

## **Biddenden Village Halls and Sports Committee**

Registered Charity 302684

### **Health and Safety Policy**

#### **Part 1 - General Statement of Policy**

This document is the Health and Safety Policy of Biddenden Village Halls and Sports Committee.

Our policy is to:

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

It is the intention of Biddenden Village Halls and Sports 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.

Biddenden Village Halls and Sports 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 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.

Policy adopted by the Committee on:

Signed  
Chairman

Prepared September 2017

## **Part 2: Organisation of Health and Safety**

The Biddenden Village Halls and Sports Committee has overall responsibility for health and safety at Village Halls and Sports facilities and takes day to day responsibility for the implementation of this policy.

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 the Chairman or Caretaker, 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 Chairman or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: Caretaker  
Reporting of Accidents: Chairman  
Fire precautions and checks: Chairman  
Risk Assessment and Inspections: Chairman  
Information to hirers: Caretaker  
Insurance: Honorary Treasurer

A plan of the hall is attached showing the location of electricity switch room, gas boiler and gas main tap, emergency exits and fire doors, and fire extinguishers.

Carbon monoxide detector and warning systems have been installed in the kitchen and boiler room.

## **Part 3: Arrangements and Procedures**

### **3.1 Licences**

The hall is licensed for music, singing and dancing by Ashford District Council.

The Halls have a Performing Rights Society Certificate.

### **3.2 Fire Precautions and Checks**

The Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is attached. The nearest public telephone is located opposite Turners Store.

Person with responsibility for testing equipment and keeping log book: Chairman

Local Fire Brigade Contact: Ashford Fire Station

Company hired to maintain and service fire safety equipment: County Fire Protection

### 3.3 Checking of Equipment, Fittings and Services

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

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

Half Yearly: Window cleaning, outside gutters,

Yearly: Fire extinguishers, electrical certificate (PAT testing as required), gas boiler

### 3.4 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is William Harvey Hospital. Ashford.

The location and telephone number for the nearest doctor's surgery is Headcorn Surgery, Tel: 01622 890608.

The First Aid Box is located in the kitchen

The person responsible for keeping this up to date is the Chairman

The accident forms are kept in the Kitchen with the First Aid Kit. These must be completed whenever an accident occurs.

Any accident must be reported to the Chairman of the 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.

### 3.5 Emergency Procedures

Fire instructions and evacuation plans are posted throughout the facilities (see Appendix).

Users are made aware of these plans prior to any event taking place (See Conditions of Hiring)

All fire escape routes have emergency lighting (BS45233).

External lighting is provided where appropriate to ensure illumination of the evacuation routes.

The main electricity supply switch in the village halls is located in the Shooting Range.

### 3.6 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 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.

A Risk Assessment is carried out annually and any risks reported to the Committee.

### 3.7 Contractors

The 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

### 3.8 Insurance

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

Aon: Policy no. VH/M/000830

Date of renewal: 25 December (Arrangement in place until 25/12/2018)

## **Part 4 – Review of Health and Safety Policy and Procedures**

The Management Committee will review this policy annually. The next review is due in September 2018.

September 2017

**Biddenden Village Halls and Sports Committee**

Registered Charity 302684

**Fire Emergency Procedure and Evacuation Plan**

In the event of fire the event organizer must take command of the situation – giving loud and clear instructions to immediately evacuate the building. Once outside ensure everyone is accounted for.

Fire extinguishers should be used to both control the fire and to clear a safe passage to an exit.

Delegate someone to go to the nearest telephone (if no mobile phone available this is the public telephone in opposite Turners Store) and call 999. Ask for the Fire Service and give the location and if possible the extent of the emergency and help required.

Ensure access for services – do not congregate where these will be blocked.

Do not re-enter the building after evacuating.

