

SOUTHWATER VILAGE HALL MANAGEMENT COMMITTEE HEALTH AND SAFETY POLICY

This document is the Health and Safety Policy for Southwater Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our Hall users, including contractors and committee members.
- b) Keep the Village Hall and equipment in a safe condition.
- c) Provide such training and information as is necessary to all users.

It is the intention of Southwater Village Hall Management Committee 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.

The Committee considers the promotion of the health and safety of all who use its premises, including contractors, who may work there, to be of great importance. It 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, it will seek to encourage all in the establishment and observance of safe working practices.

Hall users 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 Conditions of Hire and Agreement and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves and others.

A full Health and Safety Assessment of the Village Hall and Car Park will be carried out at least once a year using the Health and Safety Executive Check List for Village and Community Halls. A Fire Safety Checklist will also be completed once a year. The completed Checklists will be considered at a meeting of the full Committee to ensure compliance and that any action required is undertaken. Health and Safety will also be a standing item on the agenda of every meeting of the Committee to make sure that any issues are addressed.

Signed:

(On behalf of the Management Committee)

Name: Robert Piper

Position: Chair of the Management Committee

Date: 09.01.19

ORGANISATION OF HEALTH AND SAFETY

The Southwater Village Hall Management Committee has overall responsibility for health and safety at Southwater Village Hall.

The persons delegated by the Committee to have day-to-day responsibility for the implementation of this policy are:

Name: Robert Piper
Telephone No: 01403 730263
Address: 'Jasmine Cottage' Worthing Rd., Southwater RH13 9DT
Name: Teresa Longdon
Telephone No: 01403 732957
Address: 6 Green Close, Southwater RH13 9UU

It is the duty of all Hall users and contractors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises safe and healthy, including the car park and outside play area.

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 07467 080148, 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:

The following persons have responsibility for specific items:

First Aid Box: Rosemary Burton

Reporting of accidents: Rosemary Burton

Fire precautions and checks: Rosemary Burton

Training in use of hazardous substances and equipment: Rosemary Burton

Risk assessment and inspections: Rosemary Burton and James Tillier

Information to contractors: Robert Piper

Information to hirers: Deborah Bailey and Teresa Longdon

Insurance: Teresa Longdon

A plan of the hall is attached showing the location of fire exits and fire extinguishers. A further plan shows the location of fuse boxes, stopcocks and boilers

FIRE PRECAUTIONS AND CHECKS

Persons on the Committee with responsibility for testing for the fire risk assessment:

Name: Rosemary Burton and James Tillier

Company hired to maintain and service fire safety equipment:

Name: Fire Risk UK Ltd

Address: Unit 14, Oakhurst Business Park, Southwater, Horsham RH13 9RT

Tel No: 01403 738000

Location of service record: Cleaning Cupboard Health and Safety Records File Box

Fire Risk Assessment attached. This will be checked annually

Frequency of Checks and Servicing

Item	Frequency	By whom	Note
Residual Current Device	Monthly	Robert Piper	Located in fuse box at back of main hall
Emergency Lighting	Monthly	Robert Piper	
Fire exits	Weekly	Rosemary Burton	
Fire Alarms	Weekly	Rosemary Burton	
Fire alarms servicing	Six monthly	Fire Risk UK Ltd	
Fire fighting appliances	Six monthly	Fire Risk UK Ltd	
Electrical Installation	Every Five years	Turners Electrical	
PAT Testing	Annually	Turners Electrical	

PROCEDURE IN CASE OF ACCIDENTS

The location of the nearest hospital Accident and Emergency/Minor Injuries Unit:

Accident and Emergency, Worthing Hospital, Lyndhurst Rd., Worthing BN11 2DH

Accident and Emergency, East Surrey Hospital, Canada Avenue, Redhill RH1 5RH

Minor Injuries Unit [Mon – Fri 9am – 5pm], Horsham Hospital, Hurst Rd., Horsham RH12 2DR

Crawley Urgent Treatment Centre, Crawley Hospital, West Green Drive, Crawley RH11 7DH

The location and telephone no. for the nearest doctor's surgery is:

The Village Surgery, Station Rd., Southwater RH13 9HQ

The First Aid Box is located in: **The Green Room [next to the Kitchen]**

The person responsible for keeping this up-to-date is: **Rosemary Burton**

The accident book/forms are kept by the First Aid Box in the Green Room. This must be completed whenever an accident occurs.

Any accident must be reported to the Booking Secretary

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

The following major injuries or incidents 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:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire.

SAFETY RULES

All hirers will be expected to read the whole of the Conditions of Hire and agreement and should sign the Agreement as evidence that they agree to the Conditions of Hire. All new hirers will also be given information by the Booking Secretary about safety procedures at the Hall which they will be expected to follow (e.g. fire evacuation procedures, use of chair trolleys, and other equipment) and will be shown the location of the accident book. The attention of hirers will also be drawn to any hazards identified as a result of risk assessments and any procedures to be adopted to minimise risk.

CONTRACTORS

The 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 of the Institute of Electrical Engineers.
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INSURANCE

Employer's Liability and Public Liability insurance

Name of Insurer: Ansvar Insurance

Address: Ansvar House
St Leonards Rd
Eastbourne
BN21 3UR

Policy No: CCP 2295829

Date of Renewal: 13TH April 2019

NL/01.01.19