

PAUNTLEY VILLAGE HALL HEALTH AND SAFETY POLICY

General Statement of Policy

This document is the Health and Safety Policy of Pauntley Village Hall. Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members and hirers.
- b) Keep the village hall and equipment in a safe condition for user.
- c) Provide such training and information as is necessary for volunteers and users.

It is the intention of Pauntley Parish Council (as Sole Trustee) 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.

Pauntley Parish Council (as Sole Trustee) considers the promotion of the health and safety of those who use the premises, including contractors who may work there, to be of great importance. They recognise that the effective prevention of accidents depends as much on a committee attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, they will seek to encourage committee members and users to engage in the establishment and observations of safe working practices.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Parish Council, 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 Pauntley Parish Council)

.....

Name:

Position: Chairman of Pauntley Parish Council

Date:

Organisation of Health and Safety

Pauntley Parish Council has overall responsibility for health and safety at Pauntley Village Hall.

The person delegated by the Parish Council to have day-to-day responsibility for the implementation of this policy is:

Name: **Lesley Harding**

Telephone Number: **01531 822315**

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 Parish Council 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.

The following persons have responsibility for specific items:

First Aid Box: **Lesley Harding**

Reporting of accidents: **Lesley Harding**

Fire precautions and checks: **Lesley Harding**

Training in use of hazardous substances and equipment: **Clerk to the Parish Council**

Risk assessment and inspections: **Lesley Harding**

Information to contractors: **Clerk to the Parish Council**

Information to hirers: **Annie Gray**

Insurance: **Clerk to the Parish Council**

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box and stop cock.

Arrangements and Procedures

1. Licence

The village hall has a Premises Licence authorising certain regulated entertainment and licensable activities as indicated on the schedule displayed on the notice board.

2. Fire Precautions and Checks

A plan showing fire exits, fire equipment and assembly points is attached.

The person responsible for the fire risk assessment is:

Name: **Lesley Harding**

Fire brigade contact: **999 (in case of emergency)**

Company hire to maintain and service fire equipment:

**Dean Magna Services, Yew Tree Cottage, Bridge Road, Harrow Hill, Drybrook,
Glos. GL17 9JT. Tel: 01594 542058**

Location of service record: **Internal hall notice board**

Equipment and its location is as follows:

| Item | Test interval | Service date |
|--------------------------|------------------|--------------|
| Residual current device | Monthly | |
| Emergency lighting | Monthly | |
| Fire exits | Monthly | |
| Fire fighting appliances | Annually | |
| PAT testing | Annually | |
| Electrical installation | Every five years | |
| | | |

3. Procedure in Case of Accidents

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

Gloucestershire Royal Hospital

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

Holts Health Centre, Newent. Tel: 01531 820689

The person responsible for keeping this up to date is:

Lesley Harding

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

Any accident or near-miss incident must be reported to the member of the parish council responsible, who is:

Lesley Harding

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

Lesley Harding

The following major incidents or accidents 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:

1. Electrical short circuit or overload causing fire or explosion
2. Unintended collapse of a building under construction or alteration, or a wall or floor
3. Explosion or fire

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. All new hirers will also be given information on the website and, if appropriate, 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.

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.

Risk assessments have been carried out, including a fire risk assessment. Any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk are posted on the Parish Council website. 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 (eg stacked tables or chairs) – move these singly or in small batches
- **Do not** stack more than five 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 any member of the Committee.
- **Report** every accident in the accident book and to **Lesley Harding**
- **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

5. Contractors

The Parish Council 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

6. Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, E. Sussex, BN21 3UR.
Tel: 01323 737541

Policy No: UK CCP 2209681. Renewal date: 11 July 2023

Any risks excluded or special conditions users should be aware of: **None**

7. Review of Health and Safety Policy

The Parish Council will review this policy annually. The next review is due in

April 2024

Reviewed: 15th May 2023

