

# **Bishopstone Village Hall**

## **Health and Safety and Fire Evacuation Policy**

This document is the Health and Safety policy of the Bishopstone Village Hall Committee, hereinafter referred to as the 'Trustees'.

**Our policy is to:**

- i. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, visitors, hirers, contractors and employees.***
- ii. Keep Bishopstone Village Hall and its curtilage ("the premises") and equipment in a safe condition for all volunteers, visitors, hirers, contractors and employees.***
- iii. Provide such training and information as is necessary to all volunteers, visitors, hirers, contractors and employees.***

It is the intention of the Trustees 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 the activities and operations within the premises.

The Trustees recognise that the effective prevention of accidents depends as much on a commitment to safety as on the operation and maintenance of equipment and safe systems of work. To this end, they will seek to encourage all volunteers, visitors, hirers, contractors and employees to engage in the establishment and observance of safe working practices.

All volunteers, visitors, hirers, contractors and employees are expected to recognise that they have a duty to comply (i) with the policies and practices prescribed by the Trustees, (ii) with all safety requirements set out in the hiring agreement, (iii) with safety notices displayed on the premises - and to do everything they reasonably can to prevent injury to themselves and others.

Signed: Chairman

On behalf of Bishopstone Village Hall Committee

Date:

## **1.0 Responsibilities for Health and Safety**

The Trustees have overall responsibility for health and safety on the premises and for the implementation of this policy. It is the intention of the Trustees to comply with all Health and safety legislation and to adopt policies and practices wherever they can reasonably do so to prevent injury, ill health or any danger arising from the premises and the activities carried out within them.

All Hirers 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 on the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

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

- i. take care of themselves and others who may be affected by their activities
- ii. do everything they reasonably can to prevent injury to themselves and others
- iii. co-operate with the Trustees in keeping the premises safe

Should anyone using the premises discover a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Chairman or 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.

Routine reviews, checks and safety inspections of safety procedures and equipment are conducted by appointed Trustees or their nominees. Further information can be obtained from the Bookings Secretary upon request.

## **2.0 Safety Information**

### **Fire Precautions and Checks**

A copy of the Hall Emergency evacuation procedure is attached at Appendix 1 and is also displayed on the Hall notice-board. In addition, each group that meets regularly in the Hall may have its own evacuation procedure and fire drill procedure. A guide to the emergency arrangements is provided to all hirers and is attached at Appendix 2.

### **Risk Assessments**

The Trustees carry out regular risk assessments. Copies of the risk assessments are available from the Bookings Secretary on request. The risk assessments, together with the actions they identify, are kept under review in order to minimise risk. However, the Trustees recognise that risk can never be eliminated completely. Further risk assessments are carried out if new or changed circumstances are identified.

## SAFETY PRACTICES

### The following practices must be followed:

- Ensure that all emergency exits doors are clear and unlocked throughout every hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, or water ingress.
- Hirers must not work on steps, ladders or at a height unless this has been agreed in advance and 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 premises 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)
- Do not stack chairs more than ten high, or six if the chairs are not stacked in the facing inward method
- Do not carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen.
- Do not allow the premises to become over-crowded.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- All defects or repairs should be reported promptly to the Bookings Secretary.

### Be aware of the following risks:

- slip hazards on steps or wet floors – clean up spills immediately
- trip hazards such as buggies, umbrellas, bags, mops and other items left in the kitchen, main hall and storage areas
- trip hazards can be mitigated by using adequate lighting
- Risk to individuals whilst alone in the building.
- Risk in using kitchen equipment e.g. cooker, water heater and knives
- Toppling hazards by piling equipment e.g. in store cupboards
- Manual handling hazards by avoiding storage of heavy or bulky items at height

## ACCIDENTS

- The nearest Accident and Emergency/Casualty department is Stoke Mandeville Hospital
- The First Aid Box is located in the kitchen and the cupboard marked.
- The accident book is kept in the kitchen in the same cupboard. This must be completed whenever an accident occurs – including any use of the first aid box. All accidents, however minor, must be reported to the Bookings Secretary.
- The following major injuries or incidents must be reported to the Bookings Secretary within 24 hours so that a RIDDOR report can be filed:
  - resuscitation or admittance to hospital for more than 24 hours.
  - unconsciousness or requiring resuscitation or requiring admission to hospital for more than 24 hours
  - biological agent.
  - from absorption, of any substance by inhalation, ingestion or through skin.
  - biological agent or its toxins or infected material.

## **INSURANCE**

A copy of the Employers' Liability and Public Liability Insurance certificate for the premises is displayed on the hall notice board and can also be obtained from the Bookings Secretary upon request.

## **CONTRACTORS**

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

- a) Carry out their own risk assessment
- b) Ensure they have third party liability cover of not less than £5million
- c) Familiarise themselves with this Health and Safety Policy.

## **REVIEW OF HEALTH AND SAFETY POLICY**

The Trustees will review this policy annually after each AGM and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the Trustees regularly, including any accidents, faults, misuse by hirers 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 Trustees' meetings.

# APPENDIX 1

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

\*\*\*Fire Assembly Point is the tarmacked area in front of the garages opposite and to the north of the Village Hall\*\*\*

### Fire Procedures

Sirens and detectors are provided to give warning in the event of a fire. The cooperation of all Hirers and visitors in observing our no-smoking or naked flames policy which will help us to avoid false alarms.

Fire extinguishers are provided in the main hall and kitchen together with a fire blanket in the kitchen.

It is the responsibility of the Hirer:

- to ensure that everyone leaves the building on hearing the alarm
- to ensure that the fire brigade have been called (unless certain of a false alarm)
- to check the status of the fire alarm panel (provided that it is safe to do so) when the alarm sounds (if there is no obvious cause).

The Hirer should ensure that all visitors know what to do:

#### On discovering a fire:

1. The alarms should already have sounded. If not activate the test button on the alarm panel to warn
2. Dial 999 to call the fire brigade - requesting assistance at Bishopstone Village Hall, Moreton Lane, Bishopstone HP17 8SQ
3. Attack the fire if safe to do so using available appliances but do not take personal risk.
4. See below

#### On hearing the fire alarm:

- Evacuate the whole of the building as quickly as possible checking that nobody remains inside
- Do not stop to collect personal belongings
- Close all doors behind you as the building is evacuated
- Assemble on the tarmacked area in front of the garages opposite and to the north of the village hall."
- Ensure that the fire brigade have been called (999) – unless you are certain that the alarm is false.
- The Bookings Secretary should be contacted immediately upon any activation of the fire alarm

## **APPENDIX 2**

### **Typical Emergency Plan for The Hirer**

As the Hirer for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event. You must keep the keys secure.

#### **Before the event you should be aware of:-**

- The available fire detection and extinguishing equipment
- How a fire will be detected
- How people will be warned if there is a fire
- What people should do if they discover a fire
- How evacuation of the building should be carried out including arrangements for those with disabilities and / or children
- Where people should assemble after they have left the building and procedures for checking everybody has evacuated
- Arrangements for fighting a fire
- How fire and rescue services will be called and ensuring that a mobile phone is in their immediate possession to be able to call the emergency services in the event of an emergency
- Procedures for meeting fire and rescue services on arrival
- Limitation on numbers of people
- Checking all escape routes are clear of obstruction

#### **At the start of an event all present should be notified of:**

- The no smoking / no naked flames policy
- The fire alarm and location of exits
- Taking only valuables immediately to hand and not collecting other belongings
- Not leaving items on the floor that could cause obstruction (eg handbags)
- The location of the Assembly point (tarmacked area to the front of the garages opposite and to the north of the village hall)
- What will happen after an evacuation

#### **During an event you should ensure that:**

- Escape routes and exits do not become obstructed
- The no smoking policy is adhered to
- No naked flames
- No overcrowding / Permitted numbers are not exceeded
- Noise levels cannot mask the need for emergency announcements/fire alarm/disabled call alarm in the Disabled WC

#### **At the end of the event, you should ensure that:**

- The premises are left clean and tidy and all equipment is returned to its correct position/storage area
- All items brought onto the premises are taken away
- All rubbish is removed from the premises and put in the dustbins provided
- The cooker and heating system is turned off
- All electrical appliances are turned off and unplugged

- All lights are turned off, save those in the store and WC's which switch off automatically
- All internal doors are closed
- All exits to the premises are securely locked and the keys returned as arranged to the Bookings Secretary

## **APPENDIX 3**

### **Important Contact Details**

**Chairman: Peter Gehnich**

Telephone: 01296 748837

**Bookings Secretary : Rachel Castle**

Telephone: 01296 747773