



## HEALTH AND SAFETY POLICY – 24/10/2013

This document is the Health and Safety Policy of Garvestone and Thuxton Village Hall Management Committee, hereinafter referred to as “The Company”.

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members, visitors and hirers.
- Keep Garvestone and Thuxton Village Hall premises and equipment in a safe condition for all users.
- Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Company to comply with all Health and Safety legislation and be proactive in preventing injury, ill health or any danger arising from activities and operations within Garvestone and Thuxton Village Hall.

The Company consider the promotion of the health and safety of employees at work and those who use the premises, including contractors who may work there, to be of great importance. Prevention of accidents depends on a committed attitude of mind to safety as well as the operation and maintenance of equipment and safe systems of work. The Company will encourage employees, contractors, visitors and users to engage in the establishment and observance of safe working practices.

Employees, contractors, visitors and users will be expected to recognise that there is a duty on them to comply with the practices set out by the Company, 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 and others.

The Company will review this policy annually after each AGM and also as required by any change of circumstances or by quarterly review. Individuals with responsibility for aspects of Health and Safety will report to the Company regularly, including any accidents, faults, misuse or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of Company meetings.

Signed:

A handwritten signature in black ink that reads "E.M. Buckley".

(On behalf of the Directors, Garvestone Village Hall (New Build) Ltd.

Name: Elizabeth Buckley

Date: 24/10/13

## **1.0 RESPONSIBILITIES FOR HEALTH AND SAFETY**

1.1. The Company has overall responsibility for health and safety at Garvestone and Thuxton Village Hall and for the implementation of this policy. It is the intention of the Company to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations at Garvestone and Thuxton Village Hall.

1.2. All users of the hall are expected to read this Health and Safety Policy Statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

1.3. It is the duty of all employees, contractors, hirers and visitors to:

- take care of themselves and others who may be affected by their activities
- do everything they reasonably can to prevent injury to themselves and others
- co-operate with the Company in keeping the premises safe and healthy, including the grounds and car park.

1.4. Should anyone using the hall come across any faults, damage or other situations which might cause injury and cannot be rectified immediately, they should inform the Chairman 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 reported immediately to the Bookings Secretary.

1.5. Routine reviews, checks and inspections of safety procedures and equipment are conducted by the Company or their nominees.

## **2.0 SAFETY INFORMATION**

### **2.1 Fire Precautions and Checks**

2.1.1 A copy of the Hall Emergency Evacuation procedure is attached as Appendix 1 and is also displayed on the Hall Notice Board. In addition, each group that meets regularly in Garvestone and Thuxton Village hall may have its own evacuation and fire drill procedure. A guide to emergency arrangements is provided to all hirers, and is attached as Appendix 2.

2.1.2 The service record for the fire safety equipment is available from the Bookings Secretary upon request and is also displayed on the hall notice board.

2.1.3 A schematic of the hall showing the location of fire exits, fire extinguishers and smoke detectors is attached as Appendix 3.

### **2.2 Risk Assessments**

The Company carries out a bi-annual risk assessment to assess and all examine activities; a decision is made as to whether enough precautions are in place or whether more needs to be done. These risk assessments also help the Company to comply with various laws and regulations contained in a wide range of legislation. A log book recording the results is kept at the Village Hall.

### 3.0 SAFETY PRACTICES

The following are best practices and should be adhered to in order to minimise risks:

- Make sure that all emergency exits doors are clear and unlocked during any period of hall usage.
- Do not operate or touch any electrical equipment where there are signs of damage.
- Steps, ladders and mini scaffolding should be properly secured before use and must not be used unless another person is present.
- Do not leave portable electrical equipment operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Heavy items e.g. tables and chairs should be moved using the proper equipment.
- Do not stack chairs more than seven high.
- Do not allow children in the kitchen except under close supervision.
- 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 the Bookings Secretary.
- Report every accident in the accident book and to the Bookings Secretary.
- Be aware and seek to avoid the following risks:
  1. Creating slipping hazards on steps or wet floors – mop spills immediately.
  2. Creating tripping hazards via items left in the foyer, kitchen, main hall and storage areas.
  3. Avoiding tripping by using adequate lighting.
  4. Risk to individuals while in sole occupancy of the building.
  5. Risks involved in handling kitchen equipment.
  6. Creating hazards by overloading storage cupboards

### 4.0 IN CASE OF ACCIDENTS

4.1 Any person using the hall or carrying out maintenance should always carry a fully charged mobile phone.

4.2 The nearest Accident and Emergency/Casualty dept. is:

**The Norfolk and Norwich University Hospital  
Colney Lane  
Norwich**

4.3 **The First Aid Box** is located in the lobby.

4.4 The **accident book** is at the First Aid Point in the kitchen. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to the Bookings Secretary.

### 5.0 INSURANCE

A copy of the Employer's Liability and Public Liability Insurance certificate for Garvestone and Thuxton Village Hall is displayed on the hall notice boards.

### 6.0 CONTRACTORS

Before any contractor or person on site begins any work they should:

- a) Carry out their own risk assessment
- b) Ensure they have adequate liability cover
- c) Familiarise themselves with this Health and Safety Policy.

## APPENDIX 1

### EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

Fire Assembly Point is in Car Park by 'Assembly Point' Sign next to the school gates

#### **IF YOU DISCOVER A FIRE:**

1. SOUND THE ALARM BY PRESSING A FIRE CALL POINT.
2. IMMEDIATELY GO TO FULL EVACUATION PROCEDURES.
3. DIAL 999 OR 112 FOR FIRE SERVICE.

Give this address:

**GARVESTONE AND THUXTON VILLAGE HALL, DEREHAM RD, GARVESTONE NR9 4AD**

4. ALL PRESENT TO LEAVE BUILDING AND MEET ON ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED.
5. IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – *DO NOT ENDANGER YOURSELF.*
6. ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.

#### **IF YOU HEAR THE FIRE ALARM**

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. CLOSE ALL DOORS BEHIND YOU.
3. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
4. DO NOT STOP TO COLLECT BELONGINGS.
5. DO NOT TAKE RISKS – JUST GET OUT.

## APPENDIX 2

### **Typical Emergency Plan For The Hirer/Person Responsible.**

**A Caretaker is not present on the premises. As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.**

**Contact details in case of difficulty are:**

**Jackie & Roy Bryant 01362 850997**

**Rob Summerfield 07899 957542**

**Before the event you should:-**

- Study the plan of fire exits & extinguishers, and note the 'Fire Assembly' point.
- Check all escapes are clear of obstruction.
- Check you know where the fire call points are.
- Advise people to evacuate if the alarm goes off.
- Advise people that the serving shutter will close automatically in the event of a fire.
- Identify any persons at risk, e.g. children, the disabled.
- Make sure all internal fire doors are not propped open during the event.
- Note all rooms have smoke detectors.
- Carry a mobile phone.
- Keep to the permitted limits for the numbers of people at an event.

**At the start of an event you should notify all present about:-**

- The no smoking policy.
- Location of exits and escape routes.
- The location of the Assembly Point.

**During an event, you should ensure that:-**

- Escape routes and exits do not become obstructed.
- The No Smoking policy is adhered to.
- Rooms do not become overcrowded, or permitted numbers exceeded.
- Noise levels cannot drown out the need for emergency announcements.
- You are aware of the disabled call alarm in the disabled toilet.

**At the end of the Hiring, you should ensure that:-**

- The premises are left clean and tidy and equipment is returned to its correct position / storage area.
- All items brought onto the premises are taken away.
- All heaters including water heaters and cookers are turned off.
- All electrical appliances apart from the refrigerator are turned off and unplugged.
- All lights not required for security reasons are turned out.
- All internal doors are closed and locked.
- The main entrance to the premises is locked by fully raising the handle before turning the key. Check it is secure, and return the key as arranged with the Booking Secretary.