

Rickingham Village Hall

(Rickingham Silver Jubilee Playing Field)

Charity Number 1031063

HEALTH AND SAFETY POLICY

Officers of the Management Committee

		Telephone Dial code 01379	Mobile
Chairman	Bob CLARK	890184	07930 188472
Safety Officer	John FOULGER	898739	07771 522095
Treasurer	David LISTER	-----	07930 891073
Booking Secretary	Charles GREENHOUGH	890109	0770 996 2658
Premises Licence Holder	Charles GREENHOUGH	890109	
Child Protection Officers	Bob CLARK	890184	07930 188472

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of **Rickingham Village Hall**

Our policy is to:

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

It is the intention of **Rickingham 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.

Rickingham Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. 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, users, volunteers and 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.

Signed: (On behalf of the Management Committee) _____

Name Bob Clark

Position Chairman

Date _____

Part 2 - Organisation of Health and Safety

2.1 General Outline

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

The people designated by the management committee to have day-to-day responsibility for the implementation of this policy are: The Safety Officer and The Chairman

It is the duty of all hirers, users, volunteers, and 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 and grounds in a safe condition.

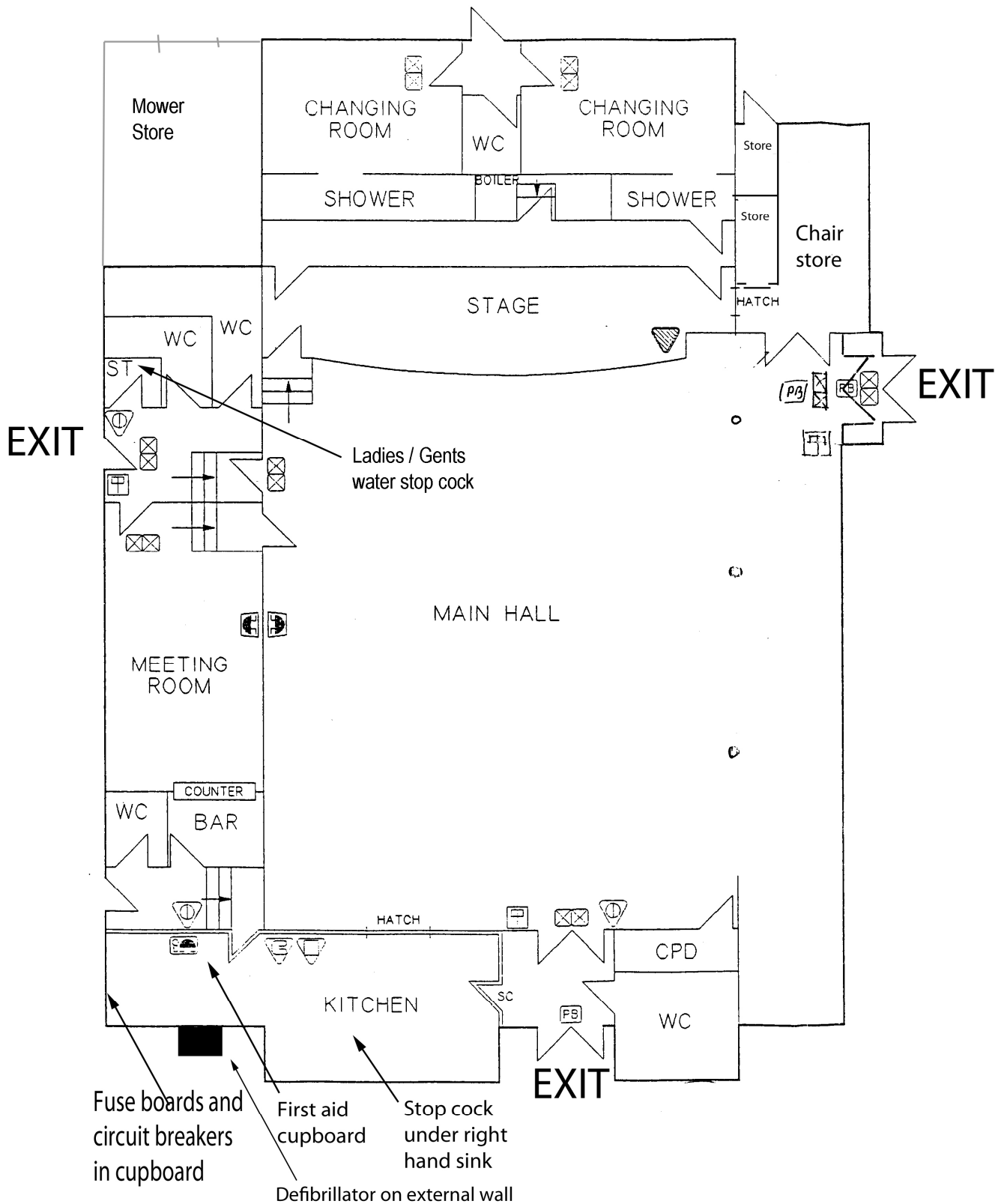
Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Booking Secretary as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The following people have specific responsibilities:

Reporting of accidents	Safety Officer
Fire precautions and checks	Safety Officer
Training in use of hazardous substances and equipment	Safety Officer
Risk assessment and inspections	Safety Officer, Chairman
Play area inspections	Safety Officer
Information to contractors	Chairman
Information to hirers	Booking Secretary
Insurance	Treasurer, Chairman
Defibrillator	Premises Licence Holder, Chairman
First Aid cupboard	Booking Secretary

2.2 Plan of the hall

A plan of the hall showing the location of fire exits, fire extinguishers, fuse boxes and circuit breakers, water stop cock, and defibrillator



Assembly Area for use in the event of evacuation

On the car park adjacent Old School House and paper banks

This plan revised Jan 2018 Stop cock and mower store added



Part 3: Arrangements and Procedures

3.1 Premises Licence (No LICPR/05/10863 issued by Mid Suffolk District Council 17 December 2013)

The full licence is at Annex A

Person responsible for our Premises Licence
Review date : As required

Premises Licence Holder

Summary of the licence terms	
The village hall has a Premises Licence authorising the under mentioned regulated entertainment and licensable activities.	
Activity	Hours authorised
a. The performance of a play - Indoors b. The performance of live music - Indoors c. The playing of recorded music - Indoors d. The performance of dance - Indoors e. Entertainments facilities for making music - Indoors f. Similar to facilities for music/dance - Indoors g. Entertainment facilities for dancing - indoors	08.30 to 24.00 daily but excluding Christmas Day & Good Friday
h. Sale or supply of Alcohol - On the Premises i Sale or supply of Alcohol -Off the Premises	10.00 to 23.30 daily but excluding Christmas Day & Good Friday
Opening hours of the premises	
Daily New Years Eve (31st December) Brownie Pack Holidays	07.00 to 23.59 10.00 to 00.30 1st January 24 hours Friday to Sunday

By law, no one may provide or sell alcohol on the premises without written authorisation from the **Premises Licence Holder** which is obtainable through the **Booking Secretary**. This includes offering alcohol as a prize in a raffle or giving a 'free' drink as part of an entry ticket.

No alcohol may be sold after 11.30 pm

Music must stop no later than 12 midnight.

3.2 Safety, fire precautions and checks

The Safety Risk Assessment is Annex B

The Fire Risk Assessment is Annex C

People responsible for reviewing the risk assessments:

Chairman, Safety Officer

Review date July

List of Equipment	Test interval	Location	Service date
Children's play equipment	Weekly	Play area & skate park	-
Sample inspection sheet Annex D			
Ditto professional inspection	Annually	Play area & skate park	May
Sports area	Prior to use	Sports area	-
Fire alarm & emergency lighting	Weekly	Kitchen	-
Residual Current Devices	Monthly	Kitchen	-
Defibrillator	Monthly	External South wall of hall	-
Fire fighting appliances	Annually		November
Electrical installation	Quinquennially		November 2021

3.2.1 Actions in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept	West Suffolk Hospital, Bury St Edmunds
The location and telephone number for the nearest doctor's surgery	Botesdale Health Centre, 01379 898295 Number also shown on notice board
The First Aid cupboard is located in The person responsible for keeping this stocked	The kitchen Booking Secretary
The accident book. This must be completed whenever an accident occurs.	Located in first aid cupboard in kitchen
Any accident listed below must be reported to	Booking Secretary, Safety Officer or Chairman

The following major injuries or incidents must be reported on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (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

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

The Chairman

3.2.2 Safety Rules

All hirers will be expected to read the whole of the hiring agreement, **Annex E**, and should sign the hiring form as evidence that they agree to the hiring conditions. 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 trolleys to move equipment) and will be shown the location of the accident book.

A hirer should nominate a number of stewards to supervise evacuation in the event of fire or other emergency. The number of stewards needed should be determined by the numbers to be evacuated, and should recognise the needs of any elderly or disabled persons present.

The assembly area is on the car park adjacent to the Old School House and the paper banks.



The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- **All emergency exit doors must be clear of obstacles throughout the hiring period**
- **The car park lights must be switched on while the hall is in use at night**
- **You must not** use smoke generators nor laser lights
- **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. This equipment is **not** made available to hirers, and is only available to committee members and contractors.
- **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 lift heavy or bulky items (eg chairs) - use the trolley provided
- **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.
- **Report** any evidence of damage or faults to equipment or the building's facilities to the Booking Secretary
- **Be aware and seek to avoid** the following risks:
 - creating slipping hazards mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops etc
 - risk to individuals while in sole occupancy of the building
 - risks involved in handling kitchen equipment e.g. cooker, water heater and knives

3.2.3 Maximum room capacities

Main Hall

Theatre seating layout	195
Dance with tables	145
Dance with no tables	235

Committee Room

On all occasions 50 (in addition to main hall)

3.2.4 Contractors

The management committee will check with contractors 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 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.

3.3 Child Protection and Vulnerable Adult Policy

The full child protection policy and vulnerable adult policy is Annex F

People responsible for reviewing the Policy
Review date April 2016, July 2016 then annually in July

Chairman, Child Protection Officer

3.4 Equal Opportunities Policy

The equal opportunities policy is Annex G
Person responsible for reviewing the policy
Created September 2017. Review annually in July.

Chairman

3.5 Insurance

The VHMC has public liability insurance of £10 million as part of its overall insurance policy

3.6 Review of Health and Safety Policy

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.

The management committee will review this policy annually in July