

WHITEHILL VILLAGE HALL HEALTH AND SAFETY POLICY

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Whitehill Village Hall

Our policy is to:-

- A. provide healthy and safe working conditions, equipment and systems of work for our Trustees, volunteers, committee members and hirers.
- B. keep the village hall and equipment in a safe condition for all users.
- C. provide such training and information as is necessary to volunteers and users.

It is the intention of Whitehill Village Hall Management Committee to comply with applicable health and safety legislation and to act positively where it can reasonably do so to prevent injury, health or any danger arising from its activities and operations.

Whitehill Village Hall Management Committee considers the promotion of the health and safety of its volunteers 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 ensure that volunteers, committee members and users engage in the establishment and observance of safe working practices.

Volunteers, 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. By signing the hiring conditions they accept the responsibility to do everything they can to prevent injury to themselves or others.

A copy of the separate Safeguarding Policy is displayed in the entrance lobby for reference.

Signed: _____ (On behalf of the Management Committee)

Name:

Position:

Date:

Part 2: Organisation of Health and Safety.

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

The Trustees delegated by the management committee to have day to day responsibility for the implementation of this policy are:-

Name: Val Bywater
Telephone Number: 01420 362123
Address Little Fern, Firgrove Road, Whitehill, Bordon, GU35 9EB
Email valbywater@outlook.com

Name: Beryl Parsons
Telephone Number: 01420 475184
Address 15 Woodside Crescent, Bordon, GU35 0EZ
Email berylp@parsleys.co.uk

It is the duty of all volunteers, 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 situation which might cause injury and cannot be rectified immediately they should inform the person above or the Bookings Clerk as soon as possible so that the problem can be dealt with.

Where equipment is damaged a clear notice of warning must be displayed indicating that it is not to be used.

The following persons have responsibility for specific items:

First Aid box	Trustee	Davina Hudson
Reporting of Accidents:	Chairman	Davina Hudson
Fire precautions and checks:	Trustee	Peter Benson
Risk Assessment and Inspections:	Trustee and hall users	Paul Burgess
Information to Contractors:	Chairman/Trustee	Val Bywater
Information to Hirers of Hall:	Bookings & Invoices	Beryl Parsons
Insurance	Treasurer	Peter Benson

Part 3: Arrangements and Procedures

3.1 Licences

Whitehill Village Hall is not covered by a premises licence. The sale of alcohol is only permitted through a Temporary Event Notice (TEN) from East Hants District Council.

Visit licensing@easthants.gov.uk to check the current legislation in force for amplified or unamplified, dance, drama etc. New legislation is in force from 6 April

3.2 Fire Precautions and Checks

No telephone on the premises or nearby. Use a Mobile phone outside building.

Person with responsibility for testing fire alarms and keeping a log book is Peter Benson

Local Fire Brigade contact: Hampshire Fire and Rescue Service Headquarters, Leigh Road, Eastleigh, Hampshire. SO50 9SJ. Tel: 023 8064 4000

Company hired to maintain and service Fire Alarm systems twice a year is Excel, 10 Anstey Road, Alton, GU35 2RB. Tel 01420 549955. Email: pippa@excelfse.com
Inspection recorded in Excel booklet in kitchen behind door

Company hired to maintain and service fire extinguishers annually is 3MG Fire Protection Unit 17, Rake Industries, Canhouse Lane, Petersfield, GU31 5DU. Tel: 08081 787 542 Email: info@3mg-fire.co.uk

Location of service record folder: in kitchen rack

Checking of Equipment, Fittings and Services

Weekly: Door mats and stops, clocks, toilets, water heaters, boiler, stage, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, dishwasher, water boiler, fire alarm

Monthly: First Aid Box, ladders and steps, locks and sockets

Half Yearly: Diffusers, window cleaning, outside gutters, fire alarm systems

Yearly: Fire extinguishers and blankets, electrical certificates, gas boiler

Every 3 years: Full electrical safety check

3.3 Procedure in case of accident

The location of the nearest hospital Accident and Emergency/Casualty department is:-
Haslemere Minor Injuries Unit - Mon-Fri 9.00 to 5.00 (nurse led),
Haslemere Hospital, Church Lane, Haslemere GU27 2BJ Tel 01483 782 334 ..

or

Petersfield Minor Injuries Unit- Mon-Fri 8.00 to 6.00 pm
Petersfield Hospital, Swan St, Petersfield, Hampshire, GU32 3LB Tel 01730 263221

or

Major Accident or Out of hours – Dial 999 or Accident and Emergency Department at Royal Surrey County Hospital Guildford with access via A3 - open 24 hours every day of the year.

The location and telephone number for the nearest doctor's surgery is:-
Forest **Surgery** 60 Forest Road **Bordon** Hants GU35 0BP. Tel 01420 477111.
Chase Pharmacy 01420 477714

The First Aid Box is located in the kitchen.
The Accident book is kept in the kitchen rack.
These must be completed whenever an accident occurs.

Any accident must be reported to the Chairman of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman.

3.4 Safety Rules

All hirers will be expected to read the whole of the hiring agreement and must sign the hiring form as evidence that they agree to the hiring conditions.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location.

Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Particular Health and Safety instructions apply to entertainment and community events, where larger numbers may attend.

A complete Risk Assessment is carried out by members of the Management Committee every year in July and any risks reported at their next meeting.

3.5 Contractors

A Trustee 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). This will be dependent on the task and the risk assessment.

Contractors have adequate public liability insurance cover.

Contractors 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, but must not assist the contractor, just raise the alarm)

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 meets the Contact requirements and is of 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

The Company providing the hall's Public Liability insurance cover is Alliance Westminster, underwritten by Aviva Ltd. The Employer's Liability cover is provided by Aviva directly.

3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually. The next Review is due in the week following the AGM in June.

3.8 Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive Advisory Team: Tel 0300 003 1747

Hampshire Fire and Rescue Service Headquarters, Leigh Road, Eastleigh, Hampshire. SO50 9SJ. Telephone: 023 8064 4000

East Hants District Council Environmental Health, Penns Place, Petersfield, Hampshire, GU31 4EX. Phone number: 01730 266551