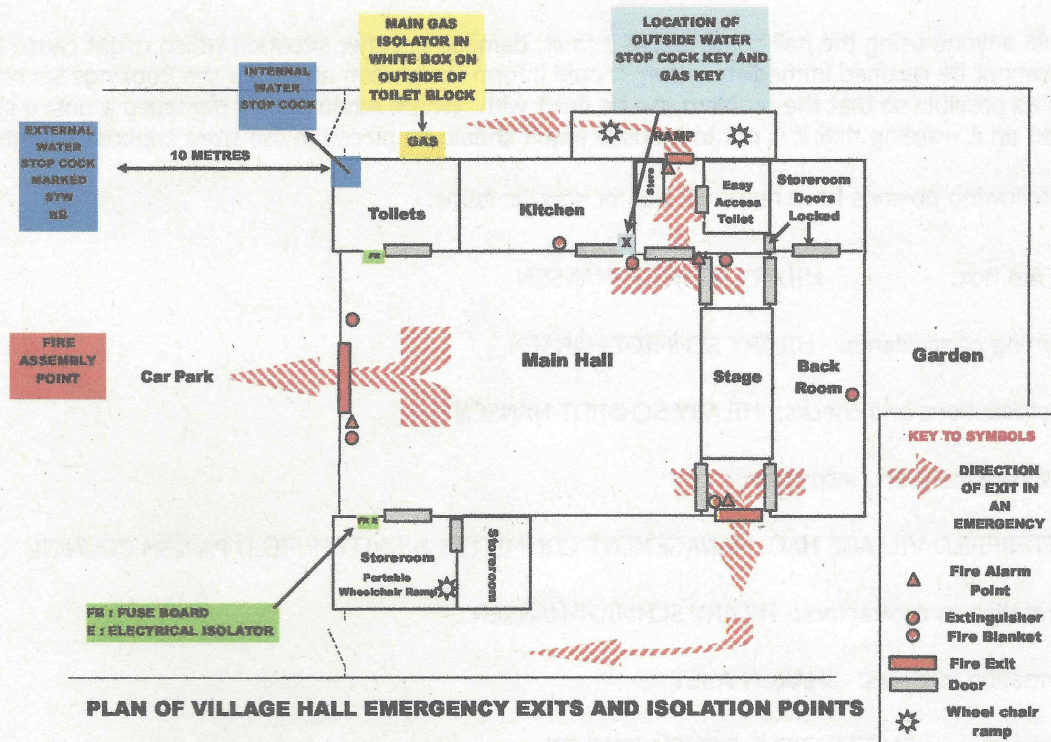
3.1 License

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	Indicate activities to take place at your event
a. The performance of plays	Yes	10am -12.00 midnight Monday - Saturday 10am - 10pm Sunday	
b. The exhibition of films	Yes		
c. The performance of live music	Yes		
d. The playing of recorded music	Yes		
e. The performance of dance	Yes		
f. The sale of alcohol	No		A TEN must be obtained from Stratford District Council to sell alcohol at an event

3.2 Fire Precautions and Checks

The Fire risk assessment can be found with the Health & Safety Policy in the kitchen of the hall. The Fire Risk assessment layout plan of the hall is shown below, and in the village hall, showing the location of gas isolator box, fire exits, fire extinguishers, fuse boards, stop cock, boiler, fire assembly point:



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

HILARY SCHMIDT-HANSEN

Local Fire Brigade contact name: BEN BROOKS, Chief Fire Officer

Fire Brigade contact tel: 01926 423231

Company hired to maintain and service fire safety equipment:

Name: GLA SYSTEMS

Address: 18 Lawnswood Avenue, Burntwood, Staffordshire, WS7 4YD

Tel No: 01543 675574

Location of service record: Included in H & S file

Frequency of tests:

Item	Test interval (e.g. weekly, monthly, annual)
Emergency Lighting	Weekly
Fire Exits & Smoke Alarms	Weekly
3 hourly Emergency Light Test	Annually
Electrical installation	5 yearly
PAT testing	Annually

Procedure in case of accidents

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

WARWICK HOSPITAL, LAKIN ROAD, WARWICK CV34 5BW Tel: 01926 495321

The First Aid Box is located in: **The labelled Kitchen cupboard**

The person responsible for keeping this up-to-date is: HILARY SCHMIDT-HANSEN

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

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

HILARY SCHMIDT-HANSEN

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

TANYA POTTER

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 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 eight 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:

Report every accident in the accident book to:

SHARON AUST (Bookings 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 (keep doors locked when working alone)

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 of Insurer: Ansvar Insurance

Address: Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR

Policy No: CCP2380296

Date of Renewal: 31.5.24

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

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Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due:

Month OCTOBER 2023

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 has regional centres whose contact details can be obtained from their telephone line).

19 RIDGEWAY,
9 QUENTIN BUSINESS PARK,
QUENTIN,
BIRMINGHAM.
B32 1AL

The Fire Authority. 01926 423231

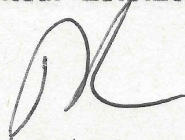
The local environmental health department.

STRATFORD DISTRICT COUNCIL
ELIZABETH HOUSE
CHURCH STREET
STRATFORD UPON AVON
CV37 6HX

01789 267575

Date Policy Implemented: 28.3.2022

Reviewed by:



Date:

18/10/23