



<http://www.british-history.ac.uk/>

WESTHAMPNETT COMMUNITY HALL

Serving Westhampnett, Maudlin and Westerton

Hadrians Drive, Westhampnett, West Sussex, PO18 0FP

Health and Safety 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 Community 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 Westhampnett Community 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.

Westhampnett Community Hall Management Committee considers the promotion of the health and safety of its employees at work and 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 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 Management Committee):

Name: Mrs. Julie Freeman

Position: Health and Safety Officer

Date: 09.09.2019

Part 2: Organisation of Health and Safety

The Westhampnett Community Hall

Management Committee has overall responsibility for health and safety at Westhampnett Community Hall.

The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Name: Mrs Julie Freeman

Telephone No: 01243 532330

Address:1, Tilemakers Close, Westhampnett, West Sussex, PO18 0RN

Name: Mrs Vikki Hibbert

Telephone No:

Address: 10 Vespasian Mews, Roman Walk, Westhampnett,

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 above, or the Secretary (Mrs Julie Freeman), 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:

The following persons have responsibility for specific items:

First Aid Box: Secretary Mrs Julie Freeman

Reporting of accidents: Mrs. Julie Freeman

Fire precautions and checks: Vikki Hibbert

Training in use of hazardous substances and equipment: Mr Howard Horne

Risk assessment and inspections:

Information to contractors: Mrs. Julie Freeman

Information to hirers: Mrs. Julie Freeman

Insurance: Mrs. Julie Freeman

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs and loft access.

Part 3: Arrangements and Procedures

3.1 Licence

The Community hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

Activity The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays b. The exhibition of films c. Indoor sporting events d. Boxing or wrestling entertainment e. The performance of live music f. The playing of recorded music g. The performance of dance h. Entertainments similar to those in a – g i. Making music j. Dancing k. Entertainment similar to those in i – j l. The provision of hot food/drink after 11pm (not at the moment)		

3.2 Fire Precautions and Checks

Insert here a copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exits, firefighting equipment, assembly point(s).

WESTHAMPNETT COMMUNITY HALL

IN THE EVENT OF A FIRE (Emergency Plan)

- Sound the alarm
- Take command – give loud and clear instructions to immediately to all those in presence to evacuate the building and gather at the meeting point on the village green at the play park.
- Check every room that it is safe to enter, to ensure that everyone has left the hall.
- Fire extinguishers should be used to clear a safe passage to an exit.

- Once outside check everyone is accounted for.
- **Phone 999 to contact the emergency services. – The address of the hall is: Westhampnett Community Hall, Hadrian Drive, Westhampnett, West Sussex PO18 0....**
- Check that the lane and area around the hall is clear for the emergency vehicles.
- Send two people to act as guides for the emergency services – one at the end of Hadrian Drive onto Stane Street, and one at the gates to the entrance of the Community Hall on Hadrian Drive.
- Do not allow anyone to enter the hall until a fire officer tells you it is safe to enter.
- Contact a member of the village hall committee on one of the numbers shown below:

Julie Freeman – 01243 532 330 or 07557 676643

Vikki Hibbert – 07854 239245

Linda Lanham Clerk to the Parish Council 01243 536859

WESTHAMPNETT COMMUNITY HALL SAFETY GUIDANCE AND EMERGENCY PLAN

YOU THE HIRER ARE THE “RESPONSIBLE PERSON”

At all times the hall is in use the **RESPONSIBLE PERSON** must be in charge and ready to take control of any incident. Please read and become familiar with these instructions. **Your priority is always to save lives and not the building!**

BEFORE YOUR EVENT STARTS

- **Ensure that the number of people in the hall does not exceed 120.**
- Check exit routes are not blocked by for example tables or chairs (see diagram over leaf)
- Check the Fire Extinguishers are clearly visible.
- Check that no “doubtful” looking electrical equipment or extension leads have been bought in the hall
- Check that no decorations have been hung so that they could fall down and obstruct a fire exit
- Check that the fire exit lights are switched on

DURING YOUR EVENT

- Watch that fire exit routes do not become obstructed
- Brief disabled people and/or their helpers on the evacuation routes.
- Watch that no vehicle obstructs the main entrance, fire exits and that emergency vehicles have a clear access route to the hall.
- Watch that nothing likely to cause a fire is taking place!
- Be vigilant of any smells of burning or a gradual build-up of smoke.

Periodic fire safety checklist

This is not intended to take the place of a fire risk-assessment but should be used as a means of ensuring that safety standards, established after the fire risk assessment, are being maintained. It might be appropriate to run over the list at the time of committee meetings, provided they are held at least once a quarter.

- Has the structural fire resistance been impaired by alterations and repairs?
- Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
- Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?
- Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties?
- Are curtains clear of the ground?
- Are the self-closing mechanisms of fire doors operating and closing the doors properly?
- Are emergency exit push-bar devices functioning correctly?
- Are fire exits and escape routes clearly marked and illuminated?
- Are the lighting, and emergency lighting, systems adequate and functioning correctly?
- Is an approved seating plan on display?
- Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating?
- Are the gangway limits being adhered to?
- Are floor coverings nosing in good condition?
- Has the electrical equipment and supply been professionally checked?
- Has the chimney been swept?
- Has the fire-fighting equipment been serviced?
- Has the detection system and battery been checked?
- Has the sprinkler system been checked?
- Are the smoking rules being adhered to?
- Is stage scenery being checked for flammability?
- Are the areas open to the public, free of combustible stores?
- Is rubbish being kept safely and removed frequently?
- Are the security measures functioning?
- Do all committee members know how to use the fire-fighting equipment?
- Are there any hazards anticipated or overlooked?

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

, Mrs Julie Freeman, Vikki Hibbert

Local Fire Brigade contact name: Chichester Fire Station

North Street, Chichester, PO19 18D

Email wsfrs@westsussex.gov.uk

Fire Brigade contact tel: 01243 752441 In an Emergency phone: 999

Company hired to maintain and service fire safety equipment:

Name: Christie Intruder Alarms LTD

Address: 212-218 London Rd, Waterlooville, Hampshire, PO7 7AJ

Tel No: 02392 265111

Location of service record: Fire and Safety File Westhampnett Community Hall Office

List of Equipment and its location. For example:

See attached Certificate of Inspection for Fire Equipment 28.08.2019

Item	Test interval (e.g. weekly, monthly, annual)	Location Service Date
Residual Current Device	Monthly	Health and Safety File in Office WCH
Emergency Lighting	Monthly	
Fire Exits reception hall/café and main hall	Weekly	
Fire fighting	Annually	
Electrical installation	1/3/5 years	
Residual Current Device <i>(a current-activated circuit-breaker used as a safety device for mains-operated electrical tools and appliances)</i>	Monthly	

Procedure in case of accidents

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

St Richards Hospital

Spitafield Lane, Chichester, PO196SE

Tel: 01243 788122

The location and telephone no. for the nearest doctor's surgery is:

Tangmere Medical Centre

Malcolme Road, Tangmere, West Sussex, PO20 2HS 01243 77 69 88

The First Aid Box is located in: The kitchen area

The person responsible for keeping this up to date: Mrs Julie Freeman Secretary

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is: Mr Howard Horne

The person responsible for completing RIDDOR forms and reporting accidents: Mr Howard Horne

The following major injuries or incidents must be reported on RIDDOR forms See hse.gov.uk :

- 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
- 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.

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/training by the booking manager 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 health and safety file.

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

For example:

It is the intention of Westhampnett Community 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.

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.

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

Make sure that all emergency exit 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 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 or gas appliances operating while unattended
- **Do not bring onto the property 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) - use the trolleys provided
- Do not stack more than five chairs
- 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** (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding 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 to:
- Report every accident in the accident book to:

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
- 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.

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 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 of the Institute of Electrical Engineers.

Insurance

Andrew Bedding Cert CII

Senior Account Handler

Came & Company Local Council Insurance

Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY

Direct Dial: 01483 462891

Mobile: 07780 483359

email: local.councils@cameandcompany.co.uk

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

Name of Insurer: Hiscox \insurance Company

Address: Came & Company Local Council Insurance

Blenheim House,1-2 Bridge Street, Guildford, Surrey GU1 4RY

Direct Dial: 01483 462891

Policy No: 1891376

Date of Renewal: 01.06.2020

Any risks excluded or special conditions users should be aware of:

Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in June 2020 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 employees.

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

- The Health and Safety Executive (see Section 10 – The HSE also have regional centres whose contact details can be obtained from their telephone line).
- The Fire Authority. • The local environmental health department.