

# Health and Safety Policy

## General Statement of Policy

This document is the Health and Safety Policy of Compton Dando Hall.

Our policy is to:

- Keep the hall and equipment in a safe condition for all users
- Provide healthy and safe working conditions, equipment and systems of work for our hirers, contractor(s), volunteers and committee members
- Provide such training and information as is necessary to users, contractors and volunteers

It is the intention of Compton Dando 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.

Compton Dando Hall Management Committee considers the promotion of the health and safety of everyone who uses 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 users, contractors and committee members to engage in the establishment and observance of safe working practices.

Hirers, visitors and contractors 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 Management Committee) .....

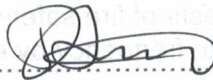


Name: John Dottridge

Position: Chair of Hall Management Committee

Date: 20 Feb. 2018

Signed: (on behalf of the Parish Council) .....



Name: Dawn Drury

Position: Chair of Compton Dando Parish Council

Date: 20<sup>th</sup> February 2018

## Organisation of Health and Safety

Compton Dando Parish Council has overall responsibility for health and safety at Compton Dando Hall. The Parish Council delegates the responsibility for the day to day running of the hall, including for day to day health and safety, to the Compton Dando Hall Management Committee.

This Health and Safety policy has been compiled by the Management Committee and agreed by the Parish Council.

It is the duty of all hirers, visitors and contractors 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.

Groups hiring the hall on a regular basis (more than four events per year) are required to conduct their own risk assessments. A copy must be given to the Bookings Secretary when the initial booking is made.

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 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 and it should be placed in the cupboard to the left of the sink.

A plan of the hall showing the locations of the main services, fire exits and extinguishers is available in the Health & Safety file.

The following persons have responsibility for specific items:

| Responsibility           | Details  | Name(s)                            |
|--------------------------|--|------------------------------------|
| Health & Safety officers | Establish records, review policies & risk assessments including fire risk assessment   | Pamela Cole<br>Harriette Dottridge |
| First Aid box            | Ensure contents of First Aid box are complete and up-to-date   | Jenny Davis                        |
| Reporting accidents      | Ensure accident form completed whenever an accident occurs. Complete and return RIDDOR form if appropriate.                                    | Jenny Davis                        |
| Electrical inspections   | Arrange tests of electrical equipment at appropriate frequency by external agencies  | Lorraine Fox                       |
| Fire equipment checks    | Arrange tests of fire safety equipment at appropriate frequency by external agencies   | Lorraine Fox                       |
| Information to hirers    | Ensure 'Information for Hirers', 'Standard Conditions of Hire' and Booking forms are updated to reflect Health & Safety policy                 | Pamela Cole                        |
| Information to hirers    | Ensure that all relevant forms, including on safety information, are given to hirers and that hirer signs declaration to comply with all rules | Lorraine Fox                       |



## Arrangements and Procedures

### 1. Fire precautions and checks

The Fire Brigade must be called to any outbreak of fire, however slight. Call 999. Note that your mobile phone will always have good reception for an emergency call.

In the event of fire the hall must be evacuated. A plan showing the fire exits from the hall and the locations and types of fire extinguishers in the hall is available in the Health & Safety file.

The Company hired to maintain and service fire safety equipment is:

Name: Chubb Fire & Security

Tel: 0344 8791770

A copy of the fire equipment service record is available in the Health & Safety file.

### 2. Electrical equipment checks

Portable Appliance Tests (PAT) are performed annually on the small appliances in the hall. Full electrical tests of the mains circuits and the emergency lighting are performed every five years. Copies of these electrical equipment service records are available in the Health & Safety file.

The emergency lighting system is checked monthly by the Bookings Secretary and the results recorded in a file held by her.

### 3. Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is:

Royal United Hospital

Combe Park

Bath BA1 3NG

Tel: 01225 428331

The locations and telephone nos. for the nearest doctor's surgeries are:

St Augustine's Medical Practice (2.9 miles)

The Chocolate Factory, Block C,

The Chocolate Quarter,

Via Traversus,

Keynsham,

BS31 2GN

Tel: 0117 986 2343

West View Surgery (2.3 miles)

9 Park Road

Keynsham

BS31 1BX

Tel: 0117 937 6835

The First Aid Box is located in the kitchen, on the worktop behind the door. A copy of the First Aid box service record is held in the Health & Safety file.

There is a defibrillator in the old red phone box across the road, opposite the pub.

Note that your mobile phone will always have good reception for an emergency call.

If an accident occurs during a hiring of the hall, it must be noted in the Accident book (kept next to the First Aid box) and an accident form must also be completed (spare accident forms are in this H&S file).

The hirer should report the accident to the Bookings Secretary (**Lorraine Fox**) as soon as possible and give her the completed Accident form. The Bookings Secretary should then inform **Jenny Davis**, the member of the management committee responsible.

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

The person responsible for completing RIDDOR forms and reporting accidents is **Jenny Davis**. The relevant forms are available to download from [www.hse.gov.uk/forms/incident](http://www.hse.gov.uk/forms/incident).

#### **NOTE**

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs 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 substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from 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 overload causing fire or explosion
- explosion or fire

## **4. Risk assessments**

The following practices to reduce risks have been implemented as a result of risk assessments carried out by the committee:

- All cleaning materials which could be hazardous to health are kept in a locked cupboard and are used only by the hall's caretaker
- The heavy removable stable door between the hall and the kitchen bears a warning notice advising care when lifting it on or off its hinges



- There is a notice on the door into the kitchen from the hall warning that no children under 12 are allowed in the kitchen
- A refrigerator is provided for storage of fresh food
- Hot water for washing etc is provided from a system whose temperature is preset at a safe level
- Hot water for drinks is provided from a fixed urn with an automatic fill, situated near the serving area
- The flooring in the kitchen and toilets is anti-slip flooring
- There are large absorbent rubber-backed mats in the entrance hall to reduce the risk of slipping on a wet floor
- The stepladders are kept locked to prevent unauthorised use
- An automatic light is installed over the external exit / entrance and there is a handrail to guide people between the road and the door to the hall
- Outside the fire exit there is a handrail to prevent people falling into the stream, and an automatic external light to illuminate the area
- All hirers sign a booking form agreeing to the Standard Conditions of Hire
- All hirers are given a copy of the Standard Conditions of Hire, together with an Information for Hirers sheet. These documents list the safety rules which must be followed to reduce the risk of accidents and fire.

## 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.

All new hirers will also be given information by the Bookings Secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of equipment) and will be made aware of the location of the Health and Safety file and accident book.

The committee carries out regular risk assessments to identify potential hazards and procedures to be adopted in order to minimise risk. The following practices must be followed in order to minimise risks:

- **Make sure that the emergency exit door is clear throughout the hiring of the hall**
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not attempt to carry more than two stacked chairs at a time
- Do not stack chairs more than four chairs high
- No more than four small tables should be stored in the cupboard and the tables must NEVER be stacked on top of each other. Two small tables can be stored against the kitchen wall under the right hand hatch.
- Do not allow children under the age of 12 in the kitchen
- Do not leave the microwave oven operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not leave portable electrical or gas appliances operating while unattended
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

- Report any evidence of damage or faults to equipment or the building's facilities to the Bookings Secretary, Mrs L Fox
- Report every accident in the accident book and to Mrs L Fox
- Do not endanger yourself if there is a flood, eg in attempting to fit the flood doors, clearing the stream grating or other areas.
- **Be aware** and seek to avoid the following risks:
  - creating slipping hazards on 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
  - risk to individuals while in sole occupancy of the building
  - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
  - creating toppling hazards by piling equipment e.g. in store cupboards.

## 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 have seen the Health and Safety file and are aware of any hazards which might arise (e.g. electricity cables)
- 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 of the Institute of Electrical Engineers.

## 7. Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

|                                  |   |
|----------------------------------|---|
| Name and address of insurer:     | Hiscox Insurance Company Ltd<br>1 Great St Helen's<br>London EC3A 6HX |
| Telephone no. of insurer         | 0800 781 3058   |
| In case of claim contact broker: | Came and Company Local Council Insurance                              |
| Telephone no. of broker:         | 01256 395020  |
| Policy No.                       | 1891376   |
| Date of Renewal                  | 1 <sup>st</sup> October annually                                      |



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

The management committee will review this policy annually. This will be on the agenda of the first meeting after the AGM each year.

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 contractors.