

KILHAM VILLAGE HALL

HEALTH AND SAFETY POLICY

January 2020

Health and Safety Policy

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Kilham Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Association Committee members, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Association Committee members, hirers, users and other visitors.

It is the intention of Kilham Village Hall Association Committee to comply with all relevant 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.

Kilham Village Hall Association Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Association 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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.

Name: Jennifer Walker

Position: Chairman

(On behalf of the Kilham Village Hall Association Committee)

Date: January 2020

Part 2: Organisation of Health and Safety

The Kilham Village Hall Association Committee has overall responsibility for health and safety at Kilham Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Association Committee in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 Chairman or the Bookings Secretary, as soon as possible, so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: Treasurer

Reporting of Accidents: Chairman

Fire precautions and checks: Chairman

Risk Assessment and Inspections: Chairman

Information to contractors : Chairman

Information to hirers: Booking Clerk

Insurance: Chairman

A plan of the hall is attached showing the location of main electricity consumer board, emergency exits and fire doors, and fire extinguishers. A carbon monoxide detector and warning system has been installed in the main hall between the wall heaters, in the kitchen by the gas heater and in the small meeting room by the gas heater.

Part 3: Arrangements and Procedures

3.1 Licence

The hall is licensed for music, singing and dancing by East Riding of Yorkshire Council.

The sale of alcohol is permitted through a Temporary Event Notice.

3.2 Fire Precautions and Checks

The Association Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is attached. The nearest telephone is located at the bottom of the church path.

Person with responsibility for testing equipment and keeping log book: Chairman

Local Fire Brigade Contact: Humberside Fire and Rescue Service, Community Protection Unit, New Walkergate, Beverley HU17 9EQ. Tel No. 0844 3715537

Company hired to maintain and service fire safety equipment:

Name: Fire Protection Supplies Ltd

Address: Unit 11, Enterprise Park, Beck View Road, Beverley HU17 0JT

Telephone: 01482 881515

Location of service record: Cupboard above fridge

Checking of Equipment, Fittings and Services

Weekly: Door mats and stops, clocks, toilets, water heaters, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, water boilers and fire alarm.

Monthly: First Aid Box, ladders and steps, locks and sockets

Half Yearly: Diffusers, window cleaning, outside gutters,

Yearly: Fire extinguishers, electrical certificate, gas heaters and gas testing.

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is Scarborough Hospital, Woodlands Drive, Scarborough, YO12 6QL Tel: 01723 368111

The location and telephone number for the nearest doctor's surgery is Park Practice, 6 Eastgate North, Driffield YO25 6EB. Tel: 01377 272747

The First Aid Boxes are located in the kitchen and in the meeting room.

The person responsible for keeping this up to date is the Treasurer.

The accident book is kept in the kitchen. This must be completed whenever an accident occurs.

Any accident must be reported to the Chairman of the Association Committee. The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman.

3.4 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.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Particular health and safety instructions apply to Theatrical and Entertainment Events.

3.5 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 or the Institute of Electrical Engineers Code of Practice

3.6 Insurance

Company providing the hall's Employer's Liability and Public Liability insurance cover:

Aviva : Policy no. VH 88/0047440/BS71175

Date of renewal: 23 November 2021

3.7 Review of Health and Safety Policy

The Association Committee will review this policy annually. The next review is due in January 2021.

3.8 Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive, The Lateral, 8 City Walk, Leeds LS11 9AT Telephone: 0113 2834382

Humberside Fire and Rescue, New Walkergate, Beverley HU17 9EQ Telephone: 0844 3715537

East Riding of Yorkshire Council Environmental Health, County Hall, Beverley HU17 9BA Telephone: 01482 393939