**Kingston Village Hall - Health and Safety Policy**

**General Statement of Policy**

The Kingston Village Hall Trustees have overall responsibility for health and safety at Kingston Village Hall. We will endeavour to

a) Provide healthy and safe working conditions, equipment and systems of work for Trustees, hirers and guests

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.

The Trustees will comply with all health and safety legislation and act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Trustees consider the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. They recognise 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, they will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Hirers and visitors will be 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 agreement 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**

The Trustee with day-to-day responsibility for the implementation of this policy is: **Paul Wright**.

It is the duty of all 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.

The following persons have responsibility for specific items:

Information to hirers Sarah Wright

First Aid box: Sarah Wright

Reporting of accidents Sarah Wright

Fire precautions and checks Peter Stokes

Risk assessment Paul Wright

Information to contractors Paul Wright

Insurance Chris Reid

Should anyone using the hall come across a fault, damage or other situation which might cause injury or in the event of an incident or accident, they should inform the Bookings Secretary, as soon as possible. Where equipment is damaged a notice should be placed on it warning that it is not to be used and the Bookings Secretary should be informed.

**Procedure in case of accidents**

The **location of the nearest accident and Emergency dept** is:Addenbrooke’s, Cambridge, CB2 0QQ 01223 805000

**The telephone no. for the nearest doctor’s surgery is:** Bourn surgery 01954 719313

The **First Aid Box** is located on the windowsill in the lobby. The person responsible for keeping this up to date is: **Sarah Wright** (the Bookings Secretary)

The **accident book/forms** are kept on the windowsill in the lobby. This must be completed whenever an accident occurs. Any accident must be reported to the **Sarah Wright** (the Bookings Secretary)

The person responsible for completing RIDDOR forms and reporting accidents is **Sarah Wright** (the Bookings Secretary). 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
* 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

**Insurance**

The hall’s Employer’s Liability and Public Liability insurance cover is as follows:

* Name of insurer: Covea Insurance
* Policy No. CARV15007182
* Date of Renewal: 24 September

**Licence**

The village hall has a Premises Licence authorising the regulated entertainment and licensable activities at the times indicated.

**Fire Precautions and Checks**

Fire exits are clearly signed and fire fighting equipment and alarms are checked annually.

The Trustee with responsibility for testing for the fire equipment is **Paul Wright**

**Local Fire Brigade:** Gamlingay Fire Station (dial 999) will take about 20 minutes to arrive

**Company hired to maintain and service fire safety equipment is**

Name: Cromwell Fire Ltd

Tel No.: 01487 823022

Location of service record: Windowsill in entrance hall

**List of Equipment and its location**

|  |  |  |
| --- | --- | --- |
| **Item** | **Test interval** | **Location** |
| Residual Current Device | Annually | In the southern corner of the main hall  |
| Emergency Lighting | Annually | Throughout in toilets, lobby, both halls and kitchen |
| Fire Exits – main hall  | Annually | 3 - main hall, outside kitchen, lobby |
| Fire-fighting appliances  | Annually | 3 - extinguishers in kitchen, main hall and main lobby |
| Fire Alarm Test | Annually | Panel in main lobby, beside door to hall |
| Electrical installation | 5 years | n/a |

**Inspection and Servicing of Equipment**

There is an agreed schedule for regular inspection and servicing of equipment and a written service record is kept. Specialist professional contractors are employed where appropriate. The responsibility for arranging inspections and services and for maintaining the upkeep of specific items lies with particular named committee members.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Test/Service interval** | **Carried out by** | **Responsible Trustee** |
| Emergency Lighting | Annually (Sep) | Peter Stokes | Paul Wright |
| Fire Safety Inspections | Annually (Jan) | Cromwell Fire Ltd. | Paul Wright |
| Boiler | Annually (Feb) | Professional contractor | Paul Wright |
| Electrical Installation | Every 5 years. Next due Oct ‘20 | Professional contractor | Peter Stokes |
| Portable Appliances\* | Annually (Feb) | Professional contractor | Peter Stokes |
| Residual Current Device  | Annually (Aug/Sep) | Peter Stokes | Peter Stokes |
| Insurance | Annually (Sep) | AON UK Inc. | Chris Reid |
| Fabric of Building Audit | Annually (Aug/Sep) \*\* | Peter Stokes | Peter Stokes |
| First-Aid box and Reporting of Accidents | Sarah Wright | Sarah Wright |
| Liaison with Contractors on site | Peter Stokes | Peter Stokes |
| Information to Hirers | Sarah Wright | Sarah Wright |

The hall and grounds are inspected annually, prior to the AGM, in order to identify any disrepair or damage and a report presented at the meeting. Appropriate action can then be planned and carried out during the coming year.

**Review of Health & Safety Policy**

Trustees 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 policy will be reviewed every three years or earlier if named responsible persons are changed.

Two Trustees to sign

Patricia Draper

Paul Wright

Dated: 01/03/2024