

# **BURTLE VILLAGE HALL COMMITTEE**

## **Health and Safety Policy**

Updated August 2018

## **General Statement of Policy**

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

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide information as is necessary to volunteers and users.

It is the intention of Burtle Village Hall Management Committee to comply with Health and Safety legislation and to take all reasonable steps to prevent injury, ill health or any danger arising from its activities and operations.

Burtle Village Hall Committee considers the promotion of the health and safety of those who use its premises.

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, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practices.

Hirers and visitors, including contractors, 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*.

## **Part 2: Organisation of Health and Safety**

### **The Burtle Village Hall is strictly a non-smoking area**

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

It is the duty of all hirers and other visitors (including contractors) 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, including the grounds.

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

Bookings Secretary or other committee member, 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.

The following persons have responsibility for specific items:

- First Aid box: House Hall Manager
- Reporting of Accidents: Hall Manager
- Fire precautions and checks: Hall Manager
- Risk Assessment and Inspections: Hall Manager
- Information to contractors : Hall Manager
- Information to hirers: Booking Secretary
- Insurance: Treasurer

A plan of the hall is attached showing the location:

- electricity switch panel
- water stop cock
- emergency exits
- fire doors
- fire extinguishers
- smoke detectors

## **2.1 Insurance**

The insurance policy is in the name of: **BURTLE VILLAGE HALL**

Employers Liability Insurance includes cover for Burtle Village Hall with Public Liability of £5 million including additional Trustees Indemnity Cover

The Insurer is: **ANSVAR**

## **Part 3: Arrangements and Procedures**

### **3.1 Licence**

New licensing rules were introduced in November 2005 by the implementation of the Licensing Act 2003. There are 3 elements of the legislation:

- 1) Entertainment
- 2) Alcohol

A premises license is required to cover one or all of the above.

#### **Entertainment**

This is the provision of regulated entertainment to the public for the purposes of making a profit, for example, live or recorded music, dancing and live entertainment.

#### **Alcohol**

This is the **sale** of alcohol. It is permissible for guests to bring in alcohol provided it is not sold and subject to prior approval from the Burtle Village Hall Committee.

The Burtle Village Hall Committee has a premises license for Entertainment and for the Sale of Alcohol though a dedicated Bar area. The Burtle Village Hall committee are all deemed to be license holders and as such a member of the Village Hall Committee must be in attendance at all times that the bar is open.

**Licence subject to the following maximum number of persons being allowed on the premises at any time:**

- **Committee Room capacity: 15**
- **Main Hall capacity:**
  - **100 when used for a closely seated audience**
  - **350 when used for dancing or standing events**

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

Attached as Annex A is the copy of the 'Event of a Fire' notice which is displayed in the Main Entrance Hall.

#### **Equipment checks**

- Residual Current Device RCD Monthly
- Emergency Lighting Monthly
- Fire Exit Doors Weekly
- Fire Fighting Appliances Annually
- PAT Testing Annually
- Electrical Installation 3 Years

#### **3.2.1 Contacts**

**In an Emergency call 999 or 112 for police, fire brigade or ambulance. There is a telephone in the committee room near the entrance door.**

#### **Fire Brigade**

Devon and Somerset Fire & Rescue Service Tele: 01392 872200

#### **Safety Equipment**

Company hired to maintain and service fire safety equipment:

Name: **Scott FPS**

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

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

**Musgrove Park Hospital, (24 hour) A&E Taunton Tel No 01823 333444**

**Bridgwater Community Hospital – Minor Injuries Unit 7 days a week, 07:00 to 23:00 (not A&E) Bridgwater 01278436555**

The location and telephone number for the nearest doctor's surgery is Polden Medical Practice, Quarry Surgery, Eddington. Tel: 01278722077

The First Aid Box is located in: **the Village Hall Committee Room**

The person responsible for keeping this up to date is the Hall Manager.

The accident forms are kept in the Committee Room. These must be completed whenever an accident occurs.

Any accident must be reported to the Hall Manager or Chairman of the Village Hall 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 Hall Manager.

### **3.4 Safety Rules**

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.

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

A Risk Assessment is carried out periodically and any risks reported to the Village Hall Committee.

### **3.5 Contractors**

The management committee will check with contractors (including self-employed persons) before they start work that:

- The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- *Contractors have adequate public liability insurance cover*
- Contractors are aware of any hazards which might arise (e.g. electricity cables )
- 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."

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

**The management committee will review this policy annually. The next review is due in August 2019.**

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, that could affect the health and safety of users or employees.

### **3.7 Organisations that can give advice on health and safety:**

- The Health and Safety Executive. (HSE)
- The Fire Authority
- The local Environmental Health Department
- West Somerset District Council (WSDC)
- Devon and Somerset Fire and Rescue Service (DSFRS)

## ANNEX A

### Burtle Village Hall Procedures

## FIRE

1. Please make sure your guests are aware of the Fire Safety Plan which shows the position of Fire Extinguishers
2. In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest exits and **assemble in the adjoining field by the large tree.**
- 3. CALL THE FIRE BRIGADE.**
4. Attendants should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings.
5. While waiting for the Fire Brigade, telephone one of the committee:
  - Hall Manager: Steve Allen 01278 722670
  - Chairman: Helen Jones 07834 465650
  - Hall Maintenance: Graham Rideout 01278 722633
  - Bar Manager: Tracy Fear 07932302569
  - Or any other member known to you.
6. On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position
- 7. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.**

## **ANNEX B**

Burtle Village Hall Hire

**Terms & Conditions** – see separate document



## ANNEX C

### END OF SESSION CHECK LIST

- 1) Clear away all rubbish and check no possessions are left behind
- 2) Empty the food bin into the main recycle bin provided
- 3) Check that heaters, boilers, fans, dishwashers and cookers are all turned off
- 4) Check that all electrical appliances are turned off and unplugged
- 5) Close all internal doors.
- 6) Check that all fire escape doors and windows are closed and secured
- 7) Check all toilets are empty
- 8) Turn off heating and lights by entrance
- 9) Set intruder alarm using key fob and make sure it is beeping before you leave
- 10) Secure and lock main entrance door
- 11) Return key to booking secretary, other agreed committee member or post through letter box.

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