

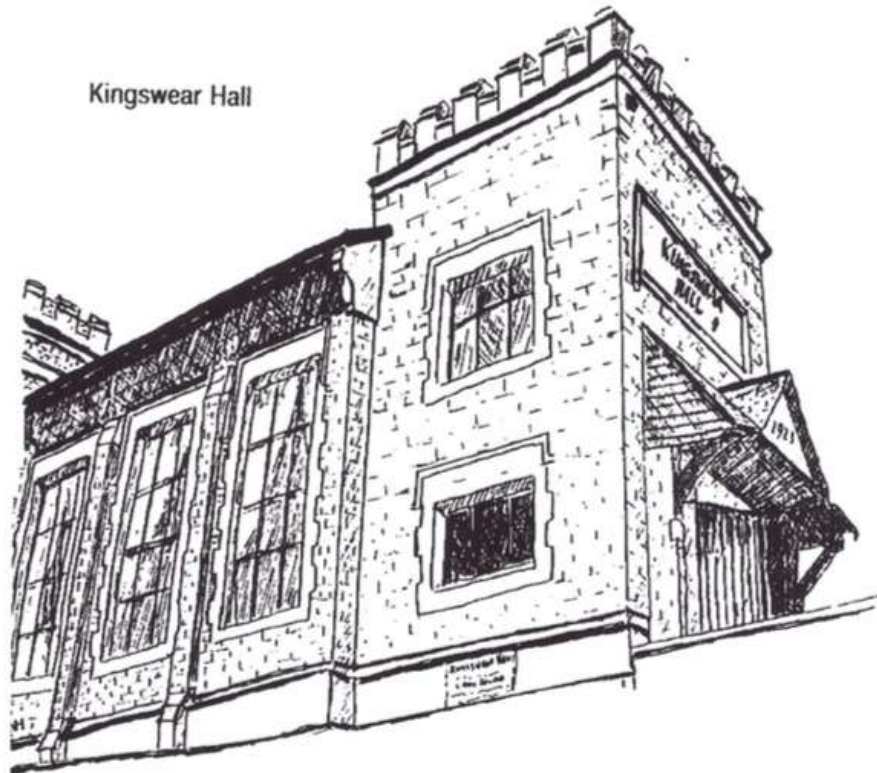
# KINGSWEAR VILLAGE HALL

Registered Charity Number

203485

## HEALTH AND SAFETY POLICY

Kingswear Hall



Prepared by: Hilary Bussell

Date: 06/05/2017

## **1. Part 1 – General Statement of Policy**

- 1.1 This document is the Health and Safety Policy of Kingswear Village Hall, our policy is to:
  - a) Provide healthy and safe working conditions, equipment and systems of work for Management 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 Management Committee members, hirers, users and other visitors.
- 1.2 It is the intention of Kingswear Village 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 its activities and operations.
- 1.3 Kingswear Village Hall Management 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 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.
- 1.4 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.
- 1.5 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.

## 2. Part 2 – Organisation of Health and Safety

- 2.1 The Kingswear Village Hall Management Committee has overall responsibility for health and safety at Kingswear Village Hall and takes day-to-day responsibility for the implementation of this policy.
- 2.2 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 and healthy.
- 2.3 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.
- 2.4 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.
- 2.5 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.
- 2.6 The following persons have responsibility for the specific items. Section 5 gives further details.

First Aid box	Chairman
Reporting of Accidents	Secretary
Fire precautions and checks	Chairman
Risk Assessment and Inspections	Chairman
Information to contractors	Chairman
Information to hirers	Booking Clerk
Insurance	Honorary Treasurer

- 2.7 A plan of the hall is attached showing the location of electricity switches, boiler room, emergency exits, fire doors and fire extinguishers. A carbon monoxide detector and warning system has been installed in the Lower Hall.

### **3. Part 3 – Arrangements and Procedures**

#### **3.1 License**

- 3.1.1 The hall is licensed for music, singing and dancing as governed by the conditions of the Public Entertainment Licence, a copy of which is on display in the hall.
- 3.1.2 The property is NOT licensed for the SALE of alcoholic drinks. The HIRER is responsible for acquiring an appropriate licence.

#### **3.2 Fire Precautions and Checks**

- 3.2.1 The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- 3.2.2 A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is attached. The nearest telephone box is located by the Kingswear Post Office, near to the Lower Ferry slip.
- 3.2.3 Person with responsibility for testing equipment and keeping log book: Chairman /Vice Chairman
- 3.2.4 Local Fire Brigade Contact: Devon & Somerset Fire & Rescue Service. The Knowle. Clyst St George, Exeter .01392 872 200(24 hrs) Dial 999 in emergencies.
- 3.2.5 Company hired to maintain and service fire safety equipment:
  - Name: Chubb Fire & Security Ltd
  - Address Littleton Road, Ashford, Middlesex, TW15 1TZ
  - Location of service record: Main foyer
- 3.2.6 Checking of Equipment, Fittings and Services
  - Weekly: Door mats and stops, clocks, toilets, water heaters, stage, accident book, outside lights, emergency lighting, fire doors, all lights, dishwasher, torch, 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, oil boiler

### **3.3 Procedure in case of accidents**

- 3.3.1 Location of the nearest hospital Accident and Emergency/Casualty department is:

Torbay Hospital, Cadewell Lane, Torquay TQ2 7AA : Tel 01803 654003. In emergency dial 999.

- 3.3.2 Location and telephone number for the nearest doctor's surgery is:

Dartmouth Medical Practice, 35 Victoria Rd, Dartmouth TQ6 9RT.  
Tel:01803 8322212.

- 3.3.3 The First Aid Box is located in the kitchen of Main Hall and in kitchen of Lower Hall. The person responsible for keeping this up to date is the Chairman

- 3.3.4 The accident forms are kept on the main hall noticeboard. These must be completed whenever an accident occurs.

- 3.3.5 Any accident must be reported to the Chairman of the Management Committee.

- 3.3.6 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**

- 3.4.1 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.

- 3.4.2 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.

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

- 3.4.4 A Risk Assessment is carried out monthly and any risks reported to the Management Committee.

### **3.5 Contractors**

- 3.5.1 The Management Committee will check with contractors (including self-employed persons) before they start work that:
- a) The contract is clear and understood by both the contractors and the Committee;
  - b) The contractors are competent to carry out the work (eg have appropriate qualifications, references, experience);
  - c) Contractors have adequate public liability insurance cover;
  - d) Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes);
  - e) Contractors do not work alone on ladders at height (if necessary a volunteer should be present);
  - f) Contractors have their own health and safety policy for their staff;
  - g) The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard;
  - h) 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**

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

Allied Westminster Policy No VH 88/0047440/BS67323

Expiry Date 20/5/2017

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

- 3.7.1 The Management Committee will review this policy annually.
- 3.7.2 Next review is due in December 2017.

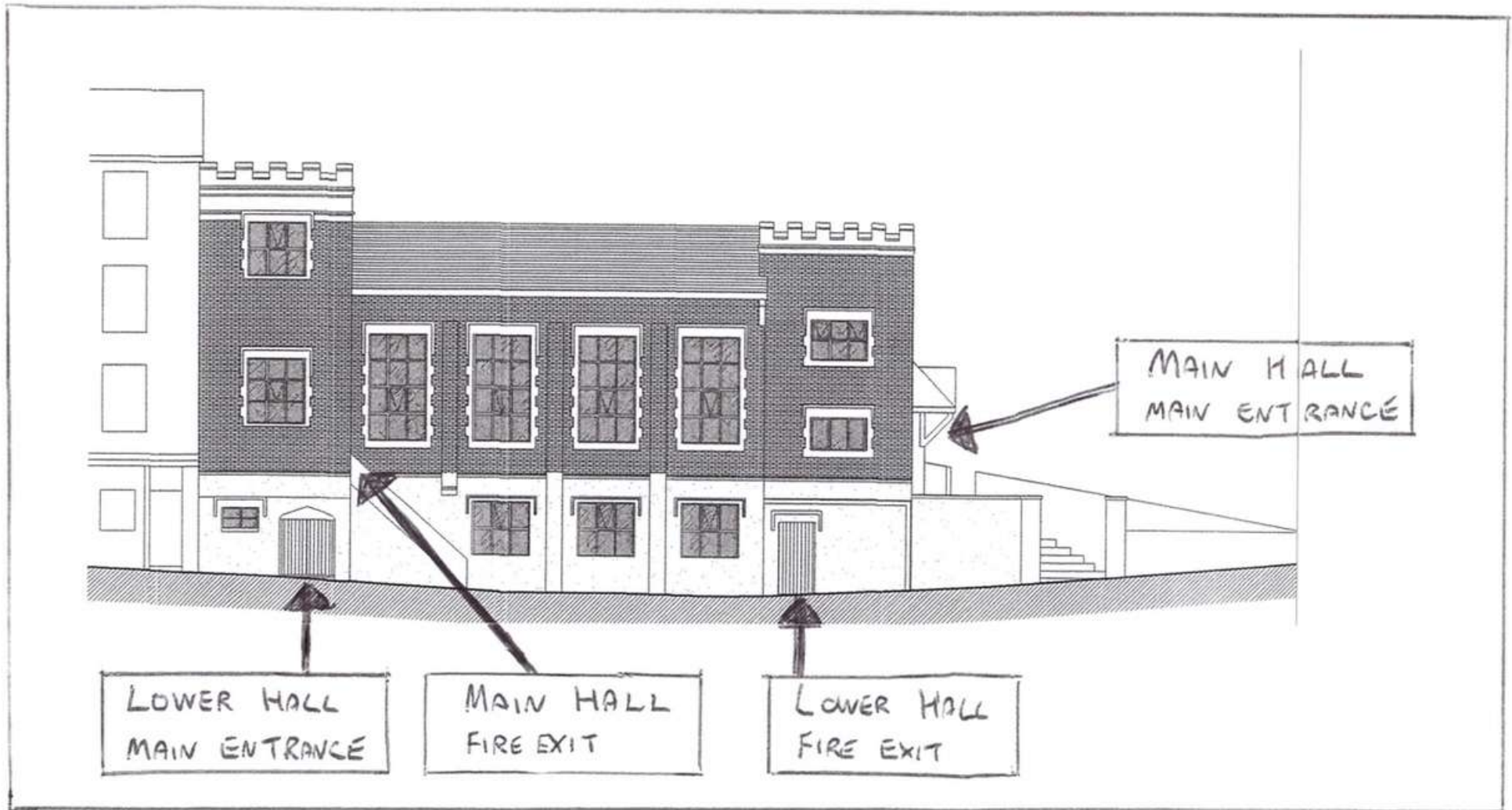
### **3.8 Address and telephone number of organisations that can give advice on health and safety:**

Health and Safety Executive, The Council Offices, Station Road East, Oxted, Surrey RH8 0BT Tel: 0188373 2400.

Dartmouth Fire Station (retained) General Enquires contact Devon & Somerset Fire & Rescue Service ;01392 872200.

Environmental Health & Licensing South Hams Local Council ;Follaton House, Totnes .Tel 01822813600.

#### 4. Part 4 – Kingswear Village Hall Plan







## 5. Health and Safety responsibilities

First Aid box	Check and replenish monthly	Chairman
Reporting of Accidents	Instigate any actions necessary to remove risks e.g. repairs. Minor accidents to be logged in the Village Hall Accident Book. Complete RIDDOR forms as necessary. Report to committee at each meeting or as soon as necessary. Advice Risk Assessment Manager.	Secretary
Fire precautions and checks	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Chairman
Risk Assessment and Inspections	Complete Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Chairman
Information to contractors	Liase with contractors (including self employed persons) before work is started. Gain their acknowledgement that they have read the Health & Safety Policy/Risk Assessments and aware of their responsibilities.	Chairman
Information to hirers	For each cooking check that new hirers have read and agreed to "Conditions of Hire". When amendments made to policy/risk assessments contact all hirers to inform and gain their acknowledgement.	Booking Clerk
Insurance	Renew Annually	Honorary Treasurer