

Coton Village Hall

Health and Safety Policy

April 2016

Section 1. General Statement of Policy

1.1. This document is the Health and Safety Policy of Coton Village Hall.

1.2. Our policy is to:

1.2.1. Provide healthy and safe conditions and equipment for those who use our village hall.

1.2.2. Provide information as necessary to users to support their healthy and safe use of the hall.

1.3. It is the intention of the Hall's Trustees to comply with relevant health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or danger arising to users.

1.4 All those who use Coton Village Hall will be expected to recognise that there is a duty on them to comply with the practices set out in this policy, with the 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 Coton Village Hall Trustees)

Name:

Position:

Date:

Section 2: Organisation of Health and Safety

2.1. The Trustees have overall responsibility for health and safety at Coton Village Hall.

2.2. The persons delegated by the Trustees to have day to day responsibility for the implementation of this policy are the Caretakers who liaise with all hirers. If you have a concern about health and safety at Coton Village Hall please contact the following Hall Trustee:

Ann Puntis 01954 212774

2.3 It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the premises safe and healthy.

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 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.

2.5. A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock, boiler, First Aid and loft access.

Section 3: Arrangements and Procedures

3.1. Licence

3.1.1. The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities:

Village Hall events ie, those events set up directly by the Village Hall Trustees

Activity the hall is licensed by South Cambridgeshire District Council for:
The performance of plays
The exhibition of films
Indoor sporting events
The performance of live music
The playing of recorded music
The performance of dance
Making music
Dancing
The provision of hot food/drink after 11pm

Third Party Events, ie, those events where the facilities of the hall are hired by a third party

Activity the hall is licensed for	Licence responsibility and times of use
The performance of plays	Third party responsibility for licence
The exhibition of films	Third party responsibility for licence
Indoor sporting events	Third party responsibility for licence
The performance of live music	Third party responsibility for licence
The playing of recorded music	Third party responsibility for licence
The performance of dance	Third party responsibility for licence
Making music	Third party responsibility for licence
Dancing	Third party responsibility for licence
The provision of hot food/drink after 11pm	Third party responsibility for licence
The sale of alcohol	Third party responsibility for licence

3.2 Fire Precautions and Checks

3.2.1. A copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire fighting equipment and assembly point(s) is appended to this policy.

3.2.2. Trustee with responsibility for testing for the fire risk assessment: Ann Puntis

3.2.3. Company hired to maintain and service fire safety equipment:

UK Safety Management
0844 800 4180

3.2.4 Our fire safety equipment is tested as follows:

Item	Test interval (e.g. weekly/monthly/annual)
Emergency Lighting	Monthly
Fire alarm system	Weekly (plus annual service)
Fire Exits	main hall Weekly
Fire fighting appliances	Annually
Electrical installation	3 years

3.3. Procedure in case of accidents

3.3.1. The location of the nearest hospital Accident and Emergency/Casualty dept is:

Addenbrookes Hospital
Hills Rd
Cambridge
CB2 0QQ

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

Comberton Surgery
58 Green End,
Comberton
Cambridge
CB23 7DY

3.3.3. The First Aid Box is located in Coton Village Hall, Kitchen.

3.3.4. The accident book is kept in the drawer marked First Aid, Kitchen, Village Hall. This must be completed whenever an accident occurs by the person responsible for the hire

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. All new hirers will also be given information / training by the Caretakers or Bookings 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.

3.4.3. Our safety procedures are handed to hirers with the hiring agreement, so as to draw attention to them with the following statement:

“It is the intention of Coton Village Hall Trustees 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.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with the 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.

The committee has carried out risk assessments regarding use of the hall. 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 (e.g. stacked tables or chairs) - use the trolleys provided.
- Do not stack more than five chairs (grey) and eight chairs (blue).
- 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 one of the Caretakers, to Ann Puntis 01954 212774 or to the Bookings Secretary 07493598550. Report every accident in the accident book and make one of the Caretakers aware of the report.

3.5. Contractors

3.5.1. The Trustees will check with contractors (including self-employed persons) before they start work that:

3.5.1.1. the contract is clear and understood by both the contractors and the committee.

3.5.1.2. the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.

3.5.1.3. contractors have adequate public liability insurance cover.

3.5.1.4. contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes).

3.5.1.5. contractors have their own health and safety policy for their staff.

3.5.1.6. the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.

3.5.1.7. any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

3.6. Insurance

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

Aviva Insurance

3.7. Review of Health and Safety Policy

3.7.1. The management committee will review this policy annually. The next review is due in April 2017.

3.7.2. Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.