



HEALTH & SAFETY POLICY

Contents

Part 1 General Statement of Policy

Part 2 Organisation of Health and Safety

Part 3 Arrangements and Procedures

3.1 Licence

3.2 Fire Evacuation Procedure

3.3 Procedure in case of Accidents

3.4 Safety Precautions and Checks

3.5 Safety Rules

3.6 Contractors

3.7 Insurance

3.8 Review of Health and Safety Policy

3.9 Useful organisations for H&S advice

Part 1 General Statement of Policy

This document is the Health and Safety policy of North Nibley Village Hall

Our policy is to;

- provide a healthy and safe environment and working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers,
- keep the Village Hall and equipment in safe condition for all users,
- provide such training and information as is necessary for staff, volunteers and users.

It is the intention of the Trustees of North Nibley Village Hall 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 activities and operations.

North Nibley Village Hall Trustees consider the promotion of the Health and Safety of its employee(s) at work and those who use the premises, including contractors who may work there, to be of great importance. The Trustees 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.

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 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.

Signed on behalf of Trustees

Name ...David Earle.....

Position ...Chairperson.....

Date

Part 2 : Organisation of Health and Safety

The North Nibley Village Hall Trustees have overall responsibility for Health and Safety at North Nibley Village Hall.

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

Name: Lucy Rathbone

Telephone Number: 01453 519366

Address: Forthay, North Nibley,

Name: Theresa Eames

Telephone Number: 01453 546447

Address: 26 Barrs Lane

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 Trustees in keeping the premises safe and healthy, including the grounds.

Should anyone using the Hall come across a fault, damage or other situations which might cause injury and cannot be rectified immediately they should inform the person above, or the bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a warning notice should be placed on it warning that is not to be used and it should be placed in the kitchen.

The following have specific responsibility for specific items:

First Aid box	Theresa Eames
Reporting of Accidents	Theresa Eames
Fire precautions and checks	Dave Earle
Training in use of hazardous substances and equipment	Not applicable – no such substances/equipment used.
Risk Assessments and inspections	Lucy Rathbone
Information to contractors	Dave Earle
Information to hirers	Elaine Orchard
Insurance	Theresa Eames

Plans of the Hall are attached showing the location:

Services: electricity cables, fuse box, gas pipes , stopcock, loft access

Fire: fire exits, fire extinguishers, fire alarm points, emergency lighting

Part 3: Arrangements and Procedures

3.1 Licence

The hall is licensed for the activities shown on the notice displayed in the entrance foyer by Stroud District Council. The renewal date is shown on the notice

The hall is NOT licensed for showing films or selling alcohol.

If a hirer wishes to conduct any unlicensed activities it is his responsibility to obtain the necessary licence, which may involve applying for a Temporary Events Notice (TEN). As TEN's are limited in number per annum, the intention to apply for a TEN must be made clear when booking, to ensure the total number for the Village Hall is not exceeded and other hirers not disadvantaged.

Local Licensing Authority	Stroud District Council	01453 754440
Local Fire Brigade	Gloucestershire Fire and Rescue	01452 888777

3.2 Fire Evacuation Procedure

In the event of a fire or other emergency:

- Close all doors and windows where it is safe to do so
- Leave the building by the nearest exit and assemble on the green adjacent the children's play equipment.
- Do not stop to collect belongings.
- Do not attempt to tackle the fire, by use of a fire extinguisher, unless it is small, localised or blocks your exit route and you have no alternative route.
- Call the fire service by dialling 999.

The nearest public telephone is in Wotton Road, North Nibley

(out of the Hall doors , turn right, the left into The Street, then at the main road turn right towards Wotton under Edge direction, phone box is on right hand side – about 5-10 minute walk.).

Mobile phone coverage is poor, but is better on The Street than in the Hall.

Many of the neighbouring households would be willing to call the Emergency service on your behalf.

Your location is

NORTH NIBLEY VILLAGE HALL, INNOCKS ESTATE, NORTH NIBLEY, GL11 6DP

3.3 Procedure in the case of Accidents

The nearest hospitals with a casualty department are:

- Gloucester Royal Hospital, Great Western Road, GL1 3NN **0300 422 2222**
- Southmead Hospital, Southmead Way, Bristol, BS10 5NB **0117 9505050**

Other useful numbers:

- NHS emergency and urgent care services **111**
- Vale Community Hospital, Lister Road, Dursley GL11 4BA, Main Hospital **0300 421 8494**

If in doubt dial 999 – it is a half an hour drive to Gloucester or Southmead

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INNOCKS ESTATE, NORTH NIBLEY GL11 6DP**

The first aid box is in the kitchen

The accident book is in the kitchen. This must be completed whenever an accident occurs.

Any accident must be reported to the Trustees via general@northnibleyhall.org.uk.

The person responsible for completing RIDDOR forms is Theresa Eames

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

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation of 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 of infected material

Dangerous incidents are also reportable through RIDDOR these may include

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of scaffold over 5m high
- Unintended collapse of building, wall or floor
- Explosion or fire

3.4 Safety Precautions and Checks

All safety checks are logged on sheets held on site

All certificates are kept on the log book held off site

Item	Person responsible	Review date	Record kept
Routine fire alarm testing	Dave Earle	Monthly	In electrical cupboard
Routine emergency lighting testing	Dave Earle	Monthly	In electrical cupboard
Fire exits	Pre School	Weekly	In kitchen
Fire certificate/ Premises licence	Dave Earle	Displayed on notice board	On notice board
Fire Extinguisher maintenance company	Cleeve Fire Protection Ltd	Annually in March	In log book
Portable appliance testing	Trustees to arrange	Annually	In log book
Electrical installation	Trustees to arrange	Every 5 years. Last tested 2014	In log book
Gas safety	Trustees to arrange with boiler service	Annually	In log book
Residual current device	Dave Earle	Monthly (when in use)	In electrical cupboard
Kitchen fridge temperature	Pre School	Weekly	In kitchen
Insurance	Theresa Eames	Annually	In log book
Risk Assessments	Lucy Rathbone	Annually or when circumstances dictate	In H&S book

3.5 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 also be given information/training by the booking secretary about safety procedures at the Hall which they will be expected to follow, and will be advised of the accident book location and Health and Safety File.

Employees, hirers and visitors must recognise there is a duty on them to

- comply with the practices set out by the Trustees
- comply with all the safety requirements set out in the hiring agreement
- comply with safety notices on the premises
- accept responsibility to do everything they can to prevent injury to themselves or others

The Trustees have carried out risk assessments. The following practices must be followed as soon as the Hall is to be used and throughout the hiring:

- Make sure all emergency exit doors are clear
- Make sure the main entrance doors are unlocked – note with the exception of hirers supervising groups of pre-school children where the top lock may be used, as this can be released by the thumb-turn without a key.
- If using the main hall, make sure the link doors are unlocked – note with the exception of hirers supervising groups of pre-school children where the top lock may be used, as this can be released by the thumb-turn without a key.
- Do not touch anything electrical where there are signs of damage, components are exposed, or there are signs of water penetration
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not use the folding loft ladder in the meeting room unless you are familiar with it, have put the appropriate locking mechanisms in place and another person is present.
- Do not leave portable electrical equipment operating whilst unattended.
- Do not bring onto the premises and portable electrical appliances that have not been PAT tested.
- Do not attempt to move any heavy or bulky items
- If moving folded tables, move them one at a time or use the trolley provided. Use trolley brake when loading/unloading and when returned to store.
- If moving and putting out chairs in the main hall, follow the clear instructions on the wall in the chair storage cupboard. This also applies when putting the chairs away.
- Do not stack chairs more than 4 high in the meeting room.
- Do not attempt to carry or tip the urn when hot or full. Allow to cool
- Do not allow children in the kitchen, the bottom half of the kitchen stable door should be secured at all times children are present.
- Wear suitable protective clothing when handling cleaning or other toxic chemicals
- Wear an apron when preparing or serving food.
- Report any evidence of damage or faults to the Trustees.

Be aware and seek to avoid the following risks:

- Creating slipping hazards - mop up spills immediately
- Creating tripping hazards such as buggies, umbrellas, brooms left in circulation areas
- Creating toppling hazards by piling equipment
- Kitchen equipment can be dangerous

- Being in the building on your own.

3.6 Contractors

The Trustees 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 Trustees
- The contractors are competent to carry out the work
- The contractors have adequate public liability insurance cover.
- The contractors have seen the Health and Safety file and have been made aware of any known hazards.
- The contractors do not work alone on ladders at height
- The contractors have their own Health & Safety policy for staff
- The contract knows which designated person s responsible for supervising the work
- The contractors provide all necessary certification
- The contractors do not work or have deliveries during playgroup operating hours.

3.7 Insurance

A copy of the insurer's certificate is displayed on the notice board in the Hall foyer.

3.8 Review of Health and Safety Policy

The Trustees will review this policy annually

Action	Date
H&S policy implemented	March 2011
Annual review – 2012	12 March 2012
Annual review – 2013	21 March 2013
Annual review – 2014	27 March 2014
Annual review – 2015	25th March 2015
Annual review – 2016	17th March 2016
Annual review – 2017	17th March 2017
Annual review – 2018	
Annual review – 2019	

3.9 Useful organisations for H&S advice

- HSE 0345 300 9923
- Stroud District Council 01453 766321
- Gloucestershire Fire and Rescue 01452 888777