



Claygate Village Hall Association

Claygate Village Hall Health & Safety Policy

POLICY STATEMENT

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

Our policy is to provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers by ensuring Village Hall Equipment is maintained in a safe condition for all users and to provide training and information as necessary to volunteers and users.

It is the intention of Claygate Village Hall Association to comply with all Health and Safety legislation and to act positively where reasonably possible to prevent injury, ill health or any danger arising from activities within the hall.

Contractors, hirers, users and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the Association, with all safety requirements set out in hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Organisation of Health and Safety

It is the duty of all contractors, hirers, users, visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Claygate Village Hall Association 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 they should inform a management committee member as soon as possible so the problem can be dealt with (see contact information in Appendix 3). Where equipment is damaged a notice should be placed on it warning it is not to be used; portable items should be placed on the desk in the foyer.

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

- ☐ First Aid Box
- ☐ Overall Risk Assessments
- ☐ Information to contractors
- ☐ Insurance
- ☐ Information (including Hiring Terms and Conditions) for hirers
- ☐ Health and Safety Policy

Introduction

Claygate Village Hall Association has drawn up this policy to clarify procedures and areas of responsibility in ensuring the health and safety of its users.

The Claygate Village Hall Association is responsible for running the Village Hall and wants to ensure the safety of people using it.

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

Mitigation of Risk

To mitigate risk the Management Committee has taken the following steps:

- ☐ To carry out risk assessments, as required by the Association.
- ☐ Ensure that there is a copy of the Health and Safety policy located in the hall.
- ☐ Ensure that all hirers are made aware of the Health and Safety Policy and the Fire Evacuation Procedures (Appendix 1).

Health and Safety objectives

This section covers a brief description of legislation and how it would apply. This is carried out by a thorough risk assessment and by good housekeeping.

The fundamental legislation Health and Safety at Work Act requires that the Village Hall Association, ensures the health and safety of all that use the Hall.

It encompasses every aspect of the premises, which includes equipment, paths, surfaces, chairs, escape routes.

Where Health and Safety risks are identified, appropriate action involve minimising the risk. The Management Committee must ensure the following:

Provide a safe place for people to operate by:

- ☐ Identifying and assessing all risk of the hazards associated with the premises or activities held there which may have an effect on the health and safety of use of the premises.
- ☐ Carry out a risk assessments using persons that are competent
- ☐ Take action to minimise hazards.
- ☐ Demonstrate that arrangements are in place.
- ☐ Review arrangements when changes occur
- ☐ Co-operate with hirers if their employees and volunteers share the same risk.
- ☐ Provide information on health and safety.
- ☐ Provide appropriate supervision to ensure the health and safety and welfare of others.

The Workplace (Health and Safety and Welfare) Regulations 1992

These regulations are aimed at protecting volunteers' and hirers' health from injury or long term illness by providing for comfort whilst using the hall and includes:

- ☐ Adequate ventilation
- ☐ A reasonable temperature
- ☐ Suitable lighting and seating
- ☐ A clean premises with no tripping hazards

- ☐ Suitably maintained machinery and equipment
- ☐ Sufficient toilets with hot and cold running water, soap and towels
- ☐ Accessible drinking water

Prevention of fire

The Village Hall Committee has appointed a Fire Safety Officer (Hall Manager). The purpose of this appointment is to reduce the risk and prevent a fire occurring. The following activities are carried out by the Fire Safety Officer:

- ☐ Operate the Fire Risk procedure (as part of the overall Risk Assessment)
- ☐ Precautions to be put in place where necessary and where it is reasonable to do so
- ☐ Ongoing checks of fire safety equipment, exits and alarms

Hazards that must not be used in the Village Hall without authorisation by the Management Committee are:

- ☐ Flammable liquids
- ☐ Naked lights and pyrotechnics
- ☐ 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 and outside the hall.
- ☐ Flammable substances must either be replaced or when this is impossible measures taken to control the risk.
- ☐ Scenery and fabrics for use on stage must be rendered non-flammable by treatment during manufacture. Proprietary materials must comply with industry standards for fireproofing eg. hardboard and plywood must have a "Class 1 impregnated to BS476" stamped on it.
- ☐ Storage of combustible material near a source of ignition is not permitted
- ☐ Emergency exit and routes to them must be kept clear at all times
- ☐ Appropriate Fire Fighting Equipment is provided
- ☐ Fire Equipment is maintained and checked annually
- ☐ Others including hires and volunteers have access to the Health and Safety policy and the risk assessments.

Important issues associated with the Health and Safety in Claygate Village Hall

Working Alone

Volunteers, hirers, 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.

Children

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times.

Small children under the age of 12 are not permitted in the kitchen. This is to avoid the risk of scalds, burns, cuts and other injuries occurring.

Stage area

All users should be vigilant around the stage area to avoid the possibility of falling from the stage edge. Children should always be supervised when using the stage.

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 are responsible for ensuring that the appliance meets safety standards (i.e. has been PAT tested, and labeled as such)
- ☐ Electrical equipment showing signs of damage, exposure of components, water damage etc should not be touched or operated
- ☐ Users have a responsibility to ensure that all electrical appliances are shut off when leaving the hall
- ☐ Trailing wires or cables are a trip hazard and should be taped down

Heating

Portable heating appliances should not be used in the hall. The hall has three gas heaters in the Main and Small Halls and wall mounted electrical heaters elsewhere. Should users suspect any heater of being damaged then the heater should not be used. The Management Committee should be informed immediately. Users are responsible for ensuring that all heaters are turned to zero or off when leaving the premises.

Users must supervise young children around the heaters as they can become hot to touch.

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 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 a 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 or block the road. Parking 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 contractors or hirers. To ensure that personal data is kept confidential, individual records are removed and held separately by the Management Committee. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

The following must be reported:

- ☐ A Death or Major Injury
- ☐ Any injury
- ☐ A dangerous occurrence
- ☐ Any injury that results in a member of the public having to be taken to hospital.

Hirers must report any accidents to a member of the Management Committee.

In the event of an emergency, call the ambulance service on 999 without delay. The nearest hospital is: [Kingston Hospital](#),

Galsworthy Road, Kingston upon Thames, Surrey KT2 7QB Tel. 020

8546 7711

[Hiring Procedure](#)

Every hirer of the premises must familiarise his / herself with the Health and Safety Policy. A hard copy of this agreement is located in the foyer.

[Appendix 1. Fire Evacuation Procedures](#)

IN CASE OF FIRE

If A Fire Is Discovered - if you discover or suspect a fire, you must raise the alarm by activating the fire alarm system by use of the break glass points and shouting **“Fire!”**

The **Hirer** is deemed the **“Responsible Person”** and is designated the person in charge of the hall for the duration on the hire (note it is advisable to have a list of names of each person attending your event for use when taking a roll call - see below).

Evacuation of Premises - in the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs, and who may require varying degrees of assistance. Evacuation should take place in an urgent but orderly fashion, and occupants should report to the **assembly point (the Hare & Hounds car park)**, where a roll call will be carried out to ensure that everyone has evacuated the building safely.

It is **Hirers** responsibility to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to toilets.

No matter how small the fire

[CALL THE FIRE SERVICE ON 999](#)

Give this address – Claygate Village Hall, Church Road, Claygate, KT10 0JP use a mobile phone or the public phone box by the bus shelter in Church Rd.

Upon arrival of the Fire Service, the responsible person will meet the officer in charge and relay as much information as known about the incident as possible, including:

- ☐ Persons missing or trapped in the building, where and when they were last seen;
- ☐ Where the fire is, what it involves, and how big it is;
- ☐ Where the gas, electricity and water services are located;
- ☐ Any special hazards in the building which may affect the safety of personnel;

- ☐ The Fire Evacuation Plan is located in Foyer (and around Hall);
- ☐ Any other information which may be considered useful.

Remember that once evacuation has taken place the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.

Fire Fighting

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, *but only if it is considered safe to do so and only after the alarm has been raised*. Regardless of whether the fire is successfully extinguished, **the Fire Service must still be called.**

All incidents, however small, must be reported to the Hall Management Committee:

Tony Woolhead - Hall Manager	01372 465515
Katie Ernest - Lettings Manager	01372 469221
Allan Carruthers - Chairman of Trustees	01372 467610
Ken Huddart - Vice Chairman of Trustees	01372 462578
Michael Elliott - Treasurer	01372 202865
Rosy Treasure - Secretary	01372 462649