

**Health and Safety Policy**

**Bradwell War Memorial Hall**

1/31/2016

Linda Granger

## Health and Safety Policy

### Contents

Health and Safety Policy .....	1
Part 1 - General Statement of Policy.....	2
Part 2: Organisation of Health and Safety .....	3
Part 3: Arrangements and Procedures.....	4
3.1 Licence.....	4
3.2 Fire Precautions and Checks .....	4
3.3 Procedure in case of accidents .....	4
3.4 Safety Rules.....	5
3.5 Contractors.....	5
3.6 Insurance.....	5
3.7 Review of Health and Safety Policy.....	6
Site Plan .....	7

## Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Bradwell War Memorial Hall.

Our policy is to:

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

It is the intention of Bradwell War Memorial Hall Management 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 activities and operations taking place in the facility.

Bradwell War Memorial Hall Management Committee considers the promotion of health and safety for 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, 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: Paul Downing

Position: Chairman

(On behalf of the Management Committee)

Date: January 2016

## Part 2: Organisation of Health and Safety

The Bradwell War Memorial Hall Management Committee has overall responsibility for health and safety at Bradwell War Memorial 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 Management Committee in keeping the premises safe.

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 discover a fault, or damage or encounter any other situation which might cause injury and which cannot be rectified immediately, they must inform the Hall Manager or Secretary as soon as possible so that the problem can be remedied.

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 Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

- First Aid box: Secretary
- Reporting of Accidents: Chairman/Hall Manager
- Fire precautions and checks: Hall Manager
- Risk Assessment and Inspections: Hall Manager
- Information to contractors : Hall Manager
- Information to hirers: Hall Manager
- Insurance: Treasurer

A plan of the hall is attached showing the location of the electricity switch room, gas boiler and gas main isolating valve, emergency exits and fire doors, and fire extinguishers.

A carbon monoxide detector and warning system has been installed in the rear entrance Hall.

## Part 3: Arrangements and Procedures

### 3.1 Licence

The hall is licensed by Derbyshire Dales District Council for music, singing and dancing.

The sale of alcohol is permitted via a Temporary Event Notice, which must be applied for by the Hirer. The Management Committee must be informed of the requirement as a limited number of these notices are available for the hall.

Performing Rights Society Music Certificate – **xxxxx**

### 3.2 Fire Precautions and Checks

The Management 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. **(Appendix XXX)**

Person with responsibility for testing equipment and keeping log book: Hall Manager

Local Fire Brigade Contact: Call 999

Company hired to maintain and service fire safety equipment:

Name: xxx

Address: xx

Location of service record: With the Hall Manager

Checking of Equipment, Fittings and Services:

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

Monthly: First Aid Box, ladders and steps, locks and electrical outlets.

Half Yearly: Diffusers, window cleaning, external guttering.

Yearly: Fire extinguishers, electrical certificate, gas boiler.

### 3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is Northern General Hospital, Herries Rd, Sheffield, South Yorkshire S5 7AU Phone: 0114 243 4343

The location and telephone number for the nearest doctor's surgery is:

Evelyn Medical Centre, Marsh Ave, Hope, Hope Valley, Derbyshire S33 6RJ

The First Aid Box is located in the kitchen cupboard and is clearly marked.

The person responsible for keeping the First Aid Box up to date is the Secretary

Accident forms are kept in the Cupboard with the First Aid Box. These must be completed whenever an accident occurs.

Any accident must be reported to the Chairman of the Management Committee or the Hall Manager.

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 operational for all public entertainment.

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

A Risk Assessment is carried out Quarterly and any risks reported to the Management Committee.

### **3.5 Contractors**

The Management Committee will verify 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. they have appropriate qualifications, references and 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 requested and is to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations or to the Institute of Electrical Engineers Code of Practice.

### **3.6 Insurance**

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

Price Waterhouse Cooper : Policy no. P010907

Date of renewal: 22 July 2016

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

The Management Committee will review this policy annually. The next review is due in July 2016.

Telephone number of organisations which can give advice on health and safety:

Health and Safety Executive, Tel 0300 003 1747 during office hours - 8.30 am to 5.00 pm, Monday to Friday, Wednesday 10.00 am to 5.00 pm, and a call handler will complete the form for you.

## **Site Plan**