

# **Tolleshunt D'Arcy Village Hall – Health and Safety policy**

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

Our policy is to:

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

It is the intention of the Tolleshunt D'Arcy Village Hall Management Committee (TDVHMC) 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.

TDVHMC considers the promotion of the health and safety of its employees at work and those who use the 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, 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.

Signed on behalf of the TDVHMC

Name - Charles Clark

Position - Vice Chair TDVHMC

Date - 10 October 2020

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

The Tolleshunt D'Arcy Village Hall Management Committee (TDVHMC) has overall responsibility for health and safety at Tolleshunt D'Arcy Village Hall.

The person (s) delegated by the TDVHMC to have day to day responsibility for the implementation of the policy is/are:

Name – Charles Clark

Telephone Number – Home - 01621 868620; Mobile – 0791 231 4996

Address – 3 Vicarage Close, Tolleshunt D’Arcy, Maldon, Essex, CM9 8UG

Name – Robert Morgan

Telephone Number – Home – 01621 868779; Mobile – 0788 970 2826

Address – Spring Cottage, 76a Tollesbury Road, Tolleshunt D’Arcy, Maldon, Essex, CM9 8UA

It is the duty of all employees, hirers, and visitors to take care of themselves and others who may be affected by their activities and to cooperate 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 (s) or the Booking 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 and it should be placed in the back room (and Linda Page should be advised as soon as possible).

**The following persons have responsibility for specific items:**

**First Aid Box** – Trish Heard

**Reporting of incidents** – Linda Page and Charles Clark

**Fire precautions and checks** – Robert Morgan

**Risk assessments and inspections** – Charles Clark

**Information to contractors** – Robert Morgan

**Information to hirers** – Linda Page

**Insurance** – Alison Morgan

## **Part 3 – Arrangements and Procedures**

### **3.1 Licence**

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities:

Activity	The hall is licensed for the below in accordance with the Standard Conditions of Hire in PART TWO of the Hiring Agreement
a) Exhibition of films	Not applicable – TDVH does NOT have a licence for the exhibition of films.
b) Performance of live music	YES
c) Playing recorded music	YES
d) Dancing	YES
e) Provision of hot food (that is not for a business) for occasional, community and charity events.	<p>You should follow the 4Cs for food hygiene and other advice on the Food Standards Agency website for the provision of food in village halls.</p> <p>The 4Cs are: cleaning; chilling; cooking; cross contamination to be avoided.</p>
f) Sale of alcohol	The sale of alcohol is only permitted with the provision of the appropriate TENS licence. See PART ONE of Hiring Agreement

### 3.2 Fire Precautions and Checks

A copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, fire-fighting equipment, assembly points(s) – **are all available in the Tolleshunt D’Arcy Village Hall Health and Safety Box file which is kept in the cupboard marked with the First Aid sign on the door.**

The person on the Management Committee with responsibility for testing the fire risk assessment:

Name – Robert Morgan

Company hired to maintain and service fire safety equipment:

Name – Safe Fire Protection Ltd

Address – 162 – 164 High Street, Rayleigh, Essex, SS6 7BS

Telephone Number – 01268 747303

Location of Service Record – Internal notice board in the foyer of the village hall

**List of equipment and its testing/inspection regime:**

<b>Item</b>	<b>Test Interval monthly/annually</b>	<b>Service Date</b>
Emergency lighting	Full test yearly.	June 2023
Fire Exits	Tested twice yearly – tested in June 2022 & December 2022	June 2023
Fire-fighting appliances	Yearly	November 2023
Electrical installations	Full inspection 5 yearly	June 2026

### **3.3 Procedures in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty Department is: Colchester Hospital, A&E Department, Turner Road, Colchester, Essex, CO4 5JL. Telephone 01206 747474

The location and telephone number for the nearest doctor's surgery is: (i) Tollesbury Surgery, 25 High Street, Tollesbury, Essex CM9 8RG – Telephone 01621 869204; (ii) Tiptree Medical Centre, 78 Church Road, Tiptree, Essex CO5 0HB – Telephone 01621 816 475

The First Aid Box is located in: The cupboard in the kitchen with the first aid sign on the door.

The person responsible for keeping the First Aid Box up-to-date is: Trish Heard.

The accident book/forms are kept (a form must be completed whenever an accident occurs): In the Health and Safety Box File in the Village Hall in the cupboard in the kitchen with the first aid sign on the door.

The person responsible for completing RIDDOR forms (see below) and reporting accidents is: Charles Clark

The following major injuries or incidents must be reported on RIDDOR forms (RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – Incidents should be reported using the online forms available at the HSE website – [www.hse.gov.uk](http://www.hse.gov.uk) – only fatal and major incidents can be reported by telephone to the Incident Contact Centre – 0345 300 9923).

- Fracture other than to fingers or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Any penetrating injury to the eye (including chemical)
- Injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from the absorption of any substance by inhalation, ingestion or through skin
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

**Relevant examples of reportable dangerous occurrences include:**

- Electrical short-circuit or over-load causing fire or explosion
- Collapse or partial collapse of scaffolding over 5 meters high
- Unintended collapse of a building under construction or alteration or of a wall or floor
- Explosion or fire

**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. All new hirers will also be given information by the Booking Secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and the health and safety box file.

Explain whether you have carried out risk assessments, including for hazardous substances and fire. List all hazards identified through the risk assessment and any procedures to be adopted in order to minimise the risk. These could be printed on a separate sheet on coloured paper which is handed to the hirers with the hiring agreement so as to draw attention to them.

Employees, hirers and visitors will be expected to recognise that there is a duty upon them to comply with the practices set out by the committee with all safety requirements set out in the hiring agreement and with the safety notices on the premises and to accept responsibility to do everything they can do to prevent injury to themselves or others

The committee has carried out risk assessments. The following practices must be followed in order to minimise risk:

- **Make sure that all emergency exits doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**
- **DO NOT** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration
- **DO NOT** work on step. Ladders or at a height until they are properly secured and another person is present.
- **DO NOT** leave portable electrical or gas appliances operating whilst unattended.
- **DO NOT** bring onto the premises any portable electrical appliances which have not been Portable Appliance Tested.
- **DO NOT** attempt to move heavy or bulky items, e.g. stacked tables or chairs, without the use of trolleys or assistance from others.
- **DO NOT** attempt to carry or tip a water boiler when it contains hot water - leave it to cool.
- **DO NOT** allow children in the kitchen except under close supervision. Avoid overcrowding in the kitchen and do not allow running.
- **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.

**Report every accident in the Accident Book to:**

Name – Linda Page and Charles Clark

**Be aware and seek to avoid** the following risks:

- Creating slipping hazards on polished or wet floors – mop-up spills immediately.
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in areas where people will be walking.
- Use adequate lighting to avoid tripping in poorly lit areas.
- Risk to individuals while in sole occupancy of the building.
- Risk involved in handling kitchen equipment, e.g. cooker, water heater and knives.
- Creating toppling hazards by piling equipment, e.g. in store cupboards

### **Contractors**

The management committee will check with contractors (including self-employed personnel) before they start work that:

- The contract is clear and understood by both the contractor and the committee
- The contractors are competent to carry out the work, e.g. have appropriate qualifications, references, and experience.
- Contractors have adequate public liability insurance.

- Contractors have seen the Health and Safety File and are aware of any hazards which might arise, e.g. electricity cables, or gas pipes.
- 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(s) of the committee is/are 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.

## **Insurance**

Give details of the company providing the hall's Employer Liability and Public Liability insurance cover:

Name of insurer – Allied Westminster (Insurance Services) Ltd

Address – Allied House, Holgate Lane, Boston Spa, Wetherby, LS23 6BN

Policy Number – VH 88/0047440/BS68541

Date of renewal – 25/12/2023

## **Review of Health and Safety Policy**

The TDVH Management Committee will review this policy annually. The next review date is:

Month/Year – March 2024

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 health and safety of users or employees.

## **Address and telephone number of organisations that can give advice on health and safety**

- The Health and Safety Executive – Osprey House, Hedgerows Business Park, Colchester Road, Springfield, Chelmsford, CM2 5PF – Telephone 0300 003 1747
- Essex County Fire and Rescue – Headquarters, Kelvedon Park, Rivenhall, Witham, Essex, CM8 3HB – Telephone 01376 567000 **(In an Emergency dial 999)**
- The Local Environmental Health Department – Maldon District Council, Council Offices, Princes Road, Maldon, Essex, CM9 5DL – Telephone 01621 854477

**Revised Policy agreed** – At TDVH Management Committee on 15<sup>th</sup> March 2023

Signed..... Robert Morgan, Chair of TDVH Trust      16<sup>th</sup> Marc 2023

