

# **Frettenham Village Hall Health and Safety Policy 2014**

## **Policy Statement.**

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 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 Frettenham 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.

Frettenham 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 or ill health to themselves or others.

Health and Safety Policy is displayed in the entrance hallway and available on the Village Hall website. Copies are available from the hall caretaker: D Yaxley  
<http://frettenham.org.uk/villagehall.htm>

Signed: (On behalf of the Management Committee)

Name: Greg price

Position: Chairman

Date: 3<sup>rd</sup> September 2014

**Health and Safety in the village hall.  
Smoking is not allowed in the Village Hall**

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

The person(s) delegated by the management committee to have day-to-day responsibility for the implementation of this policy are:

Name: **Greg Price**

Telephone No: **01603 737455**

Address: **62 School Road, Frettenham, Norwich**

Name: **Stephen Wilkinson**

Telephone No. **01603 737291**

Address: **10 School Road, Frettenham, Norwich NR12 7LL**

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 violation which might cause injury and cannot be rectified immediately they should inform the person above, the caretaker or the Bookings Secretary, as soon as possible so that the problem can be dealt with. A report should be entered into the 'Fault Book' in the Bar. 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: **David Yaxley**

Reporting of Accidents: **user, first aider & injured Party**

Fire precautions and checks: **David Yaxley**

Training in use of hazardous substances and equipment: **Steve Wilkinson**

Risk assessment and Inspections: **Steve Wilkinson**

Information to contractors: **David Yaxley**

Information to hirers: **David Yaxley**

Insurance: **Daniel Herring**

A plan of the hall is attached showing the location of electricity cables, fire exits, fire extinguishers, fuse box, stop cock, 'Break Glass' fire alarm points and disabled exits.

## **Licence**

Broadband District Council licenses the hall for the following activities:  
Public Entertainment, Performance of Plays and Premises Licence.

Date licence was last renewed: **22<sup>nd</sup> February 2010**

## **Evacuation Procedure**

In case of fire or any other event that is likely to cause multiple casualties or panic, leave the hall by any of Three emergency exits (two exits are signed as being suitable for disabled use) and assemble at fire assembly point, located by white railings on the main car park. See also Fire Notice and Hall Plan.

Fire Brigade Contact : **Norfolk Fire and Rescue service**

Fire Brigade Contact Tel. No.: **01603 810351**

Fire Certificate/Entertainment Licence issue date: **16.03.2000**

Company hired to maintain and service fire safety equipment:

Name: **Front Line Fire Protection**

Address: **12 School Road, Bracon Ash: Norwich, NR14 8HQ**

Tel. No: **01508 571408**

Location of service record: **Held by David Yaxley- in Caretaker's cupboard**

## **List of equipment and its location.**

<b>Item</b>	<b>Test Interval</b>	<b>Service Date</b>
Residual Current Device	Monthly	
Emergency Lighting	Monthly	
Fire exits - main hall	Weekly	
Fire Alarm System	Monthly	
Fire fighting appliances	Annually	9 October 2013
Electrical installation	5 years	February 2014

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

**Norfolk & Norwich Hospital, Colney**

The location and telephone number for the nearest doctor's surgery is:

**St John's Close, Rectory Road, Coltishall 01603 737593**

The First Aid box is located in: **Bar/Kitchen**

The person responsible for keeping this up to date is: **David Yaxley**

The accident book/forms are kept in this file. This must be completed whenever an accident occurs.

Any Serious accident must be reported to the member of the management committee.

The person responsible for completing RIDDOR forms and reporting accidents is:  
**Steve Wilkinson**

**The committee will carry out all necessary Risk Assessments and safety checks.**

### **Safety regulations (Hirer)**

The following practices **must** be followed in order to minimise risks:

1. Make sure all Emergency Doors are unlocked and clear of obstructions internally and externally as soon as the hall is to be used and throughout the hiring.
2. In case of fire or any other event likely to cause multiple casualties or panic, leave the hall by any of Three emergency exits (two exits are signed as being suitable for disabled use) and assemble at fire assembly point, located by white railings on the main car park. See also Fire Notice and Hall Plan.
3. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
4. Do not attempt to change light bulbs or tubes or modify or repair any electrical appliance or fitting.
5. Do not cover or place any item on or above any heaters.
6. Do not bring on to the property any portable electrical appliances that have not been Portable Appliance Tested. All appliances must be displaying a current 'Passed Test' sticker. (Electricity at Work Act 1989)
7. Do not leave portable electrical appliances operating unattended.
8. Portable gas heaters are not allowed anywhere in the hall.
9. Do not work on steps, ladders or at height until they are properly secured and another person is present.
10. Do not attempt to move heavy or bulky items. Two people are required to lift, move and stack tables. Use Trolley and securing straps provided to transport

fold up tables. Use trolley and securing straps provided to transport sectional stage. Use Trolley provided when transporting chairs and do not stack more than five high.

11. Do not attempt to carry or tip a water boiler when it contains hot water.
12. Do not allow children or pets into the kitchen.
13. Wear suitable protective clothing when handling cleaning or other toxic materials.
14. Report any evidence of damage or faults to equipment or the building's facilities to **David Yaxley** or to any available member of the committee and in the 'Fault Book' in the bar area.
15. Report every accident in the Accident Book, located in the Bar/Kitchen, and to **David Yaxley**
16. All hirers must ensure that the hall capacities are not exceeded. Maximum number of persons allowed in the hall are:

a) Dancing (unseated)	300
b) Functions utilising seating at tables	180
c) Purposes combining a) & b) above	225
d) Closely seated audience (moveable seating)	250
17. Fires, pyrotechnics or any naked flame (with the exception of tea lights) are not allowed on any part of the property or playing field. Tea lights must be contained in a semi-enclosed container designed for that purpose.
18. Any Tables or chairs used must be used in the designated areas on the approved seating plans (available on request or on the village hall website)
19. The hire agreement must be signed and returned to acknowledge acceptance of the Village hall Health and Safety, and Equal Opportunity policies.

## **Insurance**

Name and address of insurer: **Allied-Westminster**

Telephone no. of insurer: **01937 845245**

Policy No. **vh88/0047440/bs70002**

Date of renewal: 17-06-2014

Any risks excluded or special conditions users should be aware of:

**Any subletting to be covered by hirers public liability insurance, minimum £5,000,000.**

The management committee will review this policy annually. The next review is due in **February 2014**.

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 that could affect the health and safety of users or employees.

## **Contractors**

The management committee will check with contractors (including self-employed persons) before they start work that:

1. The contract is clear and understood by both contractors and the committee.
2. All contractors employed by the Village Hall Management Committee to operate a safe system of work and if requested will produce a method statement.
3. The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.
4. Contractors have adequate public liability insurance cover.

### **Action hirer/caretaker**

5. Contractors have seen the Health and Safety File and are aware of any hazards that might arise (electricity cables, overhead cables).
6. Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
7. Contractors have their own Health and Safety policy for their staff.
8. The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
9. Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

# Frettenham Village Hall Procedures

## FIRE

1. Place make sure your guests are aware of the Fire Safety Plan which shows the position of Fire Extinguishers and of the 'Break Glass' points which will set off the fire alarm.
2. In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest exits and assemble at fire assembly point located by white railings on main car park. Two exits suitable for disabled persons are signed with a wheelchair symbol above doors.
3. **CALL THE FIRE BRIGADE.** The nearest public telephone is at the Rose & Crown Public House.  
**DIAL 999 AND GIVE THIS ADDRESS:- FRETtenham VILLAGE HALL, CHURCH ROAD, FRETtenham, NORWICH NR12 7NN.**
4. When the alarm is set off an automatic button switch will switch off power to equipment (music etc.) plugged into power points.
5. Attendants should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc..
6. While waiting for the Fire Brigade, telephone one of the committee:  
**Greg Price 01603 737455**  
**David Yaxley 01603 738355**  
**Stephen Wilkinson 01603 737291**  
Or any other member known to you.
7. On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
8. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.



# ACCIDENT

- You will find the First Aid Box in the Bar Area.
- Enter the details of the accident in the Accident Book.
- For Serious Accidents Contact a Committee Member (who may have to contact Health and Safety).

**Greg Price**

**01603 737455**

**David Yaxley - Bookings Officer/caretaker 01603 738355**

**Steve Wilkinson**

**01603 737291**

N.B. Smaller accidents should be entered into the Accident Book and the caretaker informed.

Serious accidents include:

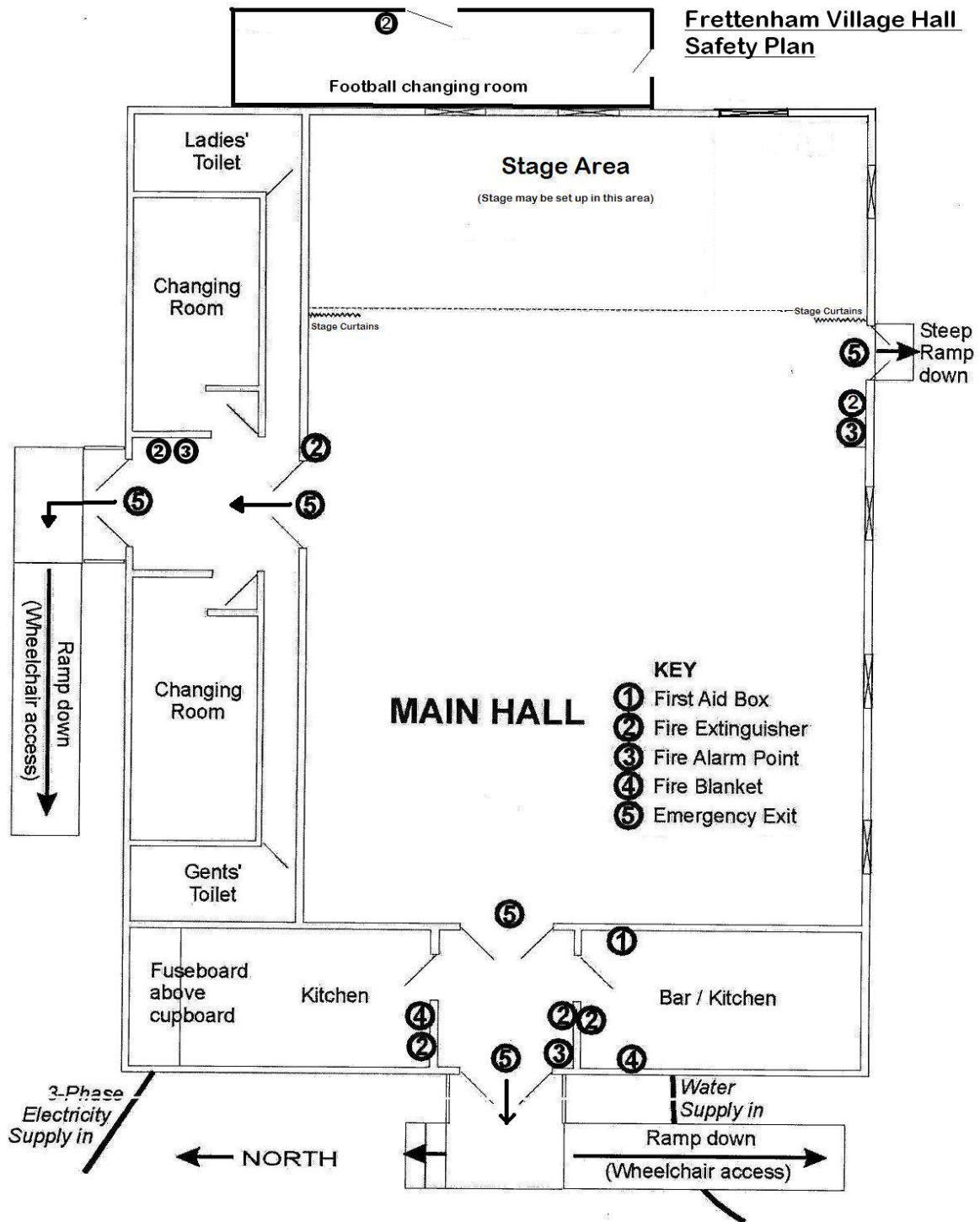
1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from electric shock leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury-
  - a) leading to hypothermia, heat-induced illness or to unconsciousness,
  - b) requiring resuscitation, or
  - c) requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin-
  - a) acute illness requiring medical treatment, or
  - b) loss of consciousness.
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.
11. Any accident requiring a member of the public to receive hospital treatment or be attended to by an ambulance.

If unsure please contact a committee member.

## **END OF SESSION CHECK LIST**

1. Search for smouldering fires and clear waste paper.
2. Check that heaters and cookers are turned off.
3. Check that all electrical appliances are turned off and unplugged.
4. Turn out all lights not required for security purposes.
5. Close and lock all internal doors.
6. Secure all outside doors and windows.
7. All hall equipment used must be returned to its proper storage space (plan attached)

# Frettenham Village Hall Safety Plan



**FIRE ASSEMBLY AREA (CAR PARK)**

# Village Hall Equipment Storage Plan

