

## **This document is the Health and Safety Policy of Barroway Drove Village Hall.**

Our policy is to provide healthy and safe working conditions, equipment and systems of work for volunteers, employees , hirers , users and visitors by ensuring that Barroway Drove Village Hall and all Village Hall Equipment is maintained in a safe condition for all users and to provide training and information as necessary.

It is the intention of Barroway Drove Village Hall management committee, known as Barroway Drove Social Committee, to comply with all Health and Safety legislation and to act positively where reasonably possible to prevent injury, ill health or any danger arising from activities within the hall.

Volunteers, employees , hirers , users and visitors are 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 hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

### **Organisation of Health and Safety**

It is the duty of all volunteer, employees, hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with Barroway Drove Social Committee 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 they should inform a committee member as soon as possible so the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning it is not to be used and the equipment should be removed from the work area. A committee member should also be notified.

**Barroway Drove Village Hall Health & Safety Representative is Vicki Howling and she can be contacted on 01366 382380**

The following items are maintained and where appropriate reviewed by the management committee:

- First Aid Box
- Accident Record Book
- Fire Detection and Fire-fighting Equipment
- Risk Assessments
- Insurance
- Information (including Hiring Terms and Conditions) for hirers
- Health and Safety Policy

## **Introduction**

Barroway Drove Social Committee has drawn up this policy to clarify procedures and areas of responsibility in ensuring the health and safety of all visitors to and users of Barroway Drove Village Hall.

Barroway Drove Social Committee is responsible for running Barroway Drove Village Hall and wants to ensure the safety of people using it.

No one can guarantee total protection against accidents; however precautions will be taken where possible to ensure the health and safety of volunteers, employees, hirers, users of and visitors to Barroway Drove Village Hall.

## **Mitigation of Risk**

To mitigate risk Barroway Drove Social Committee will take the following steps:

- Carry out a full risk assessment every year or sooner if deemed necessary by the committee
- Carry out visual checks of the premises and equipment on a weekly basis
- Ensure that there is a copy of the Health and Safety policy located in the hall.
- Ensure that all hirers are made aware of the Health and Safety Policy and the Fire Evacuation Procedures (Appendix 1).

## **Health and Safety objectives**

The fundamental legislation Health and Safety at Work Act requires that Barroway Drove Social Committee, as the managers of the premises, ensure the health and safety of everyone that uses the Hall; it encompasses every aspect of the premises. Where Health and Safety risks are identified, appropriate action must be taken to minimise or eliminate the risk.

Barroway Drove Social Committee must ensure the following:

Provide a safe place for people to operate by:

- Identifying and assessing all risk of the hazards associated with the premises or activities held there which may have an effect on the health and safety of others that use the premises.
- Carrying out risk assessments using persons that are competent.
- Taking action to eliminate or reduce hazards.
- Demonstrating that arrangements are in place.
- Reviewing arrangements when changes occur.

- Providing training and information on health and safety.
- Providing appropriate supervision to ensure the health and safety and welfare of others.

#### The Workplace (Health and Safety and Welfare) Regulations 1992

These regulations are aimed at protecting committee members, volunteers, contractors and hirers/users of the hall from injury or long term illness by providing for comfort whilst using the hall and includes:

- Adequate ventilation
- A reasonable temperature
- Suitable lighting and seating
- A clean premises with no tripping hazards
- Suitably maintained machinery and equipment
- Sufficient toilets with hot and cold running water, soap and towels
- Accessible drinking water and suitable facilities for rest and eating

#### **Prevention of fire**

The Barroway Drove Social Committee has appointed a Fire Safety Officer (Vicki Howling). The purpose of this appointment is to reduce the risk and prevent a fire occurring. The following activities are carried out by the Fire Safety Officer:

- A Fire Risk Assessment (as part of the overall Risk Assessment)
- Precautions put in place where necessary and where it is reasonable to do so
- Ongoing checks of fire safety equipment, exits and alarms

Hazards that must not be used in Barroway Drove Village Hall without authorisation by Barroway Drove Social Committee are:

- Flammable liquids
- Electrical equipment Producing heat

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside the hall.
- Inflammable substances must either be replaced or when this is impossible measures taken to control the risk.
- Storage of combustible material near a source of ignition is not permitted

- Emergency exit and routes to them must be kept clear at all times
- Appropriate Fire Fighting Equipment is provided
- Fire Equipment is maintained and checked annually
- Others including hirers and volunteers have access to the Health and Safety Policy and the risk assessments.

## **Important issues associated with the Health and Safety in Barroway Drove Village Hall**

### **Working Alone**

Volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. When jobs are less risky checks should be made. A mobile phone and telephone number of someone who can administer first aid should be available.

### **Children**

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times. In the event of children's parties or activity groups, the hirer must inform the Management Committee of the adult to child ratio and the age of the children attending. The Management Committee reserve the right to refuse hire of the hall if they believe this ratio is not sufficient.

Small children under the age of 12 are not permitted in the kitchen. This is to avoid the risk of scalds, burns cuts and other injuries occurring.

### **Stage area**

All users should be vigilant around the stage area to avoid the possibility of falling from the stage edge. Children should always be supervised when using the stage.

### **Electrical safety**

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users / hirers want to bring electrical appliances onto the premises they must make the management committee aware of this. The user / hirer are responsible for ensuring that the appliance meets safety standards
- Electrical equipment showing signs of damage, exposure of components, water damage etc should not be touched or operated
- Users have a responsibility to ensure that all electrical appliances are shut off when leaving the hall

- Trailing wires or cables are a trip hazard and should be taped down

## **Housekeeping**

The hall is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that the hall is left clean and tidy. The management committee cannot guarantee that the hall will be cleaned between each use.

## **Noise**

The hall is situated in a residential area, therefore we ask that users are considerate and keep noise levels to a minimum. Any form of music must be kept to an acceptable level. Users should also be considerate when leaving the hall.

## **Accident Reporting Procedure**

Hirers must report any accidents to a member of the Management Committee.

An Accident Record Book is located in the kitchen. Any accident occurring during use of the hall must be recorded by hirers. To ensure that personal data is kept confidential, individual records are removed and held separately by the Management Committee. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

## **Insurance**

The hall is insured as follows:

Policy type: Village Hall

Policy number: AV/53370

Insurer: Allianz

## **Hiring Procedure**

Every hirer of the premises must familiarise his/herself with the Health and Safety Policy. A hard copy of this is located in the Village Hall Foyer (on the Health & Safety notice board).

All hirers are expected to read the Terms & Conditions of Hire and should sign the hiring form as evidence that they agree to the hiring conditions.

A plan of the hall is attached at Appendix II showing the location of the mains electricity switch, emergency exits and fire extinguishers.

Reviewed September 2019

## Appendix 1. Fire Evacuation Procedures

### IN CASE OF FIRE

	<p>The hirer is deemed the “Responsible Person” and is designated the person in charge of the hall during your hire.</p> <p>It is advisable to make a note of the name of each person attending your event.</p>
1.	<p>In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exit and to make their way to the Fire Assembly Point <b>near the Teenage Shelter on the Playing Field</b> as quickly as possible.</p>
2.	<p>No matter how small the fire, <b>CALL THE FIRE BRIGADE ON 999</b></p> <p>Give this address: <b>Barroway Drove Village Hall 142 The Drove, Barroway Drove, Downham Market, Norfolk, PE38 0AL</b></p>
3.	<p>The Responsible Person should ensure that once the hall is vacated, members of the public do not re-enter the building under any circumstances.</p>
4.	<p>Attempts to extinguish the outbreak of the fire with the firefighting equipment within the Hall should only be attempted if it is considered safe to do so. If in any doubt, vacate the building immediately.</p>
5.	<p>All incidents, however small, must be reported to the Village Hall Management Committee.</p>