

NORTON IN HALES JUBILEE HALL HEALTH & SAFETY POLICY

POLICY STATEMENT

Our policy is to provide healthy and safe working conditions for our volunteers, trustees and hirers by ensuring the Jubilee Hall Equipment is maintained in a safe condition for all users and to provide information as necessary.

It is the intention of The Jubilee Hall Trustees 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.

Trustees, hirers, users and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the 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 trustees, hirers, users, visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Jubilee Hall Trustees 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 the chairman of trustees as soon as possible so the problem can be dealt with.

Where equipment is damaged a notice should be placed on it warning it is not to be used. Any trustees present should also be notified.

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

- First Aid Box
- Insurance
- Information (including Hiring Terms and Conditions) for hirers
- Health and Safety Policy

Introduction

Jubilee Hall Trustees have drawn up this policy to clarify procedures and areas of responsibility in ensuring the health and safety of its users.

The Trustees of the Jubilee Hall are responsible for running the Jubilee Hall and want 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 everyone who uses the hall.

Mitigation of Risk

To mitigate risk the village hall trustees have taken the following steps:

- 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

Fire Notice at the start of any Assembly of the public (Appendix 1)

Procedures (Appendix 2)

This section covers a brief description of legislation and how it would apply.

The fundamental legislation Health and Safety at Work Act requires that the Jubilee Hall trustees as the managers of the premises, ensure the health and safety of others that use the hall.

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

The Village Hall Trustees 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 others that use the premises.
- Take action to eliminate or reduce hazards

- Demonstrate that arrangements are in place
- Review arrangements when changes occur
- Co-operate with hirers if their employees, volunteers share the same risk.

The Workplace (Health and Safety and Welfare) Regulations 1992.

These regulations are aimed at protecting volunteers, 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 (**Not available at the moment**) and cold running water, soap and towels
- Accessible drinking water and suitable facilities for rest and eating

Prevention of Fire

- 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 Jubilee Hall without authorisation by the Village Hall Trustees are:

- Flammable liquids
- 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

- Inflammable substances must either be replaced or when this is impossible measures taken to control the risk
- 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.

Important issues associated with the Health and Safety in the Jubilee Hall.

Working Alone

Volunteers, hires, 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. A mobile phone and telephone number of someone who can administer first aid should be available.

Children

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times. In the event of children's parties or activity groups, the hirer must inform the trustees committee of the adult to child ratio and the age of the children attending. The trustees committee reserve the right to refuse hire of the hall if they believe this ratio is not sufficient.

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 trustees aware of this. The user / hirer are responsible for ensuring that the appliance meets safety standards (i.e has been PAT tested)
- 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 wall mounted electrical heaters in the main hall and kitchen. Should users suspect any heater of being damaged then the heater should not be used. The trustees should be informed immediately. Users are responsible for ensuring that the heaters are turned off when leaving the premises. Increase in charges are mainly linked to the increased cost of electricity so please try to be as frugal as possible with the use of heating.

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 trustee committee cannot guarantee that the hall will be cleaned between each use.

All users must use the rubbish bins and recycling buckets. 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. Under no circumstances should there be any noise after midnight.

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. There is supplementary parking in an area 50m from the hall. Parking in the local area is carried out at the users' risk.

Accident Reporting Procedure

Accident Reports must be made. Any accident occurring during use of the hall must be recorded by employees or hirers. To ensure that personal data is kept confidential, individual records will be removed and held separately by the Trustees.

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 Jubilee hall trustee.

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

Royal Stoke University Hospital
Newcastle Road Stoke on Trent Staffordshire ST4 6QG
01782 715444

Insurance

The hall is insured as follows:

Policy type: Village Hall Plus Group
Policy number: VVH-272027-8283 Zurich

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 on the noticeboard.

Appendix 1 (To be read out at the start of any meeting)

Fire Notice

To be given at the beginning of any assembly of the public in the Jubilee Hall

(Before you read out this message please familiarise yourself on the positions of the Fire Doors and the Fire Assembly Point. It is your responsibility to call out the warning to evacuate.)

Read out the following

In case of an emergency there are two Fire Exits:

1. The front Door through which you have entered (point to the front entrance)
2. The emergency door at the back of the room (point to it)

The Assembly point is by the Utilities post at the front right-hand side of the car park. (Point in that direction)

Those leaving by the rear door will need to go out onto the field beyond and wind their way through the wooded area, onto the drive and road, rejoining others at the assembly point.

In case of a fire or an emergency situation I will call out a loud message

EVACUATE THE BUILDING IMMEDIATELY.

It is the responsibility of the hirer or a nominated person to read out this notice at the start of every function.

Appendix 2

Fire Evacuation Procedures

IN CASE OF FIRE

	The hirer is deemed the “Responsible Person” and is designated the person in charge of the hall during your hire. It is advisable to make a note of the name of each person attending your event.
1	In the event of a fire, the responsible person will instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible on the car park. A Roll Call should be taken.
2	No matter how small the fire, CALL THE BRIGADE ON 999 Give this address: Jubilee Hall, Main Road, Norton in Hales, Market Drayton, TF9 4AT
3	The responsible person should ensure that once the hall is vacated, members of the public do not re enter the building under any circumstances
4	Attempts to extinguish the outbreak of the fire with the fire fighting equipment within the Hall should only be attempted if it is considered safe to do so. If in any doubt, vacate the building immediately
6	If all the above steps have been carried out, the trustees must be informed
7	All incidents, however small, must be reported in writing to the Jubilee Hall trustees