Health and Safety Policy

The Health and Safety Policy of Cherington Stourton and Sutton under Brailes Village Hall Committee, herein after referred to as the 'CSS Village Hall' and 'Trustees'.

Our policy is to:

i) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members, visitors and hirers.
ii) Keep the CSS Village Hall premises and equipment in a safe condition for all users.
iii) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations within the CSS Village Hall.

The Trustees consider the promotion of the health and safety of employees and volunteers at work and those who use the 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, volunteers, contractors, visitors and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, contractors, visitors and users 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 and others.

1.0 Responsibilities for Health and Safety

1.1 The Trustees have overall responsibility for health and safety at the CSS Village Hall and for the implementation of this policy. It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations at the CSS Village Hall.

1.2 All users of the hall are expected to read this Health and Safety Policy Statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

1.3 It is the duty of all employees, volunteers, contractors, hirers and visitors to:

take care of themselves and others who may be affected by their activities

do everything they reasonably can to prevent injury to themselves and others

co-operate with the Trustees in keeping the premises safe and healthy, including the grounds and car park

1.4 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 Chairman 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 and it should be reported immediately to the Bookings Secretary.

1.5 Routine reviews, checks and inspections of safety procedures and equipment are conducted by appointed Trustees or their nominees. Further information can be obtained from the Chairman or Bookings Secretary upon request.

2.0 Safety Information

2.1 Fire Precautions and Checks

2.1.1 A schematic of the hall showing the location of fire exits, fire extinguishers and smoke detectors as attached

2.1.2 A copy of the Hall Emergency Evacuation procedure as attached and as displayed on the Hall Notice Board. In addition each group that meets regularly in the CSS Village Hall may have its own evacuation and fire drill procedure. A guide to emergency arrangements is provided to all hirers, copy attached.

2.1.3 The service record for the fire safety equipment is available from the Bookings Secretary upon request and is displayed on the hall notice board.

2.2 Risk Assessments

Hirers should carry out their own risk assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm. These risk assessments also help the Trustees to comply with various laws and regulations contained in a wide range of legislation. Risk assessment templates are available from the Bookings Secretary upon request.

The risk assessments by Trustees eg Fire Risk Assessment together with the actions and outcomes they may identify, are kept under review in order to aim for the lowest level of risk possible. However the Trustees are aware that risk can never be eliminated completely. New risk assessments are carried out if new or changed circumstances are identified and are part of the Trustees ongoing commitment to safety.

3.0 Safety Practices

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 a height until these 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 eg stacked tables or chairs, pool table or piano etc without the proper equipment

Do not stack chairs more than 25 high

Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool

Do not allow children into the kitchen or coffee service areas. Avoid overcrowding 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 to the buildings facilities to the Bookings Secretary

Report every accident in the accident book and to the Bookings Secretary

Be aware and seek to avoid the following risks:

- **Creating slipping hazards on steps or wet floors - mop spills immediately**
- **Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the entrance way, user areas or kitchen**
- **Avoid tripping by using adequate lighting**
- **Risk to individual safety through sole occupancy of the building**
- **Risks involved in handling kitchen equipment eg cooker, water heater, knives**
- **Creating toppling hazards by piling equipment eg in storage areas**

4.0 In Case of Accidents

4.1 The nearest Accident and Emergency Department is:

Horton General Hospital
Oxford Road
Banbury
OX16 9AL

4.2 The nearest Minor Injuries Unit is:

Ellen Badger Hospital
Stratford Road
Shipston on Stour
CV36 4AX

01608 661410
01608 661435

4.3 **The First Aid Box is located in the kitchen.**

4.4 The Accident Book is at the First Aid Point in the kitchen. This must be completed whenever an accident occurs. All accidents, even minor ones must be reported to the Bookings Secretary

4.5 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 eye (including chemical)
Injury form electric shock/burn leading to unconsciousness or requiring resuscitation or requiring admission to hospital for more than 24 hours
Any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or requiring admission 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 absorbtion 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

Should there be an incident/accident in the CSS Village Hall that requires the completion of a RIDDOR form then please contact the Bookings secretary for assistance.

5.0 Insurance

A copy of the Public Liability Insurance Certificate for the CSS Village Hall is displayed on the hall notice board and can also be obtained from the Bookings Secretary upon request.

6.0 Contractors

Before any contractor or person on site begins any work they should:

i) Carry out their own risk assessment
ii) Ensure they have adequate liability cover
iii) Familiarise themselves with this Health and Safety Policy

7.0 Review of Health and Safety Policy

The Trustees will review this policy annually after each AGM and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the Trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of Trustees meetings.

EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

FIRE ASSEMBLEY POINT IS OUTSIDE ON THE AREA ADJACENT TO THE CHILDREN'S PLAYING FIELD BY 'ASSEMBLEY POINT' SIGN

IF YOU DISCOVER A FIRE

1 **SOUND THE ALARM BY PRESSING A FIRE CALL POINT**

2 **IMMEDIATELY GO TO FULL EVACUATION PROCEDURES**

3 **DIAL 999 FOR FIRE SERVICE**

GIVE THIS ADDRESS

CHERINGTON STOURTON AND SUTTON UNDER BRAILES VILLAGE HALL PINFOLD LANE, STOURTON, CV36 5HG

4 **ALL PRESENT TO LEAVE THE BUILDING AND MEET ON THE ASSEMBLEY AREA AND START RECORDING THOSE ASSEMBLED**

5 **IF POSSIBLE SWEEP/CHECK ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF**

6 **ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO**

IF YOU HEAR THE ALARM

1 **LEAVE THE BUILDING BY THE NEAREST FIRE EXIT**

2 **CLOSE ALL DOORS BEHIND YOU**

3 **REPORT TO THE PERSON IN CHARGE AT THE ASSEMBLEY POINT**

4 **DO NOT STOP TO COLLECT BELONGINGS**

5 **DO NOT TAKE RISKS – JUST GET OUT**

Emergency Plan for Hirers/Person Responsible

A caretaker is not present on the premises. As the responsible person for the event/function you have legal duties with regards to the safety of those persons assisting or attending the event. Any key holders should keep the key secure.

Before the event you should be aware of:

- what fire protection systems are available
- how a fire will be detected
- how people will be warned if there is a fire
- what people should do if they discover a fire
- how evacuation of the building should be carried out including arrangements for those identified as being especially at risk such as those with disabilities or children
- where people should assemble after they have left the building and procedures for checking everybody has evacuated the building
- arrangements for fighting a fire
- how fire and rescue services and any other services will be called
- procedures for meeting the fire and rescue services on their arrival
- limitations on numbers of people
- checking all escapes and fire exits are clear of obstruction

At the start of an event you should notify all present about:

- the no smoking policy
- the emergency warning alarm
- location of exits and escape routes
- taking only valuables immediately to hand and not to go to collect other belongings
- not leaving items on the floor that could cause obstruction eg bags
- the location of the Assembly Point
- what will happen after an evacuation

During an event you should ensure that:

- escape routes and fire exits do not become blocked
- the No Smoking policy is adhered to
- no naked flames are started
- rooms do not become overcrowded
- permitted numbers are not exceeded
- noise levels cannot drown out the need for emergency announcements
- you are aware of the disabled call alarm in the disabled toilet

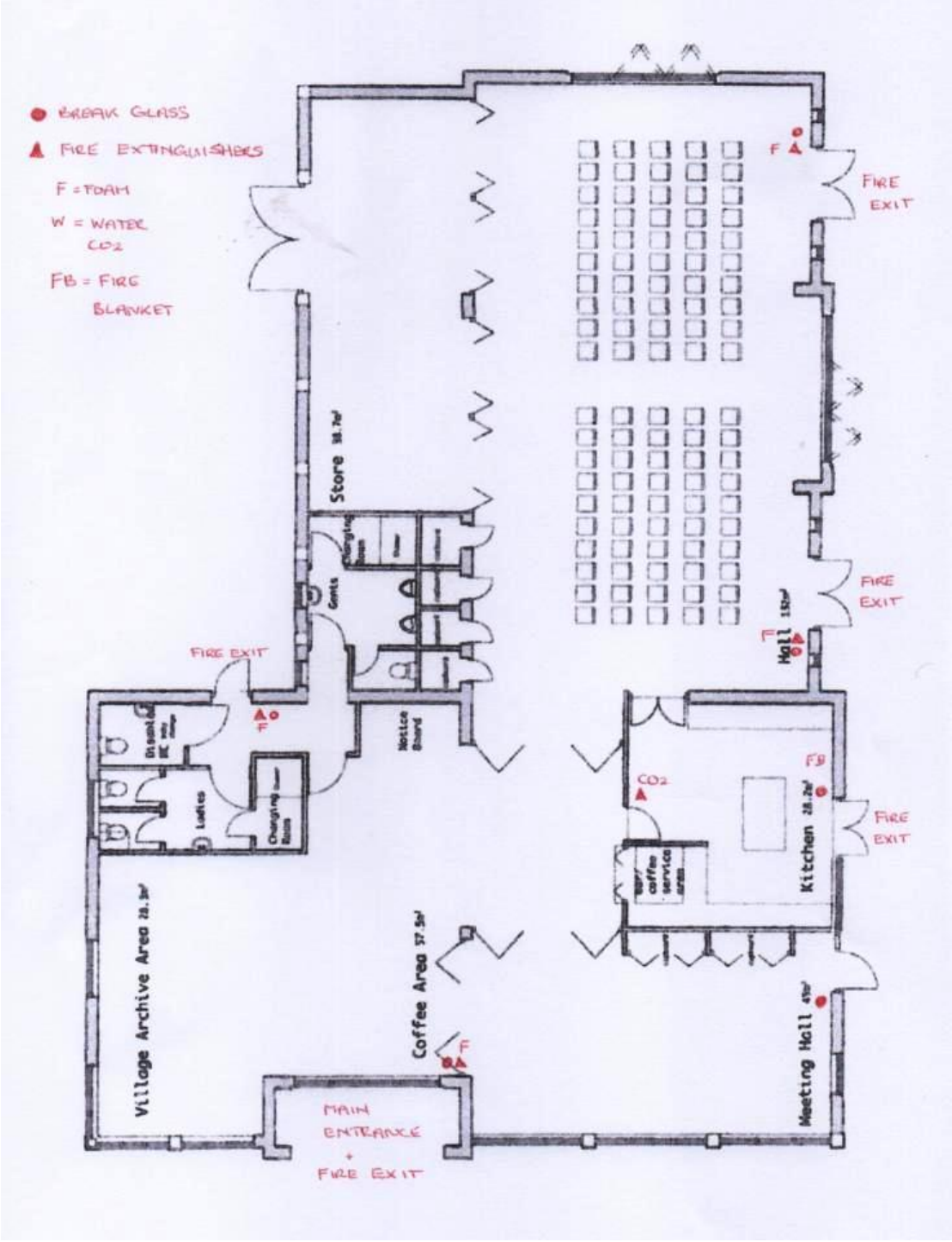
At the end of the Hiring you should ensure that:

- the premises are left clean and tidy and equipment is returned to its correct position/storage area
- all items brought onto the premises are taken away
- all heaters including water heaters and cookers are turned off
- all electrical appliances are turned off and unplugged
- all lights not required for security reasons are turned out
- all internal doors are closed
- all exits to the premises are locked/secured and the key (if issued) is returned as arranged with the Bookings Secretary

Important Contact Details:

Chairman Mr Anthony Wells
Church Cottage
Cherington
Shipston on Stour
CV36 5HS
01608 686328
rosiecherington@talktalk.net

Bookings Secretary Ms Lois Dudfield
2 The Long Close
Stourton
Shipston on Stour
CV36 5HT
01606 686878 07967 630880
loisdudfield@gmail.com

Trustee Health and Safety Representative Mr Paul Levitch
Spring Rise
Stourton
Shipston on Stour
CV36 5HG
01608 686353
paullevitch@btinternet.com

Schematic showing fire exits and fire extinguishers