

COLERNE VILLAGE HALL ASSOCIATION

REGISTERED CHARITY 1072699

Health & Safety Policy

General

The Management Committee are very aware of their “duty of care” under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. We acknowledge our statutory duty under the Health and Safety at Work Act 1974 to take “reasonably practicable” steps to ensure the health and safety of employees and others who use Colerne Village Hall i.e. volunteers, members of the public and contractors. In addition to these general responsibilities, the Management Committee acknowledges that other legislation has introduced specific Health and Safety requirements. These cover (but are not limited too) The Electricity at Work Regulations 1989; The Management of Health and Safety at Work Regulations 1999; The Workplace (Health, Safety and Welfare) Regulations 1992; The Provision and Use of Work Equipment Regulations 1988; The Manual Handling Operations Regulations 1992; The Personal Protective Equipment at Work Regulations 1992; The Control of Substances Hazardous to Health (CoSHH) Regulations 1994; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR); The Occupiers Liability Act 1984; The Food Safety Act 1990; The Food Premises (Registration) Regulations 1991; The Food Safety (General Food Hygiene) Regulations 1995; The Food Safety (Temperature Control) Regulations 1995; The Children Act 1989; Fire Safety; The Licensing Act 2003, Fire Precautions (Workplace) Regulations 1997/1999 & the Regulatory Reform (Fire Safety) Order 2004 in those areas where they affect the Village Hall.

Description of Premises

Colerne Village Hall is the largest community facility within Colerne and is situated near the middle of the village. The Main Hall was constructed in 1955. An extension was added in the late 1970s and a major refurbishment in 2001. The building consists of a Main Hall (with stage plus two rooms which can be used as dressing rooms) a function room, kitchen with serving hatch to the Main Hall. A Foyer, which leads to Ladies, Gents toilets plus a toilet for the disabled. On the side of the Main Hall there is a meeting room which can be hired independently from the Hall itself as it has its own entrance and toilet facilities. There is a small car park adjacent to the Hall. During the 2001 refurbishment internal upgrades were made to the Hall to meet the forthcoming Disability Act. The Premises Licence covers the whole of the Village Hall but does not apply to the grounds in which it is sited.

The Village Hall is a Registered Charity and is run by a Management Committee representing User Groups and elected members of the public, who are the Managing Trustees of the Charity.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Booking Form and Conditions of Hire draw the hirers’ attention to the health and safety and licensing obligations that the Booking places upon them. Hirers are expected to provide attendants to meet the requirements of licensing conditions.

The Hall is licensed for the sale of alcohol for consumption on the premises with permission from the Management Committee. There is also a Personal Licence Holder on the Management Committee.

Principle Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to Luncheon Club, Whist Club, Dance Group, Gardening Club, History Group, WI, Parents & Toddlers Group, and an Operatic Society. The Village Hall Management Committee will encourage all regular users of the Hall to carry out their own Fire Safety Drills

In addition to the above, the Hall is widely used for Parties, Discos, Plays, Receptions and many other social and fund raising activities. The Management Committee introduced a rural cinema in 2011 on the second Tuesday of the month.

The Fire Risk Assessment has been done by the Village Hall Management Committee to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout or equipment.

The Management Committee encourages Hirers to make themselves aware of exit routes, the fire fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users and is also on the Store Room Cupboard Door in the Main Hall.

General Statement of Policy

This section is the General Statement of the Health and Safety Policy of Colerne 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 Colerne Village Hall Management Committee to comply with all Health and Safety legislation and to act positively where it can be reasonable to do so to prevent injury, ill health or any danger arising from its activities and operations.

Colerne Village Hall Management Committee considers the promotion of the health and safety of its employees at work and those who use its premise, 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 (including casual labour), Committee members and Users to engage in the establishment and observance of safe work practices.

Employees (including casual labour), hirers and visitors will be expected to recognise that there is a duty on them to comply with the practises set out by the Committee, with all safety requirements set out either directly or indirectly 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)

Names: Anne Elizabeth Nicholas

Position: Hon. Secretary

Date: 20/08/2013

Organisation of Health and Safety

Colerne Village Hall Management Committee has overall responsibility for health and safety at Colerne Village Hall, Martins Croft, Colerne, Wiltshire, SN14 8DT.

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

Name: Anne Nicholas
Telephone No: 01225 744544
Address: 20 Cleaves Avenue, Colerne, Wiltshire, SN14 8BX

It is the duty of all employees (including casual labour), 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.

It is also the duty of those hiring the Hall to read the Rules governing the use of the Hall and the documents produced on 'Hiring Conditions'. It is the hirer's responsibility to ensure that the relevant attendees at a function, for example Stewards or Door Supervisors are familiar with the Fire Exits, escapes routes and fire fighting equipment.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should update the Maintenance File in the Kitchen and contact the relevant people specified within it as soon as possible so 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 Maintenance Person will remove the equipment from the Village Hall if possible.

The following persons have responsibility for specific items:

First Aid Box:	Maintenance Person
Reporting of Accidents:	User/Injured Party
Fire Precautions and Checks:	Maintenance Person
Risk Assessments:	Maintenance Person and Secretary
Information to Contractors:	Secretary
Information to Hirers:	Booking Secretary & Hiring Co-ordinator
Insurance:	Secretary

A plan of the hall can be found on the Store Cupboard Door in the Main Hall.

Fire Precautions and Checks

Colerne Village Hall Management Committee has produced a Fire Risk Assessment document which is checked on an annual basis. All hirers should read the Fire Evacuation Procedure Document and Emergency Exit Plan document before commencement of any hiring.

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is Bath Royal United Hospital, Combe Park, Bath, BA1 3NG. This is 8 miles from the Village Hall.

The nearest doctor's surgery is The Three Shires, High Street, Colerne, telephone 01225 742028. There is a first aid box in the Kitchen and Denys Sargent Room; both are being kept up to date by the Maintenance Person.

The accidents books are also sited in the Kitchen, covering the whole Hall and in the Denys Sargent Room which can be hired separately. These books need to be completed if an accident occurs.

Any accident must be reported to the Management Committee. The Member responsible for this is the Village Hall Secretary.

The person responsible for completing RIDDOR forms and reporting accidents is the Village Hall Secretary. Please note that RIDDOR forms only relate to people working within the Village Hall that are being paid by the Management Committee, either as employees or Contractors.

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 occurrence 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

Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the Booking 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 procedure) and will be advised of the location of the accident book and Maintenance File.

It is the intention of Colerne Village Hall Management Committee to comply with all Health and Safety legislation and to act positively where it can be reasonable to do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, casual labourers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the management Committee, with all safety requirements set out in the hiring agreement 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. The following practices must be followed in order to minimise risks:

- Thoroughly read the Rules Covering the Hire of the Village Hall in the Hiring Conditions document.
- Make sure that all emergency exit doors are clear as soon as the Hall is to be used 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. In this case gas means any propane type device brought into the Hall.
- Do not bring onto the property any portable electrical appliances that have not been Portable Appliance Tested.
- Do not attempt to manually move heavy or bulky objects.
- Do not stack more than 5 chairs high.
- Do not stack the square brown tables.
- Do not attempt to carry or tip the tea urn when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running.
- Read the basic rules on Food Hygiene, these are found below for clarity.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment in the Maintenance File.
- Report every accident in the accident book and to the Village Hall Secretary.
- 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 Hall.
 - 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, tea urn and knives.
 - Creating toppling hazards by piling equipment e.g. in store cupboards.

Our basic Health and Safety in Food Handling rules:

Health and Safety in Food Handling
It is law that you make yourself aware of these precautions

Ensure that you bring your own disinfectants and detergents. Under Health and Safety Regulations the management Committee is not permitted to leave these products in unsecured areas.

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING RULES

1. Do not smoke in the kitchen
2. Wash your hands thoroughly
 - Before touching food
 - After using the lavatory
 - Before serving food
 - After preparing fresh meat, poultry or fish
 - After blowing your nose
3. If you have any skin, nose, throat or bowel trouble

YOU MUST NOT HANDLE FOOD
4. Do not cough or sneeze over food
5. Please wear clean clothes and a protective apron or overall
6. User waterproof dressing on cuts, sores or abrasions and keep the dressing clean.
Wear a thin rubber glove if necessary
7. Wherever possible use food grade disinfectants as well as detergents to ensure that preparation surfaces are clean
8. Always ensure utensils are clean. Use a clean utensil in preference to your hands.
9. Always use clean cloths for washing, wiping and drying
10. Do not use chipped or cracked crockery: put it to one side to be destroyed or replaced
11. Clean up as you go and wipe up spillages as they occur
12. Keep prepared foods covered until they are to be served
13. Do not place uncooked meat, poultry or fish near cooked preparations unless securely wrapped
14. Keep fish, meat, vegetables or dairy products and foods containing them either below 8C or, if they are cooked and waiting to be eaten hot, above 63C
15. Keep the waste bin properly covered at all times
16. When you have finished your preparations, please wash and dry everything you have used. Clean the sink, work surfaces and any spills

Contractors and Casual Labour

The Village Hall Secretary will check with all Contractors and Casual Labour before they start work in the Village Hall that they are suitably qualified and are aware of their obligations regarding health and safety issues.

Insurance

The Insurance policy covering Colerne Village Hall gives and provides the Hall's Employer's Liability and Public Liability insurance and is held by Zurich Insurance arranged through Community First.

Review of Health and Safety Policy

The Management Committee will review the policy annually.

Committee Members with responsibility for aspects of Health and Safety will report to the Committee regularly, including accidents, faults, misuse by hirers or other matters that could affect the health and safety of users or employees.