

Hale Village Hall New Forest (CIO)

Charity Registration Number 1175048



HEALTH & SAFETY POLICY 2024

Part 1 - General Statement of Policy

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of Hale Village Hall Management Committee members, hirers, users and other visitors and all other persons likely to be affected by our activities. We will co-operate and co-ordinate with partners, contractors, sub-contractors, and employers in order to pursue our Health and Safety Policy aims.

Our aims are to:-

- Provide and maintain a safe and healthy environment for the welfare of Management Committee members, hirers, users contractors and other visitors
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all members of the Management committee on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees, users and Management Committee members on health and safety matters.

It is the intention of Hale 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.

The 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. 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.

Part 2 - Organisation of Health & Safety

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

The nature of use of the hall in hiring it for third party use requires that a duty is placed on all hirers, users and other visitors to accept responsibility for their actions and those of others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy, including ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

By way of suitably worded documentation (the hiring agreement) exchanged prior to any hire period, users are made aware of all the requirements necessary to facilitate safe use of the Hall.

The following persons have responsibility for specific items:

Responsible Manager:	Chair
First Aid:	Health & Safety Manager
Reporting of Accidents:	Hall Manager
Fire Safety, precautions and checks:	Health & Safety Manager
Risk Assessment and Inspections:	Health & Safety Manager
Information to contractors :	Hall Manager
Information to hirers:	Hall Manager
Insurance:	Treasurer
Maintenance management and Caretaking:	Chair
Legionella Competent Person:	Chair
Asbestos Competent Person:	Chair

A plan of the hall is appended showing the location of the electricity isolator switch and consumer unit, gas boiler and gas isolator tap, emergency exits and fire doors, and fire extinguishers.

The control box for the Fire Alarm system and instructions are located in the hall lobby.

The isolator switch for electricity is located at the top of the stairs above the landing.

The isolator tap for gas is located in the kitchen, at high level, in the right hand corner by the first sink.

The mains water stopcock is located at low level by the dishwasher in the kitchen.

Part 3 - Arrangements and Procedures

3.1 Licence

The Hall is licensed for sale and supply of alcohol, film, music, singing and dancing by New Forest District Council (see premises licence for licensed hours and conditions)

The hall also has a Performing Rights Society Music Certificate, a MPLC Umbrella Licence for showing films and a TV licence.

3.2 Fire Precautions and Checks

The Management Committee is responsible for completing a periodic Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. In addition the fire alarm is serviced twice a year under contract with a specialised independent company.

A plan of the village hall showing the fire alarm points, fire exits and firefighting equipment is attached and displayed in the lobby. There is a telephone in the lobby for incoming and emergency outgoing calls

The person with responsibility for testing equipment and keeping the log book is the Health & Safety Manager.

Checking of Fire Equipment, Fittings and Services

Weekly:	Fire alarm, fire exits and fire doors for obstruction (including outside fire escape routes), Dorgard automatic systems and automatic kitchen shutters
Monthly:	Emergency lighting, fire door closers, fire extinguishers (integrity and obstruction only)
Half Yearly:	Fire alarm interim service
Yearly:	Fire extinguishers annual service, Fire alarm annual service

Test records are kept in the Health & Safety monitoring file, in the storage cupboard in the Hall entrance foyer.

3.3 Procedure in Case of Accidents

There are two First Aid Boxes in the Hall, one upstairs and one downstairs. The upstairs box is located in the cupboard in the lobby and is available for use by all users of the hall. The downstairs box is located above the bookshelves in the kitchen extension. However both boxes are only be stocked with basic items; individual hirers of the hall will be responsible for the provision of their own first aid equipment as part of the hire agreement.

The person responsible for keeping the Hall First Aid kit up to date is the Health and Safety Manager.

The accident book is kept in the lobby upstairs. This must be completed whenever an accident occurs and any accident must be reported to the Chair of the Management 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 Chair.

The location of the nearest hospital Accident and Emergency/Casualty dept is Salisbury District Hospital SP2 8BJ

The location and telephone number for the nearest doctor's surgery is Downton Surgery, Moot Lane Tel: 01725 510296

3.4 Safety Rules

All users of the hall are expected to conduct any activity in a safe manner and in accordance with all statutory and/or local regulations. Regular users will be required to familiarise themselves with all aspects of this health and safety policy and the Hall Committee will ensure that any revised or new rules introduced as a result of new legislation or operating policy are circulated without delay.

A detailed hiring agreement will be issued to all irregular or adhoc users. The hiring agreement will state 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.

All hirers will be expected to read the whole of the hiring agreement and sign the hiring form as evidence that they agree to the hiring conditions PRIOR to their use of the Hall.

This hiring agreement will be subject to annual review and amended/updated when necessary in line with any changes in legislation or conditions of hire.

Particular health and safety instructions apply to Theatrical and Entertainment Events, and these must be identified prior to such usage by the hirer.

Regardless of type of activity, fire and other exits must not be obstructed at any time

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 (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 at height, but if they do so, they must use their own equipment at their own risk.
- 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, and appropriate certification given to the Management Committee.

3.6 Insurance

The Management Committee will ensure that there is adequate insurance cover for the Building in line with current requirements.

At present the company providing the Hall's Employer's Liability and Public Liability insurance cover is Allied Westminster: Policy no. VH 88/0047440/BS67154

Date of renewal: 28th March annually

3.7 Asbestos management

Asbestos management on site is controlled by the Asbestos Competent Person, as detailed in Part 2. There are no known asbestos locations in the Hall. The Asbestos register is located in the fireproof cabinet below the stairs and is to be shown to all contractors who may need to carry out work on site. Contractors should sign the

register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Management Committee in order that the asbestos register may be updated accordingly.

Under no circumstances must anyone drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Management Committee and/or the asbestos competent person who will immediately act to cordon off the affected area and seek further guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Management Committee.

3.8 COSHH arrangements

The Management Committee will meet its obligations under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 Regulations as follows:-

- When using a harmful substances, whether it is a material, cleaning fluid or chemical substance, personnel must ensure that adequate precautions are taken to prevent ill-health
- No new materials or chemical substances are to be brought into use unless a COSHH assessment under the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the Management Committee
- Staff or any other user must not attempt to use a harmful substance unless suitably trained to do so
- Harmful substances are to be stored in the secure storage when not in use
- An inventory is kept of all substances purchased or brought into the Hall which may be considered to pose a risk to all users of the Hall

Full arrangements regarding Control and use of Harmful substances are set out in the Hall's COSHH policy

3.9 Electrical equipment

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment. Where 13-amp sockets are in use, only one plug per socket is permitted.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Hall Manager and immediately taken out of use until repaired. A report is to be entered in the onsite PAT log.

All portable electrical equipment owned by the Hall must be inspected/tested annually by a suitably qualified electrician, and detailed recorded in the onsite PAT log. Private electrical equipment is brought onto the premises at the risk of the hirer. New equipment intended for permanent hall use must be advised to the Hall Manager in order that it can be added to future PAT testing schedules. Any defective or suspected defective equipment, systems of work, fittings, etc., must be reported to the Hall Manager and attended to as soon as possible.

3.10 Emergency procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the Hall's fire emergency evacuation plan.

A copy of the fire emergency evacuation plan is posted on the noticeboard in the entrance foyer. This is routinely reviewed and amended when necessary.

Any relevant Personal Emergency Evacuation Plans (PEEPs) are to be completed, provided and exercised for any vulnerable persons by those hirers who have identified these individuals, to be able to ensure safe, assisted evacuation in the event of an emergency incident.

For all incidents when evacuation has been deemed necessary, the building should not be re-entered until the all clear has been given by the attending emergency service coordinator

Should shutdown or evacuation of the buildings become necessary due to other non-emergency circumstances including service losses (ie. water, power, heating etc), the Hall Committee will endeavour to inform all relevant regular hirers as soon as possible, and seek to inform any other hirers about the potential lack of availability of the hall.

3.11 Food preparation area

The food preparation area (namely the kitchen) is to be kept clean and tidy at all times. All hirers should follow the general safety guidelines issued at the time of hire. Only qualified individuals should use the individual items of equipment in the kitchen as laid down in the terms and conditions of hire.

After each hire period the kitchen should be left in a clean, tidy and safe state. Any damage to equipment which could lead to unsafe operation should be identified as such and the Hall Manager informed immediately. All food items must be kept in metal cupboards, metal containers or the fridge freezer overnight. Bins must be emptied and contents removed from the hall.

3.12 General Equipment – fixed

All general equipment requiring statutory inspection and/or testing on site will be inspected by appropriate competent contractors as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Management Committee and immediately taken out of use until repairs can be carried out.

3.13 General Equipment – portable/non-electrical

All portable equipment should be kept in good order and stored tidily when not in use.

Defective equipment must be removed from use and must be clearly marked as faulty until repaired or replaced. Defects in equipment must be reported to the Management Committee.

3.14 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. The following is to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded

- Heavy items are to placed on lower shelves to assist manual handling
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations
- Rubbish & litter are cleaned & removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

3.15 Inspections and Monitoring

Checking of non-Fire Safety related Equipment, Fittings and Services

Weekly:	Door mats and stops, clocks, toilets, water heaters, stage, accident book, fridges, outside lights, all lights, dishwasher, torch, water boilers .
Monthly:	Ladders and steps, locks and sockets
Quarterly:	First Aid boxes
Half Yearly:	Diffusers, window cleaning, outside gutters,
Yearly:	Electrical certificate, gas boiler

3.16 Legionella Management

The Management Committee manage their responsibilities with regard to Legionnaires disease in accordance with the HSE publication “Legionnaires' disease. The control of legionella bacteria in water systems”. A full risk assessment has been carried out and found to be 'Low', due to the lack of any hot water storage system, with hot water only being supplied at the point of use (POU) via instantaneous hot water heaters with minimal water storage capacity.

Periodic checks are carried out as follows:

Hand basin POU - Annual checks on temperature (to be above 50°C at exit of heater)

Shower heads in shower room - Quarterly descaling and flushing

Records are kept in the Health & Safety monitoring file, in the storage cupboard in the Hall entrance foyer.

The risk assessment will be reviewed as part of this policy review or when hot water provision facilities are subject to change.

3.17 Moving and Handling

Staff are not expected to regularly handle or move unreasonably heavy or awkward items, or equipment. If this is unavoidable, unless they have attended specific moving and handling training, then advice is to be sought from management **prior** to any manual handling operations commencing.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

3.18 Risk assessments

A General Risk Assessment is carried out on a yearly basis and this covers all aspects considered necessary. A summary report is presented at the next Management Committee meeting

3.19 Smoking

In accordance with legislative requirements for public buildings, there is a strict non smoking policy throughout the building.

3.20 Working at Height

Working at height is to be avoided at all costs to reduce the risks associated with falling. When this is unavoidable, only the step ladder provided in the store room should be used as this is inspected on a regular basis. Full procedures for correct operation are attached and **MUST** be read before the ladder is removed from its holding position and used. Hirers of the hall are advised that using the ladder for their own purposes is entirely at their own risk.

4. Review of Health & Safety Policy

The Management Committee will review this policy on a three yearly basis, or earlier if conditions change or there is a change in statutory demands. The next review is due in August 2027.