



## **HEALTH AND SAFETY POLICY AND INFORMATION**

### **Contents**

- 1. General Statement of Policy
- 2. Organisation of Health and Safety
- 3. Arrangements and Procedures
  - 3.1 Licences
  - 3.2 Fire Precautions and Checks
  - 3.3 Procedure in Case of Accidents
  - 3.4 RIDDOR
  - 3.5 Safety Rules
  - 3.6 Contractors
  - 3.7 Insurance
- 4. Review of Policy
- Appendix A: Fire Risk Management Policy and Risk Reduction Strategy
- Appendix B: Coronavirus (Covid 19) procedures

### **1 – General Statement of Policy**

This document is the Health and Safety Policy of Pant Memorial Hall. The building and facilities are provided by the charity known as Pant Memorial Institute, and is also referred to as 'Pant Village Hall'.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), contractors, 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 staff, volunteers, contractors and users.

It is the intention of Pant Memorial Hall Management Committee to comply with all 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.

Pant Memorial Hall Management 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 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 encourage contractors, committee members and users to engage in the establishment and observance of safe working practices.

Contractors, 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 and to accept responsibility to do everything they can to prevent injury to themselves or others.

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

The Pant Memorial Institute Management Committee has overall responsibility for health and safety at Pant Memorial Hall. The individuals delegated by the management committee to have day to day responsibility for the implementation of this policy are the committee secretary and the chair of the committee.

It is the duty of all employees, contractors, 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 below, or the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The following persons have responsibility for specific items:

First Aid boxes	Secretary (checked via a rota)
Reporting of accidents	Named hirer present to report to committee secretary, who will report to committee and RIDDOR if needed.
Fire precautions and checks	Secretary (checked via a rota)
Risk assessment and inspections	committee chair and secretary
Information to contractors	committee member arranging work
Information to hirers	Booking secretary
Insurance	Secretary

A plan of the hall is attached (in the health and safety folder) showing the location of fire exits, fire extinguishers, fuse boxes, stop cocks and fire blankets.

## **3: Arrangements and Procedures**

### **3.1 Licences**

Under the revised government guidance of 13 July 2017 to the Licensing Act of 2003, the hall is licensed for live performance and the playing of recorded music, provided that all of the following apply:

- 1) Music is only played or performed between the hours of 0800 and 2300
- 2) The organiser obtains consent from those responsible for the hall (this is covered by the signing of the booking conditions)
- 3) The audience does not exceed 500 people (the occupancy limit for the hall is 120 under fire regulations)

The hall does NOT have a license for the sale of alcohol. Hirers wishing to sell or provide alcohol must obtain their own event licence and provide a copy with their signed booking conditions.

### 3.2 Fire Precautions and Checks

A copy of the Fire Risk assessment is included in this folder, as is a plan of the building showing the location of the fire exits and the fire-fighting equipment.

**Nearest telephone:** Red telephone box outside the kitchen

#### Evacuation Procedure:

- **SOUND THE ALARM BY ACTIVATING THE BREAK GLASS POINTS (KITCHEN DOOR OR ENTRANCE HALL)**
- **LEAVE THE BUILDING VIA THE FIRE EXITS (KITCHEN OR ENTRANCE HALL)**
- **ASSEMBLE AT THE REAR OF THE CAR PARK BY THE GREEN SIGN**
- **CONTACT THE FIRE BRIGADE BY DIALLING 999 FROM THE CALL BOX OR A MOBILE PHONE OUTSIDE THE BUILDING.**
- **DO NOT RETURN TO THE BUILDING UNTIL IT IS ADVISED SAFE TO DO SO**
- **ONLY FIGHT THE FIRE USING THE AUTHORISED EQUIPMENT IF YOU FEEL COMPETENT TO DO SO**

Fire Brigade Contact Details:

**IN EMERGENCY DIAL 999 AND ASK FOR THE FIRE BRIGADE**

Non-emergency contact: Shropshire Fire and Rescue 01743 260200

Person on the management committee with responsibility for testing for the fire risk assessment: Committee Secretary.

Company hired to maintain and service fire safety equipment:

Name	Chubb Fire and Security
Contract numbers:	Fire alarm 1562029 Emergency lights 1562227 Extinguishers 1562893
Telephone Number	To arrange service: 0344 879 130 General enquiries: 0344 879 1770
Location of Service Record	Latest certificate in health and safety folder Previous records in file in hall filing cabinet

NOTE: All fire safety service callouts are chargeable at approx £200. False alarms due to breach of hiring conditions will be charged to the hirer.

## Equipment and Test Intervals

Item	Location	Test Interval
Fire Alarm	Break glass points; front door and kitchen door Smoke/heat detectors: throughout	Weekly, plus six-monthly professional test (June and December)
Emergency Lighting	1) Entrance hall 2) Main Hall 3) Kitchen 4) Toilets	Monthly, plus annual professional test (June)
Fire Extinguishers	1) Main hall beneath kitchen hatch 2) Kitchen 3) Outside tech room near electrical board 4) Entrance	Annually (October)
Fire Blankets	1) Kitchen by fire exit 2) Kitchen by electrical boards	Annually (October)
Fire Exits	Main entrance Kitchen	Weekly
Electrical Installation	Throughout	Five Yearly

### 3.3 Procedure in case of accidents

#### IN EMERGENCY DIAL 999 AND ASK FOR AN AMBULANCE.

A defibrillator is located in a cabinet on the wall of the village shop, opposite the hall. It will be necessary to make a separate 999 call to unlock the cabinet – the ambulance service will ask for the code on the box.

Nearest Accident and Emergency Department	Royal Shrewsbury Hospital Mytton Oak Road, Shrewsbury SY3 8XQ
Urgent care or minor injuries	See separate sheet due to frequent changes to information
Location of First Aid Boxes	Kitchen windowsill On white cabinet in side room
Person responsible for updating this information	Committee Secretary
Location of accident forms	Health and Safety file – side room

The accident forms must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible, who is the committee secretary via email as [secretary@pantmemorialhall.org.uk](mailto:secretary@pantmemorialhall.org.uk).

### 3.4 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Incidents falling under this legislation will be reported via the online form, by a member of the management committee. Any such incidents should therefore be reported to the committee as soon as possible.

The following major injuries or incidents must be reported under RIDDOR:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - a) covers more than 10% of the body
  - b) causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - c) leads to hypothermia or heat-induced illness
  - d) requires resuscitation or admittance to hospital for more than 24 hours

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

### 3.5 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 committee has carried out a general risk assessment and a fire risk assessment. Hirers are provided with a summary information sheet detailing the main risks and the procedures that they must adopt. A copy of this sheet is included in the health and safety file.

Hirers will be given the location of the accident forms and health and safety file. (on the white cabinet in the side room, yellow folder)

**Contractors** will have their attention drawn to our health and safety documentation. They are expected to use safe working practices, including:

- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and another person is present
- **Do not** leave portable electrical appliances operating while unattended
- **Do not** bring onto the property any portable electrical appliances which have not been safety tested.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building's facilities to a committee

member, who will inform the committee secretary

- **Report** every accident on an accident form, and to secretary@pantmemorialhall.org.uk
- **Be aware and seek to avoid** the following risks:
  - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
  - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
  - use adequate lighting to avoid tripping in poorly lit areas
  - any risk to individuals while in sole occupancy of the building – limited mobile coverage
  - risks involved in handling kitchen equipment e.g. water heater and knives

The risk assessment is also in the health and safety folder.

### 3.6 Contractors

The management 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 e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors are aware of the hall health and safety procedures and are aware of any hazards which might arise (e.g. electricity cables)
- contractors do not work alone on ladders at height
- 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 of the Institute of Electrical Engineers.

### 3.7 Insurance

Insurance, including Public Liability and Employers Liability, is provided as follows:

Company Name and Address	Zurich Insurance The Zurich Centre 3000 Parkway Whitely, Fareham Hants PO15 7JZ
Contact and Telephone Number	Geraldine Twaites 01243 832059
Policy Number	XA01220630813
Date of Renewal	07/07/2023
Any risks excluded or special conditions	As per policy documents

## 4. Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in June 2023.

Committee members with responsibility for aspects of health and safety will report to the

committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

This document has been created in accordance with ACRE Village Hall Information Sheet 15 'Health and Safety in Village Halls'.

## **Appendix A: Fire Risk Management Policy and Risk Reduction Strategy (taken with additions from Fire Risk Assessment, November 2017)**

### **Policy Statement**

The committee of Pant Memorial Hall will ensure that the risk from fire will be managed in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety regulations 1999.

Management of fire risks will be undertaken to prevent injury or ill health to employees, customers, contractors and any other persons who may be affected by the activities of our charity.

### **Objectives**

The objectives of this policy are:

- To ensure that hirers, contractors and visitors on the premises known as Pant Memorial Hall are safeguarded from death and injury in the event of fire
- To ensure that systems and procedures are in place to minimise the risk of fire starting or spreading, and to reduce the likelihood of harm from fire
- To reduce the potential for fire to disrupt our business or otherwise damage property or the environment
- To ensure that Pant Memorial Hall complies with relevant legislation, specifically the Regulatory Reform (Fire Safety) Order 2005

### **Responsibilities**

The committee of Pant Memorial Hall is ultimately responsible for ensuring that we comply with all statutory fire safety requirements.

The chairperson of the Committee of Pant Memorial Hall is deemed to be the responsible person as identified by the Regulatory Reform (Fire Safety) Order 2005. Day to day management and monitoring of equipment tests, maintenance is carried out by the committee secretary. Records of all tests and checks are kept and are available in the hall.

The committee is **responsible for:**

- Ensuring that a suitable and sufficient fire risk assessment has been carried out by a competent person, and that a record is maintained of the significant findings
- Ensuring that any actions (control measures) identified within the fire risk assessment have been implemented
- Ensuring that the fire risk assessment is reviewed annually

- Ensuring that adequate means of escape are available from the premises
- Ensuring that a suitable fire detection and warning system, appropriate to the risk, is installed and maintained
- Ensuring that there is adequate emergency lighting, sufficient to allow safe egress from the building at all times
- Ensuring that there is adequate exit signage to allow those unfamiliar with the layout to escape from the building
- Ensuring that there is adequate firefighting equipment appropriate to the risks on the premises
- Ensuring that those unfamiliar with the building are given induction where appropriate

## **Firefighting**

There is no obligation on any person to attempt to tackle a fire in the building. Any person may attempt to tackle a small fire using the fire extinguishers provided, as long as they are confident that they have sufficient training to do so, and that they do not put themselves in danger. The committee of Pant Memorial Hall will never be critical of anyone who does not attempt to tackle a fire.

## **Risk Reduction**

In order to prevent fires, and in the event of fire to reduce the impact on the charity we will comply, in so far as is reasonable, with all regulations and guidance. In particular we will ensure that:

- We will implement the action plan related to our fire risk assessment
- Storage of miscellaneous materials will be kept as low as possible
- All equipment on the site will be maintained to the highest standards, and a record of maintenance provided
- Where necessary, equipment will be subject to the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- We will carry out five yearly periodic inspection and certification of electrical systems, and provide Portable Appliance Testing (PAT) at a frequency determined by risk assessment, currently annually.

## **Appendix B: Coronavirus (Covid19) Procedures**

The committee have received guidance from ACRE (Action for Communities in Rural England) and are monitoring current legislation and guidance. Risk for events is placed on the event organiser, i.e. the hirer of the hall for any event. The committee is responsible for providing a Covid-safe environment as far as possible, with hirers responsible for ensuring compliance.

The situation is changing frequently and hence the procedures are not detailed fully in this document. Relevant documentation is as follows:

- new sections added to the standard risk assessment. These detail the risks particular to the hall, what measures have been taken to reduce risk and what will be expected of hirers.



- additional booking conditions detailing what is expected of hirers. As normal, no use of the hall will be allowed without a signed hiring form relating to these conditions. A summary 'important information for hirers' sheet is included in the hiring pack as a ready reference, but does not replace the full conditions.

Changes may include some or all of the following. Detail will vary depending on legislation applying at the time.

- reduced building capacity
- more time between hires
- limits on events that can be held
- provision of hand sanitiser at entrance
- provision of more cleaning materials, with hirers agreeing to clean before and after their event
- kitchen out of use except for drinking water access
- social distancing/face covering reminder signs
- provision of 'Covid-19 emergency kit' should someone be taken ill at the hall

All other health and safety measures continue as normal.