

Rendcomb Village Hall

Rendcomb Village Hall Charitable Trust

Health and Safety Policy

Part 1: General Statement of Policy

This document is the Health and Safety Policy of Rendcomb Village Hall

Our policy is to:

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

It is the intention of Rendcomb 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.

Rendcomb Village Hall Management Committee considers the promotion of the health and safety of its employees at work and 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors 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: Richard Fisher

Position: Chairman

Date: 12th January 2010

Part 2: Organisation of Health and Safety

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

The person delegated by the management committee to have day to day responsibility for the implementation of this policy is:

Name: Martin McKay

Telephone No: 01285 831491

Address: 8, Rendcomb, Nr Cirencester GL7 7HB

It is the duty of all employees, hirers and visitors 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 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 and it should be placed in the Hall Kitchen.

The following persons have responsibility for specific items:

First Aid box: Jenny Cairns (Secretary) 01285 831356

Reporting of accidents: Jenny Cairns (Secretary) 01285 831356

Fire precautions and checks: Jenny Cairns (Secretary) 01285 831356

Training in use of hazardous substances and equipment:

Martin Mckay 01285 831491

Risk assessment and inspections: Martin Mckay 01285 831491

Information to contractors: Jenny Cairns (Secretary) 01285 831356

Information to hirers: Jenny Cairns (Secretary) 01285 831356

Insurance: Duncan Cairns 01285 831349

Part 3: Arrangements and Procedures

3.1 Licence

Rendcomb Village Hall currently does have a Premises License authorising the following regulated entertainment and licensable activities at the times indicated.

Licence Code	Activity	Times for which the activity is licenced
a.	The performance of plays	Every day 0900-2300
b.	The exhibition of films	Every day 0900-2300
c.	Indoor sporting events	Every day 0900-2300
d.	The performance of live music	Every day 0900-2300
e.	The playing of recorded music	Every day 0900-2300
f.	The performance of dance	Every day 0900-2300
g.	Entertainment similar to those in a-f	Every day 0900-2300
h.	Making music	Every day 0900-2300
i.	Dancing	Every day 0900-2300
j.	Entertainment similar to those in h-i	Every day 0900-2300
k.	The sale of alcohol	Every day 1130-2300

3.2 Fire Precautions and Checks

See appendix 1: Fire Risk Assessment

See appendix 2: Instructions in case of Fire

Person on the management committee with responsibility for the fire risk assessment:

Martin McKay: 01285 831491

Company hired to maintain and service fire safety equipment:

Name:

Address:

Tel No.:

Location of service record: In Fire Book

Item	Test Interval	Note
Residual Current Device	Annually	1
Portable Appliance Testing	Annually	1
Electrical Installation	5 Yearly	1
Fire Extinguishers	Annually	2
Fire Alarm System	Quarterly	2
Emergency Lighting	Quarterly	3
Fire Exits	Weekly	3

Notes:

1. These will be carried out by an appropriate qualified electrician. The Certificates will be held with this document.
2. This will be carried out by an appropriate qualified practitioner. The Certificates will be held with this document.
3. These will be carried out by a Member of the Management Committee or delegated staff, with the dates and names being kept with this document.

3.3 Procedure in case of accidents

- The location of the nearest hospital Accident and Emergency/Casualty dept is:
Cirencester Hospital, Tetbury Road, Cirencester: 01285 655711
- The location and telephone no. for the nearest doctor's surgery is:
Rendcomb Surgery, Rendcomb, GL7 7EY Tel: 01285 831257
- The First Aid Box is located in: the bottom drawer in the Village Hall Kitchen
- The person responsible for keeping this up to date is:
Jenny Cairns (Secretary) 01285 831356
- The accident book completed pages are kept with this document. This must be completed whenever an accident occurs.
- Any accident must be reported to the member of the management committee responsible, who is:

Jenny Cairns (Secretary) 01285 831356, if not available then Pam Dukes, Rendcomb Village Stores

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

Jenny Cairns (Secretary) 01285 831356

The following major injuries or incidents must be reported on 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

3.4 Safety Rules

All hirers will be expected to read the whole of the Standard Hiring Conditions and should sign the hiring form as evidence that they agree to the Standard hiring conditions.

The hiring conditions should inform all new hirers 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 describe the location of the accident book and health and safety file.

All the hiring documents carry the following wording:

“It is the intention of Rendcomb 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”.

All the H & S risk assessments and policy documents will be available to be downloaded from the Village Hall website – www.Rendcomb.org . These will explain what risks have been identified and procedures to minimise the risks. You who is this? will need to undertake a risk assessment of any of your activities which is not covered by the Risk Assessments undertaken by the Management Committee.

Employees, hirers and visitors 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.

The committee has carried out risk assessments and from them the following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are kept clear at all times 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
- 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:

Jenny Cairns (Secretary) 01285 831356

- Be aware and seek to avoid the following risks:
 - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - use adequate lighting to avoid tripping in poorly lit areas
 - risk to individuals while in sole occupancy of the building
 - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - creating toppling hazards by piling equipment e.g. in store cupboards.

3.5 Contractors

The management committee will check with contractors (including self-employed persons) 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 have seen the health and safety file and 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 and provide a method statement on the works to be undertaken
- 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 Insurance

Details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer: NFU Mutual
 College Farm Buildings
 Tetbury road
 Cirencester
 GL7 6PY
Telephone no of insurer: 01285 654754
Policy No: BC W 80C38236 Date of Renewal:
 Midnight 05 April 2010 and annually thereafter

Any risks excluded or special conditions users should be aware of: None

3.7 Review of Health and Safety Policy

The management committee will review this policy annually.

The next review is due in (month) January (year) 2011

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.

Address and telephone number of organisations that can give advice on health and safety:

The Health and Safety Executive, Rose Court, 2 Southwark Bridge, London, SE1 9HS

Tel No: 0845 345 0055

Website: www.hse.gov.uk

Gloucestershire Fire & Rescue Service, Fire Service HQ, Waterwells Drive, Quedgeley, Gloucester. GL2 2AX

Tel No: 01452 753333.

Website: www.glosfire.gov.uk

Environmental Health Department -Cotswold District Council, Trinity Road, Cirencester:

Tel No: 01285 623000

Website: www.cotswold.gov.uk

Appendix 1: Rendcomb Village Hall Fire Risk Assessment

1.0 THE PREMISES

1.1: CONSTRUCTION DETAILS

The Building is a single storey structure built of Cotswold stone, with tiled roof. The interior has been refurbished in 2009 to incorporate a ground source heat pump supplying radiators throughout the building, a new kitchen with serving hatch, a separate bar and serving hatch, disabled/ladies toilet and mens toilet.

Exterior there is parking for 6 cars in the car park, all other cars will have to park on the road. At the back is a relatively flat grass area boarded by walls giving a private area.

1.2: FLOOR AREAS (sq metres)

Main hall: c 80 sq m.

Total 121.4 sq m

2.0 THE OCCUPANTS

2.1: NUMBER

The maximum numbers of people allowed to use the Hall for the various types of functions are set out below:-

Seated at tables	60
Seated in rows	100
Standing	150

Appendix 3 provides information on how these numbers were calculated.

3.0 OCCUPANTS AT SPECIAL RISK

3.1: DISABLED OCCUPANTS

People in wheel chairs or other mobility problems may attend functions. Numbers are low but cannot be predicted in advance.

4.0 FIRE LOSS EXPERIENCE

No recent experience of Fire

5.0 RELEVANT FIRE SAFETY LEGISLATION

5.1: The Regulatory Reform (Fire Safety) Order 2005 is applicable

5.2: The above legislation is enforced by Gloucestershire Fire and Rescue

6.0 FIRE RISK ASSESSMENT

A risk assessment has been prepared for the Village Hall. See Appendix 1 for full details.

7.0 ELECTRICAL APPLIANCE SAFETY:

The HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Any damage caused to the Village Hall as the result of electrical appliances brought into the village hall shall be the responsibility of the hirer

All trailing leads and extensions should be covered in a safety trunking, covered with a safety mat, or taped down.

8.0 SMOKING

The HIRER shall ensure that NO SMOKING is allowed anywhere inside the Village Hall or the Hall Porch area.

9.0 ARSON

Basic security against arson by outsiders reasonable. PIR sensor lights have been fitted to rear of building

10.0 PORTABLE HEATERS AND HEATING INSTALLATION

The HIRER shall ensure that no unauthorised heating appliances shall be used on the premises without the prior consent of the Rendcomb Village Hall Management Committee.

PORTABLE LIQUEFIED PROPANE GAS (LPG) HEATING APPLIANCES SHALL NOT BE USED.

Hot water is provided by three fixed electrical heaters.

11.0 FLAMMABLE SUBSTANCES

The HIRER shall ensure that Highly flammable substances are not brought into or used in any part of the premises and that No internal decorations of a combustible nature (e.g. polystyrene, cotton

wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters

12.0 COOKING

The hirer should ensure they are conversant with the operation of the kitchen equipment before using them. Only competent persons should use the kitchen equipment.

13.0 LIGHTNING PROTECTION

There is no lightning protection on the building.

14.0 HOUSEKEEPING

Instructions are issued to User groups regarding use, care, and removal of combustible materials used in events.

All COSHH items (cleaning fluids etc) stored in locked cupboards

15.0 MEANS OF ESCAPE

Users advised about placement of furniture clear of escape routes

In advance of any form of Entertainment or Play the HIRER shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order
- That all escape routes are free of obstruction and can be safely used
- That there is no obvious fire hazards on the premises

Appendix 2: Rendcomb Village Hall Instructions in case of a fire

FIRE NOTICE

THE HIRER IS DEEMED THE "RESPONSIBLE PERSON" AS IS DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.

It is advisable to take a note of the name of everyone attending your event (see Roll Call).

- 1: In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible by the water pump on the opposite side of the road. A Roll Call should be taken.
- 2: NO MATTER HOW SMALL THE FIRE !

CALL THE FIRE BRIGADE

The nearest public telephone is adjacent to the Village Shop.

Dial 999 and give this address:

Rendcomb Village Hall, Rendcomb, Nr.Cirencester GL7 7HB

- 3: The Responsible Person should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- 4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing their last known position
- 5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If any doubt get out of the building
- 6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, Please call 01285 831356 or 07776 236 848
- 7: All incidents no matter how small have to be reported to the Rendcomb Village Hall Secretary

Management Committee Contacts

Chairman:	Mr Richard Fisher	01285 831126
Secretary:	Mrs Jenny Cairns	01285 831356
Treasurer:	Mrs Ros Wise	01285 831702

FIRE EQUIPMENT PLAN
Appendix 4

