

Spencers Wood Village Hall

Health and Safety Policy

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Spencers Wood 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 Spencers Wood 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.

Spencers Wood 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

Position

Date

EMMA MARSHALL

CHAIR

Part 2: Organisation of Health and Safety

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

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

Name: Paul Gibbs
Address: Melrose Cottage
Grovelands Road
Spencers Wood
Reading
RG7 1DP
Telephone No: 01189 884614

Name Bryan Swindle
Address: 58 Century Drive
Spencers Wood
Reading
RG7 1PE
Telephone No: 01189 886851

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.

The following persons have responsibility for specific items:

First Aid box	Dawn Walker
Reporting of Accidents	Emma Marshall
Fire precautions and checks	Bryan Swindle
Training in use of hazardous substances and equipment	Paul Gibbs
Risk Assessment and Inspections	Paul Gibbs
Information to contractors	Bryan Swindle
Information to hirers	Dawn Walker
Insurance	Karen Badcock

Appendix A is a plan of the hall showing the location of fire exits, fire extinguishers, evacuation assembly points, electricity fuse box and gas boiler.

Telephone Numbers

Emma Marshall	01189 882509	Management Committee Chairperson
Bryan Swindle	01189 886851	
Paul Gibbs	01189 884614	
Karen Badcock	01189 883467	Treasurer
Dawn Walker	01189 883811	Caretaker / Booking Secretary

Part 3 Arrangements and Procedures

3.1 Licence

New licensing rules were introduced in November 2005 by the implementation of the Licensing Act 2003. There are 3 elements of the new legislation

Entertainment

Alcohol

Late night food (11pm – 5 am)

A premises license is required to cover one or all of the above.

Entertainment

This is the provision of regulated entertainment to the public for the purposes of making a profit.

Alcohol

This is the **sale** of alcohol. It is permissible for guests to bring in alcohol provided it is not sold or to give it away free.

Late Night Food

The Hall has no involvement in this

The Management Committee of the Hall has a premises license for Entertainment. For the Sale of alcohol a system of Temporary Events Notices is used. A Temporary Events Notice (TEN) can be obtained from Wokingham District Council for each specific event. Only 12 Temporary Events Notices (TEN) per year can be applied for a particular premises such as the Hall. The TEN is obtained and paid for by the User of the Hall. Reference to the requirement for a TEN has been incorporated on the booking form.

The Hall is licensed by the Performing Rights Society for the playing of music. The licence was last renewed in May 2010.

3.2 Fire Precautions and Checks

Attached as Appendix A is a plan showing the fire exits, fire fighting equipment, and evacuation assembly point.

Attached as Appendix B is the copy of the ‘Event of a Fire’ notice which is displayed in the Main Hall and the Wellington room .

Person with responsibility for testing equipment and keeping log book:

Dawn Walker

Company hired to maintain and service fire safety equipment:

Name: RES
Address: 139B Cavendish Rd
Reading
Berks
RG1 8AU
Tel No.: 01189 500635
Location of service record: With Karen Badcock

List of Equipment records and its location.

Item	Test interval (e.g. weekly/monthly/annual)	Location of records	Next Service Date
Residual Current Device	Monthly	Dawn Walker	
Fire Exits signs	Monthly	Dawn Walker	
Fire Alarms	3 Monthly	Dawn Walker	
Fire fighting appliances	Annually	Karen Badcock	Aug 2010
Electrical installation	5 years	Karen Badcock	July 2011
Fire Exits signs	Annually	Karen Badcock	Aug 2010
Portable Appliances	Annually	Karen Badcock	Aug 2010

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:

Berkshire Royal Infirmary

The location and telephone no. for the nearest doctor's surgery is:

Swallowfield Medical Practise 01189 883134

The First Aid Box is located in: The Hall kitchen

The person responsible for keeping this up to date is: Dawn Walker

The accident book/forms are kept within the first aid box. They must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is: Emma Marshall

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

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 examples of reportable dangerous occurrences include:

- electrical 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 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 hiring agreement 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 on the risk assessments carried out at the hall which they will be expected to follow (e.g. fire evacuation procedures, etc) and will be informed of the location of the accident book and Health and Safety file."

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 have carried out Risk Assessments. A complete listing is attached as Appendix C. A copy of this Policy and the Risk assessments is available for reference by all users on the Health and Safety notice board at the Hall.

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 or gas pipes)
- 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 Insurance

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

Aviva Insurance UK Ltd
Policy Number 2444025CCI

Broker
Jeff Group Plc
Clarendon House
59 - 75 Queens Road
Reading
RG1 4BN

Telephone no 01189 551868
Date of Renewal 29 September 2010

3.7 Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in November 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.

3.8 Organisations that can give advice on health and safety:

The Health and Safety Executive (The HSE also have regional centres whose contact details can be obtained from their telephone line)
The Fire Authority
The local Environmental Health dept.

Appendix B

From: Spencers Wood Village Hall Management Committee
To: All Hall User Groups

Fire Procedures in Spencers Wood Village Hall

IN THE EVENT OF A FIRE:

1. Exit the building and assemble all parties in car park
2. Call Fire Brigade from The Farriers Arms Public House or using a mobile.
3. Only return to extinguish a minor fire when you are certain your exit is guaranteed. Collect the correct extinguisher located by the exit doors.

A. Fire Exits and Fire Extinguishers

Ensure all hall users know where these are located.

The main fire exit is the front entrance. The other fire exit is via the toilet corridor, and the double doors leading to the side of the building.

Location of extinguishers:

H2O & CO2	in the main hall by the entrance doors
H2O	in the main hall by the kitchen hatch
H2O	on the stage at the top of the steps
CO2 & fire blanket	in the kitchen by the door
H2O	in the toilet corridor adjacent to the rear fire exit

H2O extinguishers are water for wood/paper fires

CO2 extinguishers are carbon dioxide for electrical fires

B. Priority is evacuation

Please do not attempt any heroics in fire fighting, evacuate immediately. The safety of your group is priority – please assemble in the car park and account for all members. Call the Fire Brigade to deal with the fire.

C. Annual Fire Drill

We advise you to practice the evacuation procedure at least once a year to familiarise your members with what to do.

D. First Aid Kit

There is a First Aid Box located on the wall in the kitchen for minor requirements. More serious accidents should always be taken to Casualty. We would be grateful for any items used to be restocked by the user group. If necessary complete the accident book in the First Aid box.

E. Smoke Alarms

These are positioned on the ceiling of the main hall and outside the kitchen in the Wellington Room. Please note the kitchen door is a fire door and should therefore remain closed at all times; it constitutes a fire hazard to prop it open.

Should the alarms be set off accidentally (by cooking odours) vigorous fanning underneath the alarm will silence it. However, beware not to ignore a real fire.

The hall is a no smoking area.

Be Safe – Be Aware