

Tongham Village Hall Health & Safety Policy



INTRODUCTION

This document is the Health and Safety Policy of Tongham Village Hall.

Tongham Village Hall Management Committee has drawn up this policy to clarify procedures and areas of responsibility in ensuring the health and safety of hall users.

POLICY STATEMENT

Where it is practical and reasonably possible Tongham village hall will provide healthy and safe conditions, equipment, systems of work for our volunteers, committee members and hirers by ensuring the village hall is maintained in a safe condition.

Volunteers, contractors, hirers, users and visitors to the hall are expected to recognize that there is a duty on them to comply with current legislation, and practices set out by the committee. The hirers are referred to the terms and conditions 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 using the hall.

No one can guarantee total protection against accidents, however precautions will be taken where practical to ensure the health and safety of the users of the hall.

Organisation of Health and Safety

It is the duty of all volunteers, contractors, hirers, users, visitors to take due care of themselves and others who may be affected by their activities and to co-operate with the village hall committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall identify a fault, damage or other situation which might cause injury or affect health they should stop using the area of the hall or equipment and inform a management committee member as soon as possible.

The following items are available and where appropriate reviewed and maintained by the management committee:

- First Aid Box
- Risk Assessments
- O&M File
- Insurance
- Information (including Hiring Terms and Conditions) for hirers
- Health and Safety Policy

For contact information of committee members please see the website.

A copy of the health and safety policy is available on the Tongham village hall website and displayed in the main hall.

Mitigation of Risk

To mitigate risk the village hall committee will take the following steps:

- To carry out an annual risk assessment, or sooner if deemed necessary
- Ensure that there is a copy of the health and safety policy located in the hall
- As part of the hire terms and conditions ensure that all hirers are made aware of the health and safety policy and the fire evacuation procedure (Appendix 1)

Prevention of fire

The village hall management committee will appoint a fire safety officer who will be responsible for the following activities:

- Carry out a fire risk assessment (as part of the annual risk assessment)

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- Agree actions as appropriate with the committee and implement where it is practical and reasonable to do so
- Carry out monthly fire alarm checks
- Arrange annual fire safety equipment, exit signs and alarm checks

The following hazards (not exhaustive) that must not be used in the Village Hall are:

- Flammable substances and liquids
- Portable electrical equipment Producing heat

Preventative and protective measures must be taken in accordance with the health and safety policy as follows:

- Smoking is forbidden inside the hall
- Storage of combustible material near a source of ignition is not permitted
- Emergency exits must be kept clear at all times
- Appropriate Fire Fighting Equipment is provided
- Hires and volunteers have access to the Health and safety policy and the risk assessments

Lone working

Volunteers, hires, contractors and users should not work / be alone on the property particularly if the work / activity involves using ladders, chemicals or equipment that might pose an unacceptable risk. When the work / activity involves no risk, or an acceptable level of mitigated risk, then lone working will be permitted. A mobile phone and telephone number of someone who can administer first aid or call the emergency services using 999 should be available.

Children

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times. The management committee reserve the right to refuse hire of the hall if they believe this is not the case.

Children under the age of 12 are not permitted in the kitchen.

Stage area

All users should be vigilant around the stage area to avoid the possibility of falling from the stage edge. Minors and children are not permitted to operate the stage curtains and must be closely supervised by the responsible adult when using the stage area.

Electrical safety

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users / hirers want to bring electrical appliances onto the premises they must make the management committee aware of this. The user / hirer is responsible for ensuring that the appliance meets safety standards (i.e. has been PAT tested)
- Electrical equipment showing signs of damage or poor condition will not be allowed on the premises
- Users have a responsibility to ensure that all electrical appliances are turned off when leaving the premises
- Trailing wires or cables are a trip hazard and should always be avoided

Heating

Portable heating appliances are not to be used on the premises without a specific risk assessment being in place. The hall has fixed installation heating appliances where required.

Should users suspect any heater of being damaged then the heater should not be used. The management committee should be informed immediately.

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Users are responsible for ensuring that the electric heaters are turned off when leaving the premises. The heating in the main hall is controlled automatically by the heating system controller and should be operated as detailed by the local signage.

Minors are not allowed to operate the eating appliance at any time.

Housekeeping

The hall is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that the hall is left clean and tidy. The management committee cannot guarantee that the hall will be cleaned between each use.

All users must use the rubbish and recycling bins. Any major spillage, damage or accident should be reported to the committee. Food, drink and perishable items must be taken away at the end of each hire.

The paths outside and frontage of the hall must be kept clear of litter.

Noise

The hall is situated in a residential area, therefore we ask that users are considerate and keep noise levels to an acceptable minimum. Any form of music must be kept to an acceptable level. Users should also be considerate when leaving the hall.

Parking

Parking outside the hall is limited. Please do not obstruct driveways, pavements or block the road. Parking in the local area is carried out at the users' risk.

Accident Reporting Procedure

Accident report forms are available in the kitchen. Any accident occurring during use of the hall must be recorded by volunteers, contractors, users and hirers. To ensure that personal data is kept confidential, individual records are removed and held separately by the Management Committee.

Hirers must report any accident or dangerous occurrence however minor.

The following must be reported to the HSE:

- A Death or Major Injury
- Any injury that results in a person having to be taken to hospital

In the event of an emergency, the nearest hospital is:

Royal Surrey County Hospital
Egerton Road, Guildford, Surrey, GU2 7XX
01483 571122

Insurance

The hall is insured for public and employee liability. Please see the current certificate as displayed in the main hall.

Responsibility of the hirer

Please see the current terms and conditions on the Tongham village hall website.

Approved: _____ 21st March 19.



Appendix 1. Fire Evacuation Procedures

IN CASE OF FIRE

	<p>The hirer is deemed the "Responsible Person" and is designated the person in charge of the hall during your hire.</p> <p>It is advisable to make a note of the name of each person attending your event (see step 1. Roll Call).</p>
1.	<p>In the event of a Fire, the person discovering the fire must raise the alarm using one of the fire call points in the hall or by any other means possible.</p> <p>The responsible person will instruct all persons to leave the building using the nearest available emergency exits (Do not stop to collect personal items), and to muster together as soon as possible at the front of the White Hart public House on the opposite side of the road.</p> <p>A Roll Call should be taken.</p>
2.	<p>No matter how small the fire, CALL THE FIRE BRIGADE ON 999</p> <p>Give this address: Tongham Village Hall, 75 The Street, Tongham, Farnham GU10 1DD</p> <p>The nearest public phone box is by the at the end of The Street (turn right outside the hall towards the Village, the call box is located just before the mini roundabout opposite the White Hart Public House).</p>
3.	<p>The responsible person should ensure that once the hall is vacated, members of the public and hirers do not re-enter the building under any circumstances, or until instructed by the attending fire brigade.</p>
4.	<p>On the arrival of the fire brigade, the responsible person should inform the Officer in charge that a roll call has been taken and all persons are safe, or, there are missing persons.</p>
5.	<p>Extinguishing the fire with the fire fighting equipment within the Hall should only be attempted if your only route of escape is blocked by the fire. People must always vacate the building immediately.</p>
6.	<p>Once all the above steps have been carried out, the management committee must be informed at the earliest opportunity.</p>
7.	<p>All fire incidents, however small, must be reported to the management committee.</p>