

Kirton & Falkenham Village Hall Health & Safety Policy

Health and Safety Policy

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Kirton & Falkenham Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Kirton & Falkenham Village Hall Management Committee to comply with all relevant 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.

Kirton & Falkenham Village Hall Management Committee considers the promotion of the health and safety of 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices. Hirers, users and other 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.

Part 2: Organisation of Health and Safety

The Kirton & Falkenham Village Hall Management Committee has overall responsibility for health and safety at Kirton & Falkenham Village Hall and takes day to day responsibility for the implementation of this policy. Contact details of the Management Committee are detailed in the VH Logbook (located in the kitchen under sink cupboard)

It is the duty of all hirers, users and other 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. It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 Bookings Secretary (ad-hoc hirers) or their Management Committee representative (regular hirers), for escalation to the Management Committee, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Management Committee informed as soon as possible.

Injuries sustained on VH premises should be reported to the relevant Management Committee representative (regular hirers) or the Booking secretary (ad-hoc hirers) for subsequent reporting via the RIDDOR on-line tool within 10 days of the incident (<http://www.hse.gov.uk/riddor/report.htm>). Details of the incident shall be shared with members of the Management Committee, and a decision made on RIDDOR reporting responsibility (either responsible Management Committee member, or Chairman) on a case by case basis¹

The following persons have ultimate responsibility for specific items:

First Aid kit: Preschool Manager

Reporting of Accidents: Management Committee members or Chairman, by agreement

Fire precautions and checks: Chairman

Risk Assessment and Inspections: Chairman

Information to contractors : Chairman

Information to hirers: Booking Secretary

Insurance: Treasurer

Role of Fire Safety 'Premises Responsible Person' (PRP) as defined by the Regulatory Reform (Fire Safety) Order 2005: The role is to ensure compliance with the VH Fire Procedure & Policy (appended). For regular hirers this role is fulfilled by the relevant Management Committee representative (or in their absence, a delegate nominated by them). For ad-hoc hirers this role is fulfilled by the Hirer (the Fire safety Procedure & Policy forms part of the hiring agreement).

A plan of the hall is attached showing the location of fire safety appliances, emergency exits and fire doors.

Carbon monoxide detectors are located in the kitchen and main hall. Smoke detectors are located in the kitchen and main hall.

Part 3: Arrangements and Procedures

3.1 Licences

All premises providing a licensable activity need a licence. Licensable activities are:

- Retail sale of alcohol
- Supply of alcohol by a private members club
- Provision of 'regulated entertainment' (which includes live and recorded music, the performance of dance, indoor sporting events, the performance of plays, and the exhibition of films)

¹ The distinction is made so as to recognize the needs of individual hiring organisations to comply with their own incident reporting policies eg Kirton Kites Preschool and their compliance requirements concerning Ofsted etc

- Provision of late night refreshment (hot food and hot drink) between 11pm and 5am
- Details of license exemptions can be obtained from <http://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act>
Details of how to obtain temporary licenses can be obtained from www.eastsuffolk.gov.uk/business/licensing/beer-and-entertainment/premises-licences/

The hall does not possess a Performing Rights Society Music Certificate

3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 in August 2022. Reassessments should be undertaken following significant building modifications, or every five years if no significant changes have been undertaken. A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is appended.

Responsibility for daily testing of equipment and maintaining Log book : Preschool Management
Location of Log Book: Cupboard under sink in kitchen

Company hired to maintain and service electrical fire safety equipment:
Name: David I Cox Ltd
Address: Falkenham Barn, Falkenham Rd
Location of service record: Logbook
Phone: 07910 673523

Company hired to maintain and service non-electrical fire safety equipment
Name: Matchless Fire Protection Co
Address: Unit 8, Charity Farm Estate; Chattisham, Ipswich IP6 3QG
Location of service record: Logbook
Phone: 01473 652888

Checking of Equipment, Fittings and Services: Annually by Management Committee, more frequent checks (eg fire alarm) are as detailed in the Log book

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is Ipswich Hospital, Heath Road, Ipswich IP4 5PD Tel: 01473 712233

A minor injuries unit is provided at Felixstowe Hospital, Constable Rd, Felixstowe IP11 7HJ
Tel: 01394 458848

The location and telephone number for the nearest doctor's surgery is The Grove Medical Centre, Grove Rd, Felixstowe IP11 9GA Tel: 01394 283197

The First Aid Box is located in the kitchen.
The accident forms are kept in the First Aid Box. These must be completed whenever an accident occurs.

Any accident must be reported to the Management Committee representative or Booking Secretary (ad-hoc hirers)

RIDDOR accident reporting responsibilities are detailed in Part 2 of this document

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.

The hiring agreement includes the Fire Safety Procedure and Policy (appended to this document)

A Risk Assessment is carried out on an annual basis by the Management Committee.

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 (eg 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 (eg 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 or the Institute of Electrical Engineers Code of Practice

3.6 Insurance

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

Aviva: Policy no. VH88/0047440/BS65615

Date of renewal: 1 August 2022 (and annually on that that date thereafter)

Correspondence via Broker: Allied Westminster , Allied House, Holgate lane, Boston Spa LS23 6BN tel no 01937 845245

3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually, the timing of which will be scheduled at the AGM

Author: Graham Walker

Reviewed 19th June 2024

Kirton & Falkenham Village Hall - Fire Procedure

1. On discovering a fire – sound the alarm
2. Evacuate the building by the nearest available exit. Leave all belongings behind
3. The hirer should make sure nobody is left in the building
4. Assemble as quickly as possible, by the hedges at the front corner of the Hall ground nearest road
5. Telephone the emergency services
6. Tackle small fires with appropriate fire appliances only if there is no risk to yourself
7. Once you are sure everyone is safely out of the building shut all external doors
8. Ensure clear access for the emergency vehicles
9. Do not re-enter the building until informed it is safe to do so

Kirton & Falkenham Village Hall - Fire Safety Policy

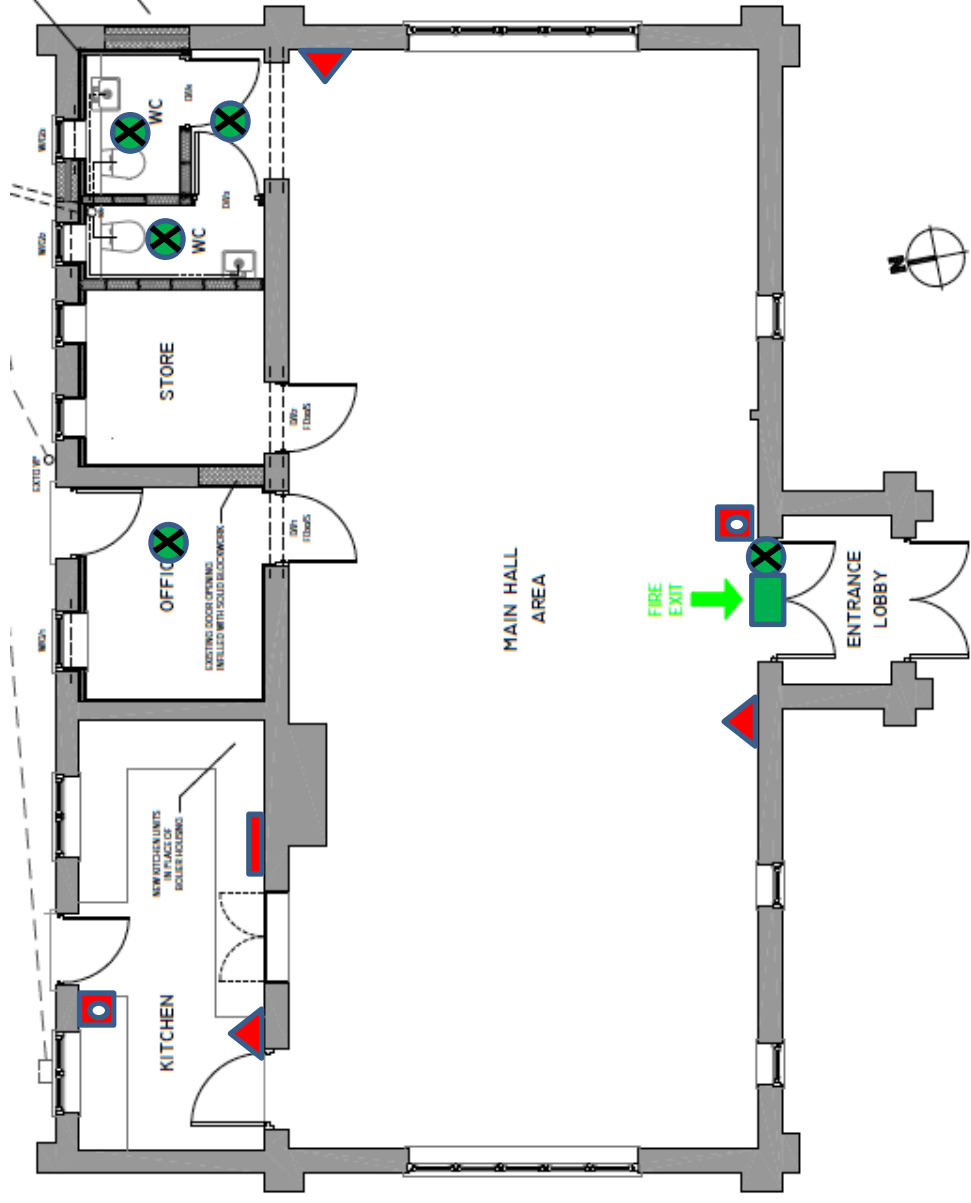
1. The Hall capacity is 60
2. Observe NO SMOKING policy
3. Keep fire exits clear at all times
4. Take care with naked flame (eg candles etc) to avoid igniting flammable materials (eg curtains, clothing etc)
5. Avoid placing objects on, or within 0.5 metres of lit gas heaters
6. Barbecues – Do not light within 2 metres of external sheds, Fences, trees and shrubs. Ensure embers are fully cold before leaving/discarding

Fire safety regulations: Regulatory Reform (Fire Safety) Order 2005

7. The VH Committee is responsible for: Fire safety procedures & policies; Fire Risk Assessments; Provision, testing and maintenance of all fire safety equipment
8. The Hirer is responsible for ensuring observance with the VH Fire safety Policy & Procedures

K&F Village Hall Committee June 2024

Kirton & Falkenham Village Hall – General Fire Safety Precautions



Key

-  Break glass call point
-  Fire extinguisher
-  Fire blanket
-  Fire exit sign
-  Emergency lighting

Assembly Point

19th June 2024