

ALSTONEFIELD VILLAGE HALL COMMITTEE POLICY ON:

Health and safety

This policy is written primarily for the use of Committee Members

Last updated January 2020

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1. Statement of Policy

The Management Committee is committed to ensuring that:

- the facility is safe for all users and that any evident damage, faults, wear and tear or other concerns that could pose a hazard to anyone using the facility are dealt with. The Committee will in particular:
 - at least every two years, assess potential hazards and the risk of these occurring;
 - take steps to mitigate and minimise the above.
- it complies with all health and safety legislation and acts positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations;
- those hiring or visiting the premises are appropriately informed on safety matters and formally accept the Conditions of Hire.

The management committee will:

- **issue all trustees with a copy of this Policy** and ensure its contents are discussed at appropriate intervals at Committee meetings and, in any event, when there are changes to the Committee members.
- make all hirers aware of the Policy and make clear reference to health and safety matters at the time of booking.

Signed: (On behalf of the Management Committee)

Name _____ Mr Martin Snodin (Chairman)

Date: January 2020

2. Legislation

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The over-arching Health and Safety at Work Act 1974 applies to all premises to which the public and volunteers have access and the Management Committee is committed to ensuring that this Act is adhered to (including maintenance of a Health & Safety Policy as required by the Act). However, there is other legislation with which the Committee must also comply, which creates specific obligations in respect of matters such as:

- the need for appropriate risk assessment
- an Accident Book and first aid equipment
- provision of protective equipment (e.g. gloves)
- risk assessment for hazardous substances
- risk assessment for fire hazards
- electrical and water equipment
- asbestos
- food safety

A list of current applicable legislation is in Appendix 1.

Legislation can, of course, change. To ensure the Management Committee is aware of any changes, the following practices are adopted under this Policy:

1. The Secretary will subscribe to email alerts from the Charity Commission and the National Council for Voluntary Organisations (NCVO), and bring any potentially relevant matters to the Committee's attention. (Links: www.gov.uk/government/organisations/charity-commission; www.ncvo.org.uk.)
2. We will monitor and/or maintain membership of appropriate organisations related to village halls or similar community enterprises (such as Support Staffordshire and ACRE), so we are alerted of changes through newsletters, social media etc. and benchmark our policies against others. (Links: www.supportstaffordshire.org.uk; www.acre.org.uk.)
3. Health and Safety to be a standing item on the first meeting after the AGM, in order for any member to raise concerns about the current state of the Committee's understanding on health and safety matters.
4. The Secretary will contact the Health and Safety Executive for guidance if needed. (Contact telephone 0300 003 1747 or via www.hse.gov.uk.)
5. Legal advice to be taken if there are any doubts raised by any Committee member with regard to our adherence to the law.

3. Premises Licence

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The Hall has a Premises Licence as required by the 2003 Licensing Act, issued by the Local Authority in April 2012. This authorises the following regulated entertainment and licensable activities, between the hours of 11am to 1am (seven days a week): dancing, theatre, films, live and recorded music, indoor sports and the sale of alcohol for consumption on the premises (only). Permitted opening hours of the premises are from 7am until 1.20am. No licence is required for the provision of hot food/drink before 11pm but the Hall is additionally licensed for the provision of late night hot food/drink after this time, from 11pm to 1am. The licence does not authorise boxing or wrestling entertainment.

There are important conditions applicable to the specific licensed activities, such as conditions for the sale of alcohol (e.g. age verification) and the viewing of films by children. Further general conditions apply, viz:

- Car park lit for public safety
- No nuisance to be caused to local residents through unruly behaviour or excessive noise in and around the Hall.
- Car parking is not allowed on the road outside the hall and a large free car park is provided.
- Fire risk assessment is carried out on a regular basis.
- Emergency exits are provided; emergency procedure notices on display; fire-fighting equipment in place
- First aid box provided
- Committee member present at all events organised by the committee.
- Several members of committee to hold food hygiene certificates and to supervise the kitchen/food labelling.
- Amplification to be kept to a minimum for the benefit of audience/prevention of nuisance.
- When amplified music or entertainment is taking place, windows and doors to be shut after 11pm.
- Signs to be displayed asking people to leave the premises quietly and with consideration to neighbours.
- Events to finish on time.
- Children to be excluded from the kitchen; a lock on the door to prevent access by small children.
- Children to be excluded from any event unless they are accompanied by their parents or a responsible adult known to their family. All birthday parties for children and young people to be supervised by parents or responsible adults known to and authorised by the family.
- All private bookings to be vetted by the committee.

The conditions are stated in full in the Licence, a summary of which is provided to all Committee Members (in the Trustee Information Pack) and to hirers of the Hall for any intended regulated activity.

N.B. Although it used to be the case, a Premises Licence does not generally impose a maximum capacity limit. (The only instances when a maximum capacity may apply is where a limit has been imposed due to public safety reasons or for prevention of crime and disorder.) Premises licences that were converted in 2005 would have had old capacity limits transferred over but these can be disregarded as the 2005 Order has superseded the Licensing Act 2003. Maximum capacity limits are still needed (for fire safety reasons) but are determined by the Management Committee, following its normal risk assessment, and are potentially subject to auditing by the local fire authority, under the 2005 Fire Safety Order (see below).

4. Arrangements and procedures

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a. General risk assessment

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The Management Committee should regard risk assessment as nothing more than an examination of what could potentially cause harm to people, so that we can consider whether or not we have safe premises and practices, and have taken enough precautions or should do more to prevent harm. Various legislation requires us to undertake risk assessments, but the Committee's approach should be that maintaining a safe environment is a key priority, regardless of any legal requirement to do so.

To meet this aim, we delegate a sub-committee to undertake a general risk assessment once a year. This is undertaken essentially by walking around the whole premises, including the car park, grounds and immediate surroundings, checking for hazards and applying common sense. The process is, in summary, to ask:

- what could go wrong?
- what would the consequences be, and for who?
- what can be done to make sure it doesn't go wrong (or the possibility reduced)?

If a major event is held, the Committee should consider undertaking a one-off risk assessment or, where relevant, require the hirer to do so (and obtain a copy of the assessment before accepting the event booking).

We must accept that we cannot eliminate all risks but our aim should be to identify any significant hazards and decide whether we have adequate precautions so the risk of harm is small.

(b) Fire risk

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(i) Fire risk assessment

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Carrying out a fire risk assessment is one of the requirements of the 2005 Fire Safety Order, and the Committee's policy is to undertake this as part of its general risk assessment. In doing so, we believe that we meet equivalent standards to those outlined in the Government's guide '*Fire safety risk assessment for small and medium places of assembly*'.

A report on the annual risk assessment is presented to the whole Committee at the first meeting after the assessment. A copy of the latest assessment carried out is attached to this Policy (Appendix 5).

The Fire Authority can inspect premises and undertake audits of our assessments, but we believe that by demonstrating a clear and thorough assessment with appropriate precautions in place, the Authority would regard the Hall's arrangements as satisfactory, with no need for additional auditing.

(ii) Precautions

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The Fire Safety Order also requires fire precautions to be put in place as necessary, where it is reasonable and practical to do so, and to appoint a competent person, or persons, to carry out the above.

Fire-tackling equipment is in place, i.e.

- fire extinguishers in key locations (both CO2 and foam);
- a fire blanket in the kitchen

Emergency escape lighting is in place in those areas with limited natural light, such as the internal main corridor.

The person on the Management Committee with responsibility for testing, or arranging for testing the following is: [Frank Lipp](#), by reference to the following guidance schedule:

Emergency Lighting	Monthly
Fire Exits – main hall	Weekly
Fire fighting appliances	Annually
Electrical installation	5 yearly
Portable Appliances Testing	2 yearly

A record is held by: [Jo Griffin](#)

The sub-committee that undertakes the risk assessment are all trustees who know the building and the use made of it, and we consider that this ensures we have the requisite competence. This document provides the sub-committee members with a reminder of the Hall's fire protection equipment and maintenance arrangements, and the local fire officer's contact in the event of assistance or advice being needed.

The whole committee is also provided with guidance in the form of the ACRE Information Sheet 37 - Fire Safety In Village Halls. This provides additional information on the particular kinds of hazards that can arise in relation to fire (such as flammable liquids, electrical equipment, litter, central heating oil, foam filled furniture or mats, and party decorations) and the ways the risk of fire occurring can be evaluated and reduced. *(This Policy does not describe these hazards and actions in detail; rather, we expect Committee members to refer to the above Information Sheet when making decisions in relation to fire safety matters.)*

From time to time (particularly if the Committee membership changes), instruction is given on use of fire and related equipment. Details for contacting the emergency services are contained in Appendix 3 of this Policy, which is provided to all members.

(iii) Capacity

The 2005 Fire Safety Order requires capacity limits on the premises (separate from any Premises Licence requirement - see above). These are determined by the Management Committee, following its normal risk assessment, and are currently set (and stated in the Conditions of Hire) as follows:

- Whole premises: 150
- Main hall seated: 100, unless tables are in use, in which case seats numbers must be reduced accordingly, leaving clear exit routes
- Main hall standing/dancing: 135
- Main hall part-seated: between 100 and 135, depending on the circumstances.
- Meeting room: 10

(iv) Procedures in the event of fire

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If a fire does occur, the focus for the Hall Committee is to ensure people are quickly informed of the emergency and that escape routes enable people to exit the building as speedily as possible.

At a basic level, there is a simple-to-read and clear notice displayed on the main hall and kitchen noticeboards, drawing attention to:

- the manually-operated rotary alarm bell in the main corridor
- the availability of a landline in the Meeting Room
- the premises postcode, and
- the availability of fire extinguishers if people feel competent to use them.

Users of the Hall are informed of the notice, and advised (in the hire agreement) to close internal doors in the event of a fire, to prevent the spread of fire, heat and smoke. There are three clearly marked exits from the building, and emergency escape lighting.

(c) Accidents and hazardous incidents

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(i) Avoiding accidents

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Should a Committee member come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should alert an appropriate colleague on the Committee to arrange for the problem to be dealt and/or inform the Booking Secretary. Where equipment is damaged, the person finding the problem should place a notice on it warning that it is not to be used. If portable, it should also be placed in the locked storeroom. (Any other Hall user finding an issue of this kind should alert the Booking Secretary or other Committee Member.)

(ii) First aid

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A first aid box is provided in the kitchen near the front entrance door, with a clear notice. The contents of the first aid box are consistent with British Standard BS 8599 (i.e. low risk, sufficient for eight people), which is considered adequate for the range of users of the hall. This is subject to any risk assessment indicating additional items may be prudent. A Committee member is given the responsibility of ensuring contents remain within their use-by date (see Appendix 3).

(iii) Accident Book

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All accidents and hazardous incidents should be recorded in the Accident Book, which may be important in the event of a claim (records must be kept for eight years). This legal requirement is included in the Conditions of Hire. The Accident Book is kept on the kitchen window shelf with a copy of this Policy. Hall users are informed that this must be completed whenever an accident occurs, even if there is no injury or the injury is minor (this ensures 'near-misses' are not ignored). Any accident must also be reported to the Booking Secretary or another member of the Management Committee.

(iv) Fatalities or serious injuries/occurrences (RIDDOR)

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More serious, 'work-related' injuries, fatalities or dangerous occurrences resulting in certain injuries are also subject to the *2013 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)*. The Management Committee regard any incident of this nature occurring in the Hall as being 'work-related'. Accidents involving members of the public (as opposed to Committee members and employees, including helpers) must be reported if a person is taken to hospital for treatment.

The following specified injuries or incidents must be reported on RIDDOR forms:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

The following dangerous occurrences are also subject to RIDDOR reporting:

- 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

The person responsible for completing RIDDOR forms for recording purposes, and reporting such incidents, is **Frank Lipp**.

More information on RIDDOR and reporting options (e.g. reporting online) can be found on the HSE website on this link: <https://www.hse.gov.uk/pubns/indg453.htm>

(d) Food safety

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The use of the kitchen facilities for food preparation is restricted to hirers who can demonstrate compliance with Environmental Health and Safety standards laid down by the Local Authority and have satisfied the Booking Secretary of their competence. The hirer must ensure those preparing food are competent to do so and hold food hygiene certificates, or make arrangements for their supervision by a person holding such a certificate.

Any dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

Members of the Committee holding food safety certificates are considered to be competent persons for this purpose, and are listed in [Appendix 4 - Committee members' responsibilities](#).

(e) Informing hirers on safety matters

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All hirers are:

- provided with information of the Hall's Health and Safety arrangements at the time of booking (e.g. risk assessment, fire evacuation procedures, security of knives, first aid box, use of the Accident Book, First Responders/VETS, use of trolley to move chairs, protective gloves, etc);
- required to accept Conditions of Hire that place upon them specific obligations (e.g. attendance during the hire period, observation of displayed safety notices, children not permitted in the kitchen, closing internal fire doors, switching on emergency exit light, etc.); and
- invited to obtain and read a full copy of this Policy, in paper form or online.

The Booking Secretary at the time of booking is expected to take due account of the intended use of the premises, draw the hirer's attention to any evident hazards that may apply to the particular booking, and the steps the Management Committee has already taken, if any, to minimise the risk of harm occurring from such hazards. A copy of the latest Risk Assessment can be given to the hirer before using the premises, if this is felt necessary or helpful in any assessment the hirer themselves wishes to undertake.

(f) Paid help/employees

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The Management Committee has no wish to have employees, with the implications for payment of tax, National Insurance, pensions, etc. Any paid help (e.g. for regular cleaning) is only for genuinely self-employed persons, to avoid any responsibility for tax or NI liability. To avoid any suggestion that the person is an employee:

- payments are made subject to receipt of an invoice for work done;
- no regular work schedule or 'job description' is given;
- the only equipment provided is equipment the Hall already holds for the use of hirers (or members of the Committee).

The Committee's general insurance policy nonetheless includes Employer's Liability insurance, in the event that employment status is ever challenged should a claim occur.

(g) Contractors

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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 intend to work alone on ladders at height
- contractors have their own Health and Safety policy for any employees
- 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.

(h) Insurance

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The Management Committee has a duty under charity law to insure the Hall's assets, and any potential liabilities from third party claims.

Details of the firms providing the hall's general insurance cover (a specialist in village halls cover), including Employer's and Public Liability are as follows:

Name and address of agent: Allied Westminster Insurance Services Ltd.

Allied House, Holgate Lane

Boston Spa, LS23 6BN

Telephone no 01937 845245

Email: insurance@alliedwestminster.com www.villageguard.com

Name and address of insurer: **Aviva?**

Policy No. _VH 88/0047440/BS73272 Expiry date _ 23.03.2020

Due Date of Renewal __24.03.2020

5. Review of this policy

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This policy will be reviewed by the Management Committee at least annually, including a check on our current state of legal compliance, at the first meeting after the AGM.

In any event, Committee members with delegated responsibility for aspects of health and safety (see Appendix 4) will report to the committee on any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users.

In reviewing policy, Committee members are aware that the following organisations provide information and advice on health and safety:

- ❖ The Health and Safety Executive (www.hse.gov.uk)
- ❖ Fire Authority - Staffordshire Fire and Rescue (<https://www.staffordshirefire.gov.uk>)
- ❖ Environmental Health Department
(www.staffordshire.gov.uk/environment/Environmental-Health)
- ❖ ACRE - Charitable local development agency (www.acre.org.uk)
- ❖ Support Staffordshire (members) - Voluntary Community and Social Enterprise Sector
(www.supportstaffordshire.org.uk)

Appendix 1 - Relevant legislation and its scope

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(N.B. The over-arching Health and Safety at Work Act applies to all premises to which the public and volunteers have access, not just where there are 'employees'.)

Health and Safety at Work Act 1974	Provide safe premises: provide HSE poster or leaflet with contact addresses to employees.
Health & Safety (Safety Signs and Signals) regulations 1996	
The Licensing Act 2003	Required for premises to permit a range of licensable activities
Management of Health and Safety at Work Regulations 1999	Risk assessment and follow up
Workplace (Health, Safety and Welfare) regulations 1991/1992	Look after welfare (heating, sanitation etc). Provide First Aid box.
Provision and use of Equipment Regulations 1988	Where equipment is used: risk assessment, follow-up, training and maintenance
Manual Handling Operations Regulations 1992	Risk assessment of operations involving moving furniture/ equipment and follow-up.
Personal Protective Equipment at Work Regulations 1992	Provide adequate protective equipment (e.g. gloves, safety glasses, helmets)
The Control of Substances Hazardous to Health Regulations (CoSHH)	Risk assessment for substances used and follow-up
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Provide an Accident Book or forms. Report all serious incidents.
Electricity at Work Regulations 1989	Any electrical equipment that has the potential to cause injury must be maintained in a safe condition. The Regulations do not specify what needs to be done, by whom or how frequently. They don't make inspection or testing of electrical appliances a legal requirement (nor do they make it a legal requirement to undertake this annually).
Regulation Reform (Fire Safety) Order 2005	Risk assessment of fire hazards and follow-up. Obtain advice from Fire Authority re provision and maintenance of fire precautions, fire fighting equipment, detection, fire exits, training.
The Licensing Act 2003	Risk assessment and health & safety policy may be expected as part of the operating schedule.

The Occupiers Liability Act 1984	Ensure any dangers on the premises (including outside) are dealt with by warning and/or fencing, as appropriate.
The Control of Asbestos at Work Regulations 1992	Locate any asbestos, check its condition, manage the risk.
Health & safety (Display Screen Equipment) Regulations 1992	Check Health & Safety Handbook for details. (Only applies if VDUs in use)
The Food Hygiene (England) Regulations	<p>All food provided on the premises must be safe; food business must be registered in writing to the County Council; specifies basic food hygiene standards used for food preparation.</p> <p>(If food is "regularly" prepared on the premises) All food handlers to be supervised and instructed and/or trained in food hygiene matters commensurate with their work.</p> <p>Certain foods are subject to temperature control requirements; refrigeration may be required.</p>
The Children's Act 1989	Organisations providing child care must register and comply with inspections <i>[doesn't mention any minimum numbers?]</i>
The Water Supply (Water Fittings) Regulations 1999	All water fittings and equipment must comply with these regulations (unless installed before these regulations).

Appendix 2 - Plan of the hall showing the location of electricity cables, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs and loft access.

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TO BE ADDED

Appendix 3 - Emergency and related contacts

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N.B. There is a landline for emergency use in the Meeting Room near the back (north) door.

Accident/illness

Nearest Accident and Emergency/ Casualty dept	Royal Derby Hospital Uttoxeter Road, Derby DE1 2NE
Nearest doctor's surgery	Hartington Surgery, Dig Street, Hartington, Buxton. 01298 84315

Fire

Local Fire Brigade contact	_____ at Ashbourne Fire Station
Local fire officer	_____ at _____
Fire Brigade telephone	999 for emergencies OR 01298 22620
Company hired to maintain and service fire safety equipment	Fire Control UK Unit 4A, Belfield Street, Ilkeston, Derby DE7 8DU Tel. 0115 930 7129

Insurance claims/emergency advice

Agent	Allied Westminster Insurance Services Ltd, Alied House, Holgate Lane, Boston Spa, LS23 6BN Telephone no 01937 845245
Insurer (claims direct)	Aviva XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Appendix 4 - Committee members' responsibilities

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Risk assessments

Annual risk assessments are undertaken by a sub-committee, the members of which should change from time to time, to potentially broaden health and safety considerations. For the purposes of the Fire Safety Order, the sub-committee is the 'competent person' responsible for undertaking the assessment. See Appendix 5 for the latest risk assessment.

The person(s) having overall responsibility for the implementation of this Policy are:

Name	Position	Tel number	Address
Martin Snodin	Chairman	01335 310121	Dales Cottage, The Rakes, Alstonefield DE6 2FS
Email:	martinsnodin@gmail.com		Signature:

Name	Position	Tel number	Address
Mrs Margaret Cohen	Secretary	01335 310381	Hope Cottage, Alstonefield, DE6 2GE
Email:	frithc@aol.com		Signature:

The following roles/persons have prime responsibility for specific items:

First Aid box (minimum annual check)	Booking Secretary (Jo Griffin)
Receiving reports of and reporting accidents	Booking Secretary (Jo Griffin)
Arranging for testing of emergency lighting, fire exits, fire fighting appliances, electrical installation, portable appliances	Frank Lipp
Completing RIDDOR forms and reporting accidents	Frank Lipp
Training in use of fire equipment, and risks of hazardous substances	Frank Lipp
Completing documentation after risk assessments have been carried out	Booking Secretary (Jo Griffin)
Provision of information to contractors	Chairman (Martin Snodin)
Provision of information to hirers	Booking Secretary (Jo Griffin)
Insurance	Secretary (Margaret Cohen)

Food safety

The person(s) trained in and holding food safety certificates, and deemed competent to carry out food labelling and preparation or oversee food preparation by hirers, are:

- Debs Railton
- Anne Morgan
- [any others?]

The above information is correct as at January 2020

TO BE ADDED