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| **Burtle Village Hall Committee** |
| Health and Safety Policy |
| **Revised and Updated July 2021** |

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# 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, and to ensure that no activity adversely affects the local environment

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 is committed to 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 reasonably practicable to prevent injury to themselves or others.

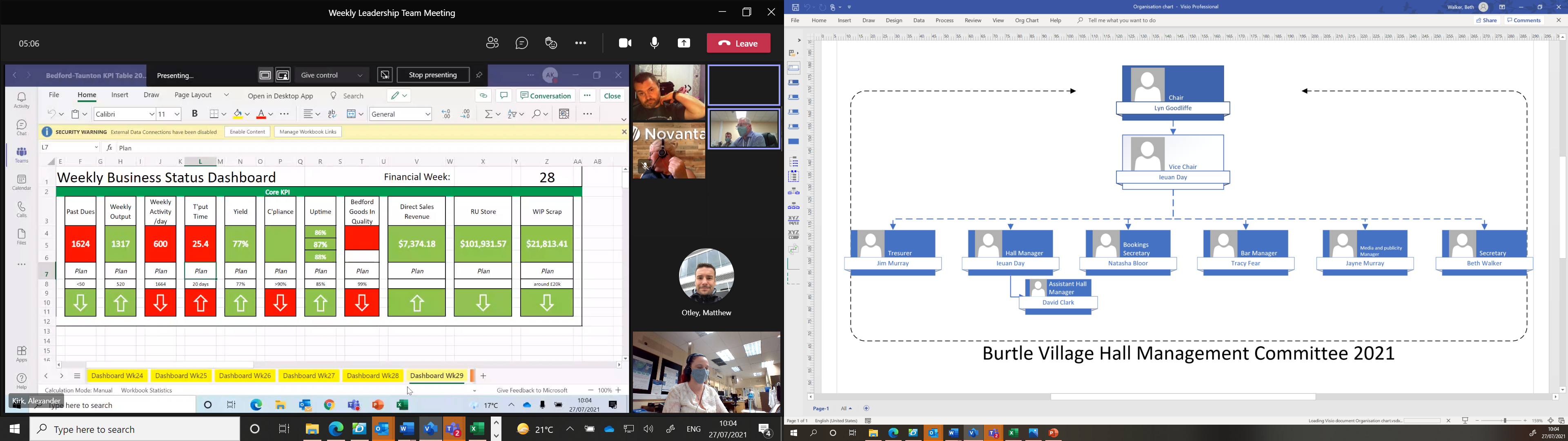
Signed………………………………..

Position………………………………

Date……………………………………

### Part 2: Organisation of Health and Safety

### Health and Safety organization chart



**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 by a competent person 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, and it should be removed to a place where it cannot be inadvertently used where possible

The following persons have responsibility for specific items:

* First Aid box: 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 Premises Licence**

New licensing rules were introduced in November 2005 by the implementation of the

Licensing Act 2003

There are two elements of the legislation:

1) Entertainment

2) Alcohol

A Premises License is required to cover one or all of the above. This is renewed annually with Sedgemoor District Council

###### 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

300 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 – 01823 333444**

**Bridgwater Community Hospital – Minor Injuries Unit 7 days a week, 07:00 to 23:00 Bridgwater (not A&E)** **- 01278 436555**

The location and telephone number for the nearest doctor’s surgery is:

**Polden Medical Practice, Quarry Surgery, Eddington – 01278 722077**

There are two **First Aid Boxes** - one is located in: **the Village Hall Committee Room** and the other is located in **the Kitchen**

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 Chair 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 2013 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

It is strongly advised that a risk assessment should be provided by all hirers and assessed prior to arrival – this has been compulsory during Coronavirus

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 April 2022, in line with the new appointment of the Committee

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)](https://www.hse.gov.uk/)
* The Fire Authority
* [The local Environmental Health Department](https://www.southsomerset.gov.uk/services/environmental-health/)
* West Somerset District Council (WSDC)
* [Devon and Somerset Fire and Rescue Service (DSFRS)](https://www.dsfire.gov.uk/YourArea/SomersetCommand/Index.cfm?siteCategoryId=12&T1ID=59)

**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 members:

* **Hall Manager:** Ieuan Day 07500 068013
* **Chair:** Lyn Goodliffe 01278 723267
* **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, if not yet accounted for

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

Special Terms and Conditions – Coronavirus – 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