

Olveston Parish Hall Health and Safety Policy

Part 1 General Statement of Policy

This document is the Health and Safety Policy of Olveston Parish 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 parish 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 Olveston Parish 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.

Olveston Parish 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

Position

Date

Part 2: Organisation of Health and Safety

The Olveston Parish Hall Management Committee has overall responsibility for health and safety at Olveston Parish Hall.

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

Name : Mark Bunyan

Telephone Number : 01454 613761

Address : Field Cottage, Tockington.

Email Address : enquiries@olvestonparishhall.co.uk

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 cooperate 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 utility room or office.

The following persons have responsibility for specific items:

First Aid Box : Linda Chappell

Reporting of Accidents : Mark Bunyan

Fire Precautions and checks : Mark Bunyan.

Training in hazardous substances and equipment : N/A

Risk assessment and inspections : Mark Bunyan

Information to contractors : committee member engaging with contractor

Information to hirers : Booking Secretary

Insurance : Linda Chappell

A plan of the Hall is attached showing the location of relevant safety items such as electricity cables, gas pipes, fire exits, fire extinguishers, fuse box or distribution board, stop cock, boiler and stairs.

Part 3 Arrangements and Procedures

3.1 Licence

The village hall has a Premises Licence (No: SGC/044977) authorising the regulated entertainment and licensable activities as indicated in the license displayed in the hall lobby.

3.2 Fire Precautions and Checks

A copy of the evacuation procedure and a map showing the fire exits, fire-fighting equipment and assembly point(s) will be displayed in the hall at all times.

The person on the management committee with responsibility for testing for the fire risk assessment is Mark Bunyan.

Company hired to maintain and service fire safety equipment:

Name: JNC / Walker Fire UK Ltd

Address Ashley Trading Estate, Ashley Parade, Bristol BS2 9XS

Phone:0117 941 3403

Local Fire Brigade contact name : Thornbury Fire Station

Fire Brigade Contact telephone no. Local Area Officer - 0117 9262061

List of Equipment and its location:

Item	Test Interval	Location	Responsibility
Fire Alarm	Monthly	Lobby	Mark Bunyan
Emergency Lighting	Monthly	See plan	Mark Bunyan
Fire Exits	Monthly	See plan	Mark Bunyan
Fire Fighting Appliances	Annually	See plan	Mark Bunyan
Portable Appliances	Annually	Throughout	Rod Offer
Gas Safety	Annually	Boiler Room, Kitchen & Utility Room	Rod Offer
Electrical Installations	5 Years	Throughout	Rod Offer

Location of Service record is in the lobby area next to the fire alarm.

The location of the nearest hospital Accident Emergency/Casualty dept. is displayed in the hall emergency information in the kitchen and is Southmead Hospital.

The location and telephone number of the nearest doctor's surgery is displayed in the hall emergency information in the kitchen and is Almondsbury Health Centre (01454 613161)

The First Aid Box is located in the kitchen.

The person responsible for keeping this up to date is Linda Chappell.

3.3 Accident and Incident Reporting

Accident reporting forms are used to record all cuts, bumps, falls etc. as well as more serious accidents and are available in the accident/incident folder kept in the main kitchen.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought

- the name of the person who dealt with the incident.

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident for the attention of The Committee. Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should record all details for the attention of The Committee.

The person responsible for completing RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) forms and reporting on accidents is: Mark Bunyan.

Note: 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 substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances 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.

3.4. Safety Rules for Hirers

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 (eg 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 Booking Secretary will draw hirers attention to the attached health and safety statement which will be kept in the information pack at the hall along with the responsibilities of the hirer to conduct their own risk assessment and nominate a responsible person to instigate and if necessary assist in an emergency evacuation from the building.

3.5. Safety Rules for 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 current regulations of the institute of Electrical Engineers.

3.6. Insurance

The hall's Employer's Liability and Public Liability Insurance Cover shall be displayed in the front lobby of the hall. The current details are as follows:

Name and address of insurer: Ansvar, Ansvar House, 31 St. Leonards Road, Eastbourne, East Sussex BN21 3UR

Telephone No. of Insurer : 01323737541

Policy number : CCP2205100

Date of Renewal : 22 Feb 2017

4. Review of Health and Safety Policy

The management committee will review this policy annually. The next renewal is due in (month/year).

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.

Health & Safety Information for people hiring Olveston Parish Hall

It is the intention of Olveston Parish 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.

Although the Committee has carried out risk assessments, hirers should conduct their own risk assessments and ensure a responsible person is nominated to instigate and if necessary assist in an emergency evacuation from the building. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are kept clear at all times
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- If your event is at night and you have people using the car park please ensure the lighting is switched on (time switch in meeting room/pre-school cloakroom to the left of the side entrance)
- Do not work on steps, ladders or at height until they are properly secured and another person is present. Instructions on safe use of the ladder are on the ladder.
- The RCDs for the power are located in the meeting room/pre-school lobby to the left of the side entrance in a labelled cupboard.
- Do not leave portable electrical operating while unattended.
- It is responsibility of the user to ensure any appliance brought into the hall are safe to use.
- Do not attempt to move heavy or bulky items (eg. stacked tables or chairs) – use the trolleys provided.
- Do not stack more than seven chairs (black stacking).
- Do not leave trailing electrical cables loose so as to create a trip hazard.
- Do not stack items at height in way that may risk them falling.
- 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 overcrowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or the building's facilities to the Booking Secretary
- Report every accident in the accident book (in kitchen) and to the booking secretary.
- Be aware and seek to avoid the following risks:
 - (a) Creating slipping hazards on stairs, polished or wet floors, mop spills immediately
 - (b) Creating tripping hazards with buggies, mops and other items left in halls and corridors
 - (c) Use adequate lighting to avoid tripping in poorly lit areas
 - (d) Risk to individuals while in sole occupancy of the building
 - (e) Risks involved in handling kitchen equipment eg cookers and knives
 - (f) Creating toppling hazards by piling equipment eg. In store cupboards or on high shelves.