



## Health and Safety Policy for Harriston Village Hall CIO

### Part 1 General Statement of Policy

This document is the Health and Safety Policy of Harriston Village Hall CIO

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 Harriston Village Hall CIO 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.

Harriston Village Hall CIO Management Committee considers the promotion of the health and safety of its volunteers and 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 Trustees, employees, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Trustees, Employees, volunteers, 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

Position

Date

### Part 2: Organisation of Health and Safety

The Trustees of Harriston Village Hall CIO / Management Committee has overall responsibility for health and safety at Harriston Village Hall.

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

Name	Janice Barker
Telephone Number	016973 23570
Address	23 Harriston, Aspatria, Cumbria CA7 2ED
Email Address	harristonvillagehall@gmail.com
Name	Henry Barker

**Telephone Number**     **016973 23570**  
**Address**                 **23 Harriston, Aspatria, Cumbria. CA7 2ED**  
**Email Address**         **harristonvillagehall@gmail.com**

It is the duty of all employees, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees/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) above, 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 placed in the Defect book in the Kitchen

The following persons have responsibility for specific items:

**The following persons have been delegated by the Trustees/Management Committee to manage the following:**

<b>First Aid Box</b>	Check and replenish monthly	Janice Barker 016973 23570
<b>Checking Incident Book/ Reports at least weekly or as advised of incidents.</b>	Instigate any actions necessary to remove risks e.g. repairs. Report to committee at each meeting or as soon as necessary. Advise Risk Assessment Manager.	Janice Barker 016973 23570
<b>Reporting Accidents/ RIDDOR</b>	Minor accidents to be logged. Report to committee at each meeting or as necessary. Advise Risk Assessment Manager. Complete RIDDOR forms as necessary.	Janice Barker 016973 23570
<b>Information to Hirers</b>	For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.	Janice Barker 016973 23570
<b>Information to Contractors/From Contractors re: Method Statement/Risk Assessment</b>	Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities. Also check their Method Statement/risk assessment	Henry Barker 016973 23570
<b>Risk Assessments/ Monitoring</b>	Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Janice Barker 016973 23570

<b>Fire Risk Assessments/ Monitoring</b>	Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers/contractors as necessary if amendments are made.	Nathaniel Gunter Henry & Janice Barker  016973 23570
<b>COSHH Risk Assessments/Monitoring</b>	Complete COSHH Risk Assessment, monitor and update as necessary. Report to Committee at each meeting and advise relevant people to inform of any amendments made.	Janice Barker 016973 23570
<b>Asbestos Assessment/Monitoring.</b>	Complete Asbestos Monitoring quarterly, Assess and update as necessary. Report to Committee at each meeting proceeding quarterly assessment. Take appropriate action as necessary.	Henry Barker Janice Barker 016973 23570
<b>Insurance</b>	Make arrangements to ensure the correct cover for public liability, contents etc is taken out and reviewed annually with the Trustees/Management Committee to take into consideration anything extra that may need added.	Janice Barker Secretary 016973 23570
<b>Annual Testing/Safety Certificates</b>	Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers, Asbestos, Legionella, Keep relevant certificates and display copies on notice board as required.	Janice Barker 016973 23570
<b>Premises Management Plan</b>	Will be the responsibility of all the trustees to ensure at each committee meeting that this is presented by the Health and Safety coordinator and is kept up to date, ensuring that all annual, monthly and weekly inspections are done and kept up to date by the relevant people.	All Trustees
<b>Safety Notices</b>	Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans.	Janice Barker 016973 23570
<b>Implementation of Policy</b>	Co-ordinate overall management of policy, including amendments and annual review	Janice Barker 016973 23570

## PROCEDURES

The H&S policy document will be available to view in the Policies and Procedures folder or you can request a copy via the Secretary, they will also be available to download from the Village Hall [website](#) (When we do one along with all other policy and procedures I will then insert web address here)

Ensure the bookings secretary makes all hirers aware of the health and safety policy for the Hall and the fire evacuation procedures

All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities. All Contractors will be required to provide a method statement and their own risk assessment to the trustees before any work can commence.

Committee members with specific responsibilities for aspects of Health & Safety will report to The Committee at each full committee meeting.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

A plan of the Hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box or distribution board, stop cock, boiler, stairs, loft access and .... (any other features which may have a bearing on safety). **(This will be added once we take over the Lease and have the keys to be able to identify these areas.)**

### Part 3 Arrangements

**These will be added once we decide which licence`s we require once in the building**

### Contents and Procedures

#### 3.1 Licence

The village 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) The performance of live music			
(e) The playing of recorded music			
(f) The performance of dance			
(g) Entertainment similar to those in (a) to (g)			
(i) Making music			
(j) Dancing			
(k) Entertainment similar to those in (i) to (j)			

Insert here a copy of the risk assessment including the evacuation procedure, the location of the nearest telephone and a map showing the fire exists, fire fighting equipment, assembly point(s). **The map will be added once we have signed the lease, have the keys and can identify where these areas are to add them to this section.**

## HARRISTON VILLAGE HALL FIRE RISK ASSESSMENT

Risk Assessment – Record of significant findings		
Risk assessment for Building: HARRISTON VILLAGE HALL  Location: HARRISTON VILLAGE	Assessment undertaken by Date:23/11/2020 Completed by: Janice Barker Health and Safety Coordinator/ Building and maintenance	
	Use: Community building	
Step 1 – Identify fire hazards		
Sources of ignition Electrical system and fixed/movable appliances Lighting system Occasional use of Candles, candles Birthday Cakes/paper tablecloths at social events Kitchen equipment	Sources of fuel Stored combustible items – flammable cleaning materials Paperwork/material stored in cupboards/storeroom Materials brought in by users – decorations, posters, .	Sources of oxygen No additional sources
Step 2 – People at risk		
All users of the hall, volunteers, committee members and workers/contractors – hall capacity maximum 80-100 people. Children, disabled and older people at risk and are frequent users. (No people permanently on site)		
Step 3 – Evaluate, remove, reduce and protect from risk		

<p>(3.1) Evaluate the risk of a fire occurring</p>	<ul style="list-style-type: none"> <li>No naked flames present – smoking prohibited throughout the building.</li> <li>Cooker is electric and the gas boiler for heating is enclosed.</li> </ul>
<p>(3.2) Evaluate the risk to people from a fire starting in the premises</p>	<ul style="list-style-type: none"> <li>Occasional use of candles on tables, Birthday Cakes at social events, along with paper tablecloths - this presents increased risk. Building is on one floor with 2 exits available in different parts of the building.</li> <li>There are alternative exit routes from all rooms apart from the back room, exit through a window is possible, the toilets, toilet exit possible from window in Men's toilet, however women's toilet there is no window however exits close to main exit door, tuck shop exit close to main exit door or through serving hatch. Kitchen through serving hatch.</li> </ul>

<b>Fire Risk Assst Village Hall March 2020 Step 3 – Evaluate, remove, reduce and protect from risk (continued)</b>		
<p>(3.3) Remove and reduce the hazards that may cause a fire</p>	<ul style="list-style-type: none"> <li>No smoking permitted within the building.</li> <li>All debris and waste material cleared away at the end of each hiring and exit routes checked for obstructions by committee members.</li> <li>Gas boiler, electrical system and appliances inspected and tested annually.</li> <li>Users have responsibility to report defects immediately – in user instructions via defect book and verbally to a committee member via a phone call in the user instructions.</li> </ul>	
<p>(3.4) Remove and reduce the risks to people from a fire</p>	<ul style="list-style-type: none"> <li>Fire emergency plan displayed.</li> <li>Emergency lighting checked monthly.</li> <li>Floor plan on notice board shows fire extinguisher locations.</li> <li>Extinguishers checked annually.</li> <li>Fire blanket located in kitchen, checked annually.</li> <li>Use of candles and paper tableclothes to be risk assessed for each event and appropriate measures eg bucket of sand, fire blanket put in place to mitigate/remove the risk.</li> </ul>	
<b>Assessment review</b>		
<p><b>Review date</b> November 2020</p>	<p><b>Completed by</b> Janice Barker</p>	<p><b>Signature</b></p>
<p><b>Review outcome (where substantial changes have occurred a new record sheet should be used)</b></p>		

## Fire Evacuation Procedures

Register to be kept to show all people coming on to the premises and all people leaving the premises.

If a fire is discovered:

### The Coordinator will...

- Call the Fire Brigade; **999** ( by mobile phone, which will be available in the hall) speaking clearly that the fire is in **Harriston Village Hall, Harriston Village, Aspatia CA7 2ED.**
- Instruct individual staff to clear specific areas;
- Collect the register;
- Make a final check of building before leaving;

### Staff will...

- Direct people to the nearest safe exit;
- Walk people to the **Assembly Point on the Village Green in the middle of the village** as quickly as possible making sure nobody is left behind;
- Ask people if anyone is missing.

### The Coordinator will then...

- Take the register
- Report and liaise with Fire Officer.

### **Nobody re-enters without the Fire Officers authority**

If we can re-enter the building, people must be checked back in using register.

If we cannot re-enter the building ensure people have a means of getting home safely.

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

**Local Fire Brigade contact name :**

King St, Aspatria CA5 3ET

Fire Brigade Contact telephone no. Phone:016973 20231

**Company hired to maintain and service fire safety equipment  
Arranged by Castles and Coasts**

List of Equipment and its location (for example)

Item	Test Interval	Location	Service Date
Residual Current Device	Monthly		
Emergency lighting	Monthly		
Fire Exits – Main Hall	Weekly		
Fire Fighting Appliances	Annually		
Electrical Installation	1/3/5 Years		
Portable Appliances	Annually		

Procedure in case of Accidents

The location of the nearest hospital Accident Emergency/Casualty dept. is: **Cumberland Hospital, Carlisle**

The location and telephone number of the nearest doctor's surgery is: **Aspatria Medical Centre 016973 20209**

The First Aid Box is located in: **The Kitchen next to the Hall.**

The person responsible for keeping this up to date is: **Janice Barker**

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: **Janice Barker**

The person responsible for completing RIDDOR forms and reporting on accidents is: **Janice Barker**

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 substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances 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.

### **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 be given information/training by the Bookings Secretary about health and safety procedures at the hall which they will be expected to follow (eg 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 Harriston Village Hall Trustees/ 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, volunteers, 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 Trustees/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 into the property any portable electrical appliances which have not been Potable Appliance Tested.
- 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 (eg 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.
- Report any evidence of damage or faults to equipment or the building's facilities in the defect/Incident book in the kitchen and verbally report to:  
**Janice Barker, Henry Barker, Kevin Gunter, Nathaniel Gunter**
- Report every accident in the accident book and to Janice **Barker**
- Be aware and seek to avoid the following risks:
  - (a) Creating slipping hazards on steps, polished or wet floors,- mop spills immediately
  - (b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
  - (c) Use adequate lighting to avoid tripping in poorly lit areas

- (d) Risk to individuals while in sole occupancy of the building
- (e) Risks involved in handling kitchen equipment eg cookers, water heaters and knives
- (f) Creating toppling hazards by piling equipment eg. In store cupboards.

### **Contractors**

The Trustees/management committee will check with contractors (including self employed persons) 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 eg. Have appropriate qualifications, references, method statement, risk assessment
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg asbestos, 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**

Give details of the company providing the hall's Employer's Liability and Public Liability Insurance Cover:

Name and address of insurer

Telephone No. of Insurer

Policy number

Date of Renewal

Any risks or special conditions users should be aware of

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

The Trustees/management committee will review this policy annually. The next renewal is due in **November 2020**. 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 employees, volunteers or users.

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

- **The Health and Safety Executive** - 0300 003 1747 during office hours - 8.30 am to 5.00 pm or via website <http://www.hse.gov.uk>
- **The Fire Authority** - Cumbria Fire and Rescue Service  
Headquarters  
Carleton Avenue  
Penrith  
CA10 2FA Tel: 01768 812612 or Freephone: 0800 358 4777 9am-5pm Monday to Friday  
Email: [enquiries.fire@cumbria.gov.uk](mailto:enquiries.fire@cumbria.gov.uk)
- **The Local Environmental Health department:** Allerdale Borough Council,  
Allerdale House,  
Workington,  
Cumbria,  
CA14 3YJ Tel: 01900 702590 Email: [environmental.health@allerdale.gov.uk](mailto:environmental.health@allerdale.gov.uk)

**Appendix 3 Risk Assessment Record**

<b>RISK ASSESSMENT RECORD</b>			
<b>Village Hall...</b>	<b>Assessor...</b>	<b>Date... ..</b>	
<b>Area</b>	<b>Persons at Risk</b>		
<b>Hazard</b>	<b>Frequency</b>	<b>Severity</b>	<b>Risk Rating (Frequency + Severity)</b>
1			
2			
3			
4			
5			
6			
<b>Note – A Risk Rating of 5 or more requires further action</b>			
<b>Present Control Measures</b>			
<b>Measure</b>	<b>Adequate Yes or No</b>		<b>Suggested Improvements</b>
1			
2			
3			
<b>Further Action and Recommendations</b>			
<b>Risk Rating Scores</b>			
<b>Probable Frequency</b>		<b>Severity</b>	
1 Improbable		1 Trivial injuries	
2 Possible		2 Minor Injuries	
3 Occasional		3 Major injury to one person	
4 Frequent		4 Major injuries to many people	
5 Regular		5 Death of one person	
6 Common		6 Multiple deaths	
<b>Date Reported to Management Committee</b>			
<b>Review Date</b>			

Risk Assessment in Village Halls – Examples of hazards

Village Halls – Examples of Hazards	
Area	Hazard
Car Park and Exterior Footpaths and Steps	<ul style="list-style-type: none"> <li>1 tripping and falling – inadequate maintenance</li> <li>2 tripping and falling --- poor maintenance</li> <li>3 tripping and falling – inadequate lighting</li> <li>4 tripping and falling – no hand rail</li> <li>5 windows protrude over path</li> <li>6 access to other hazards</li> <li>7 window cleaning</li> </ul>
Entrance Area	<ul style="list-style-type: none"> <li>1 electric shock from switchgear</li> <li>2 slipping on wet floor</li> <li>3 tripping and falling – loose mats</li> <li>4 tripping and falling – push chairs</li> <li>5 cleaning materials</li> </ul>
Main Hall and Meeting Room	<ul style="list-style-type: none"> <li>1 Incorrect moving of heavy items</li> <li>2 electric shock from portable appliances</li> <li>3 slipping on wet floor</li> <li>4 too many people</li> <li>5 electric sockets – access to children</li> <li>6 Fire exits blocked</li> <li>7 fire equipment not working</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>1 hot surfaces</li> <li>2 sharp implements</li> <li>3 cleaning materials</li> <li>4 unsecured hot water boiler</li> <li>5 dangling leads</li> </ul>
Toilets	<ul style="list-style-type: none"> <li>1 slipping on wet floor</li> <li>2 cleaning materials</li> </ul>
Maintenance	<ul style="list-style-type: none"> <li>1 falls from ladders</li> <li>2 working alone</li> <li>3 electric shock from appliances</li> <li>4 incorrect moving of heavy items</li> </ul>
Stores	<ul style="list-style-type: none"> <li>1 badly stocked equipment</li> <li>2 people moving heavy items</li> </ul>
Boiler Room	<ul style="list-style-type: none"> <li>1 Inflammable items stored near combustion source</li> </ul>
Stage	<ul style="list-style-type: none"> <li>1 removable steps loose</li> <li>2 Stage edge not clearly visible</li> </ul>



