

# **Health, Safety and Hygiene Policy**

## **Ibberton & Belchalwell Village Hall**

### **General Statement of Policy**

This document is the Health and Safety Policy of Ibberton and Belchalwell 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 Ibberton and Belchalwell 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.

Ibberton and Belchalwell 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:

Name: Mrs B Simpson

Position: Hall Chairman

Date: 9.3.2021

## Organisation of Health and Safety

The Ibberton and Belchalwell Village Hall Management Committee has overall responsibility for health and safety at Ibberton and Belchalwell Village Hall. The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name: Mr D Old

Telephone No: 01258 817349

Address: Rydalmere, Ibberton, Blandford Forum, Dorset DT11 0EL

Name: Mrs A Newman

Telephone No: 01258 817269

Address: Woolland View, Ibberton, Blandford, Dorset DT11 0EJ

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 storage building.

The persons above have responsibility for specific items:

First Aid box

Reporting of Accidents

Fire precautions and checks

Training in use of hazardous substances and equipment

Risk Assessment and Inspections

Information to contractors

Information to hirers

Insurance

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, 10ft access : Appendix 1

## Arrangements and Procedures

### 3.1 Licence

The hall is licensed for the following activities by Dorset County Council:

Premise Licence - a performance of a play, an indoor exhibition, an indoor sporting event, a performance of live music, any playing of recorded music, a performance of dance, entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance, entertainment facilities for making music, entertainment facilities for dancing, entertainment of similar description to that falling within entertainment facilities for making music or dancing .

Date licence was last renewed: 3rd September 2005

### 3.2 Fire Precautions and Checks

Person with responsibility for testing equipment and keeping log book: Mrs Annette Newman

Local Fire Brigade Contact:

Dorset & Wiltshire Fire and Rescue Service, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury, SP1 3NR / 01722 691000.

Fire Certificate/Entertainment Licence issue date: n/a

Company hired to maintain and service fire safety equipment:

Name: John Skinner T/A Vale Fire Safety

Address: Unit 7, Richmar Trading Centre, Butts Pond Industrial Estate, Sturminster Newton, Dorset DT10 1AZ

Tel No.01258 471871

Location of service record: **First Cupboard-Hall Kitchen**

List of Equipment and its location:

Item	Test interval(weekly/monthly/annual)	Location	Service Date
Emergency Lighting	monthly	Inside - above the exit doors / disabled toilet Outside - corners of building	February, 2027
Fire exits-main hall	weekly	Either end of hall	
Fire fighting appliances	annually	Entrance Porch Kitchen	February, 2022
Electrical installation	1/3/5 years	Entrance Porch	February, 2027

### 3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:  
Dorchester 0845 600 10 13

The location and telephone no. for the nearest doctor's surgery is:  
The Blandford Group Practice,  
Child Okeford 01258 860687 Dr. Nixon

The First Aid Box is located in: **First Kitchen Cupboard**

The person responsible for keeping this up to date is: **Mrs Newman**

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

Any accident must be reported to the member of the management committee responsible, who is: **Mrs Newman**

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

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 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/training 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, use of equipment.) and will be shown the location of the accident book and Health and Safety file.

## **Risk Assessments for fire and hazards: Appendix 2**

It is the intention of Ibberton and Belchalwell 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. 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. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked 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
- **Do not leave electrical sockets switched on when not in use**
- **Do not store of combustible material near a source of ignition**
- 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 (eg 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 Mrs A Newman
- Report every accident in the accident book and to Mrs A Newman

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.

**Smoking is forbidden inside and outside 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**

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

Name and address of insurer Allied Westminster (Insurance Services) Ltd, Allied House, Holgate Lane, Boston Spa, LS23 6BN

Telephone no of insurer 01937 845245

Policy No. VH 88/0047440/BS64416

Date of Renewal 24/12/2021

AVIVA Certificate of Employers' Liability Insurance 24166446CHC 24/12/2019

### **3.7 Review of Health and Safety Policy**

The management committee will review this policy annually. The next review is due in February, 2021.

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

The Health and Safety Executive (See Appendix 7 -The HSE also have regional centres whose contact details can be obtained from their telephone line)

The Fire Authority: Dorset & Wiltshire Fire and Rescue Service, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury, SP1 3NR / 01722 691000.

The local Environmental Health dept. - Dorset Council, First Floor Princes House Princes Street, Dorchester. DT1 1TP Phone: 01305 224 400

### **Food Hygiene Regulations 2006**

This is a wide ranging set of regulations and affects everyone working in the food business however small. Regulation(EC) No 852/2004 on the hygiene of food stuffs and regulation (EC) 178/202 on general food law are the main pieces of legislation with which the Village Hall has to comply.

The regulations are to ensure that food sold is fit for human consumption and free from contamination or adulteration.

The regulations lay down a minimum legal standard that local Authority Environmental Health have a duty to enforce.

**Guidance of basic principles of food hygiene are available in the kitchen of the Village Hall.**

### **The Children's Act 1989**

The purpose of the Act is to promote and safeguard the welfare of children

Organisers of care provision for children that lasts more than 2 hrs must register with the Local Authority Social Services Department and are subject to inspection by the Office for Standards in Education ( Ofsted) .

The Village Hall Committee welcome inspection as a useful means of identifying points that need attention to ensure that the premises is safe

### **Water Supply (Water Fitting) Regulations 1999**

All plumbing systems, water fittings and equipment supplied or to be supplied from the public water supply must conform to these regulations. The Village Hall Committee ensure that they do so.

## **Important issues associated with the Health, Hygiene and Safety in Ibberton & Belchalwell Village Hall**

### **Working Alone**

Volunteers, hires, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. When jobs are less risky checks should be made. A mobile phone and telephone number of someone who can administer first aid should be available.

### **Children in kitchens**

Supervised cookery by children is allowed or older children helping with serving at charitable functions. Small children are not be allowed in the kitchen when caterers or volunteers are busy serving hot food or drink. This is to avoid the risk of scalds, burns cuts and other injuries occurring.

### **The Accident Book**

An HSE Accident Book is located in the Kitchen Cupboard. Its purpose is to record minor incidents and accidents. Under the Data Protection Act 2004 accident books should not enable people to read personal information of others. To ensure that this does not occur individual records are removed and held separately by the Secretary. The cause of accidents will be investigated so as to reduce the risk of re occurrence.

### **Hiring Procedure**

Every hirer of the premises must have a written hire agreement. This must make clear Health and Safety Policies that hirers are obliged to follow. A hard copy of the Halls Hire Agreement is located on the notice board in the hall.

### **Role of the Booking Clerk**

The Booking Clerk plays an important role in implementing the health and safety policy and carries this out by:

- \* Ensuring all hires complete a booking form.
- \* Ensuring that they are aware of the Health and Safety Policy as well as the hiring agreement
- \* Ensuring that they are aware of the fire exits and the evacuation procedure
- \* The location of the First Aid Box and Accident form
- \* That any portable electrical equipment brought into the hall must be PAT tested.
- \* To report any damage or faults.