

Townshend Village Hall Association

Health and Safety Policy Statement

1. Introduction
2. Covid information
3. Health and safety in the hall
4. Fire Information
5. Accidents
6. End of Session check List

1. INTRODUCTION

TOWNSHEND VILLAGE HALL, TOWNSHEND, HAYLE TR27 6AG

PLEASE MAKE SURE YOU READ ALL OF THIS DOCUMENT CAREFULLY - hall hirers are responsible for the safety of those using the hall

Our policies aim to:

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

It is the intention of Townshend Village 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.

Townshend Village 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

Townshend Village Hall Association

Health and Safety Policy Statement

responsibility to do everything they can to prevent injury or ill health to themselves or others.

This Health and Safety Policy is Available on the Village Hall website.
<http://www.townshendvillagehall.org.uk/>

2. COVID INFORMATION

*The markings on the floor will be left in place in case any users would like to use them for social distancing.

*Users must take responsibility for

1. the number of people in the hall
2. cleaning the hall before and after use
3. any mask wearing
4. checking that the hall is well ventilated using door stops and by opening the larger toilet window
5. advising people to use the Test and Trace QR poster
6. any social distancing required.

* Hall users are advised to clean the hall before and after they have used it and are advised that they must satisfy themselves that the hall is clean before any activity starts. We will provide cleaning materials next to the entrance door and in the toilet, and we will also be keeping a record of cleaning on the notice board. Any problems please let Sarah Chapman know.

* Please clean all furniture carefully before and after use.

* The heating will be set for you if it is required - If you do change the thermostat setting please make sure you return it to its original temperature setting.

* The store room is open but please be aware we are not cleaning this area regularly.

* To ventilate the hall please use the doors, there is a block to keep open the rear fire exit, a door stop to hold the door at the top of the ramp and another for the main entrance doors. It is **not** possible to open the hall windows. The toilet window can be opened. Please make sure that the outer doors and toilet window are closed before departure.

* Please take any rubbish away with you or place it in the outside dustbin.

* Only assistance dogs are allowed in the hall, no other pets.

This policy is based on current government guidance and may need to change should government guidance be changed. This may happen at short notice.

Townshend Village Hall Association

Health and Safety Policy Statement

3. **Health and Safety in the Village Hall.**

1. The Townshend Village Hall Management Committee has overall responsibility for health and safety at the Hall.
2. The person(s) delegated by the management committee to have day-to-day responsibility for the implementation of this policy statement are:
 - o Name: **Chris Trevan** (Chair of Trustees)
 - o Telephone No: **01736 851 057**
 - o Address: Kirthen Water, Townshend TR27 6ER
 - o Name: **Sarah Chapman** (Bookings Secretary)
 - o Telephone No: **01736 850 287 / 07842201950**
 - o Address: 41 Bosence Road, Townshend TR27 6AL
3. 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 co-operate with the management committee in keeping the premises safe and healthy, including the grounds and car parking areas.
4. Should anyone using the hall come across a fault, damage or other violation which might cause injury and cannot be rectified immediately they should inform the person above, 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.
5. The following persons have responsibility for specific items:
 - o First Aid: **Sarah Chapman 01736 850287 / 07842201950**
 - o Reporting of Accidents: **user, first aider & injured Party** may all need to do this depending on the severity of the accident
 - o Fire precautions and checks: **Diane Brown 07875759634**
 - o Risk assessment and Inspections: **Chris Trevan** as at 2 above
 - o Information to contractors: **Chris Trevan** as at 2 above
 - o Information to hirers: **Sarah Chapman** as at 2 above
 - o Insurance: **Diane Brown**
6. A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock, and disabled exits.

7. Smoking is not allowed in the Village Hall or on any other part of the property

Licences

8. Cornwall Council licenses the hall for the following activities:

Townshend Village Hall Association

Health and Safety Policy Statement

- o Live and recorded music; Plays; Films; Indoor sporting events; Performance of Dance; Provision of facilities for making music and dancing or facilities similar thereto.
 - o Licence No. PREM/00430/05 [ex Kerrier District Council]
9. The Trustees hold a public performance licence which is displayed on the board inside the main entrance renewable annually on 1st August

Evacuation Procedure

10. In case of fire or any other event that is likely to cause multiple casualties or panic, leave the hall by any of three emergency exits (two exits are signed as being suitable for disabled use) and assemble at fire assembly point, located in the lay-by in front of the former chapel on the other side of the road. See also Fire Notice and Hall Plan.
- o Company hired to maintain and service fire safety equipment:
 - o Name: Fire Crest
 - o Address: Wilson Way, Pool, Cornwall
 - o Contract No: R30730 renewable annually on 3rd November
 - o Location of service record: secretary's file

11. List of other equipment

Item	Test Interval	Service Date
Residual Current Device	Monthly	October
Emergency Lighting	Monthly	October
Fire exits	Weekly	October
Smoke Alarm System	Monthly	November
Electrical equipment	Annually	October PAT test
Electrical installation	3 yearly	July 2022
Boiler installation	Annually	September
Oil and waste monitors	ongoing	September

12. The Management Committee will carry out all necessary Risk Assessments and safety checks.

13. Safety regulations

14. The following practices **must** be followed in order to minimise risks:
- Make sure all Emergency Doors are unlocked and clear of obstructions internally and externally 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 attempt to change light bulbs or tubes or modify or repair any electrical appliance or fitting.

Townshend Village Hall Association

Health and Safety Policy Statement

- Do not cover or place any item on or above the radiators.
 - Do not bring on to the property any portable electrical appliances that have not been Portable Appliance Tested. All appliances must be displaying a current 'Passed Test' sticker. **(Electricity at Work Act 1989)**
 - Do not leave portable electrical appliances operating unattended.
 - Portable gas heaters are not allowed anywhere in 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 move heavy or bulky items. Use Trolley and securing straps provided to transport fold up chairs and do not stack more than the height of the main handlebar.
 - Do not attempt to carry or tip a water boiler when it contains hot water.
 - Do not allow children into the kitchen.
 - 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 **Sarah Chapman** or to any available member of the committee.
 - Report every accident in the Accident Book, located in the Kitchen, and to **Sarah Chapman**
 - All hirers must ensure that the hall capacities are not exceeded. Maximum number of persons allowed in the hall are:
 - o **Dancing (unseated) 60**
 - o **Functions utilising seating at tables 55**
 - o **Closely seated audience (moveable seating) up to 60** depending on the amount of peripheral performance space that may be needed
 - Fires, pyrotechnics or any naked flame (with the exception of tea lights) are not allowed on any part of the property. Tea lights must be contained in a semi-enclosed container designed for that purpose.
- 15.** The hirers must sign (email is acceptable) to say that this policy has been read and will be adhered to. This must be sent prior to the booked event proceeding to acknowledge acceptance of these Village Hall Health and Safety policies.
- 16. Insurance**
- o Name and address of insurer: Allied Westminster, Holgate Lane, Preston Spa, LS23 6BN
 - o Telephone no. of insurer: 01937 845 245
 - o Policy No: **VH** 88/0047440/BS8217
 - o Date of renewal: annually 21st May
- 17.** Employer's Liability insurance is held with Aviva also renewable annually on 21st May. Copies of the certificates are pinned to the notice board inside the main door.
- 18.** The Management Committee will review the cover provided at each renewal date.

Townshend Village Hall Association

Health and Safety Policy Statement

19. 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 that could affect the health and safety of users or employees.

Contractors

20. The Management Committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both contractors and the committee
- all contractors employed by the Village Hall Management Committee will operate a safe system of work and if requested will produce a method statement
- contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover

21. Actions by hirer/caretaker to ensure

- All contractors have seen the Health and Safety Policy and are aware of any hazards that might arise (electricity cables, overhead 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 specified 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.

4. TOWNSHEND VILLAGE HALL FIRE RISK ASSESSMENT

1. FIRE HAZARDS

The potential hazards in the hall -

- * central heating boiler in store room
- * cooker if in use
- * any electrical equipment
- * any hot surfaces
- * arson

Combustable materials -

Townshend Village Hall Association

Health and Safety Policy Statement

Oil - in tank at a distance of 4m from the hall building

Oil boiler - in store room on outside wall, store room fitted with fire alarm and fire door

Cooking materials - heat detector fitted in kitchen, fire exit from kitchen to outside front of building, also door from kitchen opposite fire exit to rear of building

Paints - kept in shed and not in main hall

Petrol driven lawn mower - kept in shed

Waste - air tight pedal bin in kitchen emptied weekly or more often if necessary when hall is cleaned. Waste collected weekly by council

Electrical equipment - all PAT accredited annually

Furnishings / fabrics - all cushions kept in store room when not in use, store room fitted with fire alarm and fire door

Smoking - **no smoking is allowed in the building or on any part of the hall's premises**, that includes the rear lawn, the wall enclosed frontage and the tarmac section of the carpark.

2. PEOPLE AT RISK

All hall users / volunteers

3. PROTECTION

Hall fire officer - D Brown.

Check you have a copy of the hall floor plan showing all fire exits, extinguishers and fire doors.

- a. fire doors - all fire doors clearly marked with notices and hall users informed these must be kept closed at all times
- b. fire exits - 3 main fire exits, from the kitchen to the outside at the front of the hall; from the corridor outside the kitchen to the rear all marked with emergency signs and lighting - these are tested monthly
- c. fire alarms - 3 fitted in the building, in the store room, outside the kitchen door and in the main hall. These are fitted with long life back up batteries and are tested regularly. Heat detector fitted in kitchen and connected to alarm system.
- d. fire extinguishers - red water type, 3 these are in the kitchen, the main hall and corridor
- e. fire blanket - in kitchen.

Townshend Village Hall Association

Health and Safety Policy Statement

4. GUIDANCE FOR HALL USERS

The person who has hired the hall is responsible for the following -

Check that they are familiar with the fire exits, fire doors, extinguishers and know how to exit the hall quickly in case of fire

Check your mobile signal - coverage varies, if you don't have a signal in the hall you should get on in the car park, check this.

Make sure that none of the fire exits are at any time blocked in any way

Make sure that the number of people in your group does not exceed the maximum safe number of people for the activity you are carrying out

If furniture is used then gangways of at least 1.05m must exist between sections of chairs or tables. Chairs in rows must not exceed a maximum of 7 seats and the rows must be 50cm or more apart to allow easy evacuation.

No candles are allowed in the hall

No smoking is allowed anywhere on the hall premises, this includes our outside spaces.

Users are are advised to only bring fire retardant materials such as foam mats with them to the building.

**IN CASE OF FIRE - EVACUATE THE BUILDING,
DIAL 999 AND ASK FOR THE FIRE BRIGADE. THE HALL POST CODE IS TR27 6AG.
MUSTER IN THE CAR PARK AND CHECK EVERYONE IS OUT OF THE BUILDING.**

Contact Diane Brown on 07875759634 or Sarah Chapman on 07842201950 as soon as possible.

22. The person in charge of the hall or function must make sure all persons present are aware of the positions of the Fire Extinguishers and fire blanket in the kitchen.

Townshend Village Hall Association

Health and Safety Policy Statement

23. In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest exits and assemble at fire assembly point located in the lay-by outside the former chapel on the other side of the road.

24. Not all mobile networks work in the hall, **YOU ARE ADVISED TO CHECK IF YOU HAVE A SIGNAL ON ARRIVAL AT THE HALL.** You should also make sure you know where you can get a signal, often at the end of the car park.

25. On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.

26. Nobody, other than the Fire Brigade, should attempt to extinguish the outbreak using the fire appliances provided unless there is no doubt it is safe to do so.

5. ACCIDENT

1. The location of the nearest hospital Accident and Emergency/Casualty departments are:

West Cornwall Hospital, St Clare, Penzance 01736 874 113 (nurse led 2300-0900)
Royal Cornwall Hospital, Treliske, Truro 01872 250 000 (24/7)

The location and telephone number for the nearest doctor's surgery is:
The Surgery, School Road, Praze-an-Beeble 01209 831 386
(This number is linked to an out-of-hours service)

You will find the First Aid Box in the Kitchen.

2. The person responsible for keeping the first aid box up to date is: **Sarah Chapman**
01736 850 287

3. The accident book/forms are kept WITH THE FIRST AID BOX / OR ON THE PIANO. A record must be made whenever an accident occurs.

4. **Any Serious accident** must be reported to the member of the management committee responsible for completing RIDDOR forms.
This person is: **Sarah Chapman**

Townshend Village Hall Association

Health and Safety Policy Statement

6. END OF SESSION CHECK LIST

- a. Clear up any spillages (immediately). Please **DO NOT** clean cooker hob with any thing other than a wet cloth. If this does not work please notify Sarah
- b. Check that all electrical appliances are turned off **EXCEPT THE MAIN COOKER SUPPLY SWITCH** and unplugged.
- c. Turn out all lights not required for security purposes.
- d. Close all internal doors.
- e. Secure all outside doors and windows.
- f. Return all hall equipment used to its proper storage space
- g. The Hall boiler and thermostat are pre-set and should not be adjusted except by a Management Committee Member
- h. Return the entry key to the key safe AND MAKE SURE THAT YOU PULL DOWN THE BLACK KNOB TO FULLY CLOSE THE SAFE

-o-o-o-o-O-o-o-o-o-

ADOPTED by the Trustees at the Management Committee September 2021