

Shimpling Village Hall Health and Safety Policy

Part 1 – General Statement of Policy

This document is the health and Safety Policy of Shimpling (Suffolk) Village Hall

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for employee, volunteers, committee members, hirers and users.
- 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, hirers and users

It is the intention of the Shimpling Village Hall Management Committee to comply with 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.

Shimpling Village Hall Management Committee considers the promotion of the health and safety of its employee at work and those who use the 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, hirers 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 the 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 Carol Squire

Position Secretary

Date 24/07/2023

Part 2 – Organisation of Health and Safety

The Shimpling Village Hall Management Committee has overall responsibility for health and safety at Shimpling Village Hall

The Persons delegated by the management committee with initial responsibility for the implementation of this policy are:

Name	Nathalie Brown - Chair of the management committee
Telephone No.	07961 947497
Address	The Street Shimpling IP29 4HS

Name.	Carol Squire – Secretary
Telephone No.	07855762812
Address	Grovesbrook House Gents Lane Shimpling IP29 4HP

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 and grounds safe and healthy

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 one of 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 store room behind the kitchen.

* **Bookings Secretary**

Name	Carol Squire
Telephone No.	07855762812
Address	Grovesbrook House Gents Lane Shimpling IP29 4HP

The following persons have responsibility for specific items:

First Aid: The Secretary

- Ensuring that the first aid box contents are replenished
- Filing copies of accident reports
- Reporting serious incidents to the Health & Safety Executive (see 3.3.2b Logging Accidents)

Fire precautions and checks: The Health & Safety Lead

- Ensuring that regular fire equipment checks have been made by contractors
- Regularly inspect the emergency lights to ensure they are working
- Regularly check that fire exits are clear

Risk assessment and inspections: The Health & Safety Lead

Periodic reviews of safety risks in the hall

Information to contractors: **The Chair**

Information to hirers: **The Bookings Secretary**

Insurance: **Shimpling Parish Council**

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock and water heater. See ***Appendix C Village Hall Plan***

Part 3 – Arrangements 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	Times for which the activity is licensed	Activities to take place at the event
Films	Indoors	11.00 – 23.00	
Live music	Indoors	10.00 – 23.30	
Recorded music	Indoors	10.00 – 23.30	
Anything of a similar description to live or recorded music or dance	Indoors	10.00 – 23.30	
Provision of facilities for entertainment of a similar description to making music or dancing	Indoors	11.00 – 23.30	

3.2 Fire Precautions and Checks

A separate Fire Risk Assessment will be produced to identify potential fire hazards and will recommend, where possible, corrective measures to improve fire safety.

The following procedures relating to fire risk will be put into effect.

3.2.1 Regular inspection of fire fighting equipment

The Parish Council is responsible for arranging testing of fire apparatus.
All fire extinguishers will be checked annually by:

Name: Ace Fire
Address: 14 Concorde Road, Norwich NR6 6BW
Tel No: 01603 787333
Website: acefire.co.uk

Location of the service record: A Certificate of inspection is issued following the service, listing all appliances serviced and their condition which is held by the Parish Council .A service label is affixed to all items serviced, this is dated and signed at each service visit.

List of fire equipment and its location:

Item	Test Interval	Location	Service Date
Fire extinguisher – water	Annually	Lobby	August
Fire extinguisher - water	Annually	Hall – next to side doors	August
Fire extinguisher - foam	Annually	Kitchen	August
Fire extinguisher - water	Annually	Store room	August
Extinguisher - foam	Annually	Kitchen	August
File alarm break glass call points (2)	Annually	Hall	August
Fire alarm sounder bell	Annually	Hall	August

3.2.2 Use of fire fighting apparatus

The following instructions are to be followed as defined on the fire fighting apparatus.

a) Fire extinguishers labelled WATER

For use on wood, paper, textile and similar fires

Warning: DO NOT USE ON LIVE ELECTRICAL EQUIPMENT
DO NOT USE ON LIQUID FIRES

TO OPERATE

1. Use Upright. Remove Safety Pin and unclip hose
2. Direct Hoze Nozzle at base of fire.
3. Squeeze handle to commence discharge. Release to interrupt.
4. CALL IN FIRE BRIGADE (This is essential. They will want to come. It is best for them to finally deal with the situation.)

b) Fire extinguisher labelled FOAM (in the Kitchen)

A fire extinguisher for use with **electrical fires** is located in the kitchen next to the window. The instructions for use are as follows:

It has a blue label worded “Exmon Powder ABC”

Warning: DO NOT USE ON voltages over 35,000 volts
DO NOT USE ON LIQUID FIRES

TO OPERATE

1. Use Upright. Remove Safety Pin and unclip hose
2. Direct Hoze Nozzle at base of fire.

3. Squeeze handle to commence discharge. Release to interrupt.
4. CALL IN FIRE BRIGADE (This is essential. They will want to come. It is best for them to finally deal with the situation.)

c) Fire blanket (in the kitchen)

A fire blanket is located on the wall next to the electric cooker. The instructions for use are as follows:

1. Remove blanket from pouch
2. Hold blanket in an upright position, approach fire and gently place over fire
3. Leave blanket in position
4. Do not remove anything
5. Turn off source of heat
6. CALL IN FIRE BRIGADE (This is essential. They will want to come. It is best for them to finally deal with the situation.)

c) Fire Alarm

There are two fire alarm break glass call points in the hall, one next to the front doors and the other next to the side doors. These are indicated on the hall plan (See appendix C Village Hall Plan). In case of fire the alarm must be activated by pressing the front plate on one of the fire alarm break glass call points in the hall, until the alarm sounds. This will be the signal for all people present to evacuate the hall.

3.2.3 Fire safety precautions

- All fire exits should be unlocked whenever there are people in the hall.
- All fire exits should be clear of obstructions
- Hall users should be aware of the location and use of fire alarms
- Hall users should be familiar with use of fire fighting apparatus – see **3.2.2 Use of fire fighting apparatus**
- Hall users should be made aware of the evacuation procedures
- A plan of the hall is displayed in the **front lobby** showing the location of all fire exits and fire fighting equipment – **See Appendix C Village Hall Plan**
- All fire exits have an illuminated sign above that are on at all times
- Smoking is not allowed in the hall

3.2.4 Fire Safety instructions for Hall users

All hirers of the hall should read this Health and Safety Policy document and become familiar with all aspects of safety including fire precautions and procedures. The location of the fire fighting apparatus may be found in appendix C and **Appendix A – Shimpling Village Hall instructions in case of a fire**, a copy of this notice will be displayed in the hall.

Note that there is no telephone located in the hall. Mobile phone signal coverage is poor so mobiles may not easily work in and around the hall. Alternatively call at a house near the hall for help.

3.3 Procedures in Case of Accidents

3.3.1 Risk Assessment

A separate Accident Risk Assessment will be produced to identify potential accident hazards and will recommend, where possible, corrective measures to be introduced to improve accident safety.

The following areas relating to accident risks will be included in the risk assessment.

- a) Risks of slips and falls within the hall
- b) Risks of slips and falls outside the hall and in the car park
- c) Dangers from vehicles entering and leaving the car park
- d) Safe use of ladders
- e) Safe use of electrical equipment
- f) Safe storage of cleaning equipment
- g) Safety when lifting chairs and tables
- h) Safety in the kitchen including hygiene

See document entitled Shimpling Village Hall Accident Risk Assessment

3.3.2 Accident Guidelines

The following guidelines should be followed if an accident occurs.

a) First aid box

If first aid materials are required, they will be found in the two first aid box located in **the kitchen**

b) Logging Accidents

If an accident occurs it should be logged by the person responsible in the Village Hall accident book located in the first aid box in the first aid box in the kitchen. Accidents should be reported to a member of the Village Hall Management Committee.

Major injuries or incidents must be reported by the Village Hall Management Committee to the Health and Safety Executive on RIDDOR Form F2508- Report of an Injury or Dangerous Occurrence (HS.FM.01.03). Alternatively, the quickest and easiest way to do this is to call the Incident Contact Centre with **no need to fill in a report form. Just call 0845 300 99 23** (Monday

to Friday 8:30am to 5:00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records. See website <http://www.hse.gov.uk/riddor/report.htm>.

- Fracture, other than to fingers, thumbs or toes
- Amputation
- Dislocation
- Loss of sight
- Any penetrating injury to the eye
- Injury from electrical 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 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 or infected material

3.3.3 Safety Rules

a) Hirers and Users

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 (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.

It is the intention of Shimpling 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.

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

The committee is to carry out Risk Assessments. In the meanwhile 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 to 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) - use the trolley provided (when available)
- Do not stack more than five chairs with green cushioned seats or ten chairs with plastic seats.
- 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. Avoid over-crowding in the kitchen 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 the building's facilities to the Village Hall Management Committee
- Record every new accident in the accident book and report to the Village Hall Management Committee
- When leaving the hall, apply the checks contained in the **End of Session Checklist** see Appendix B
- Be aware of and seek to avoid the following risks:
 - Creating slipping hazards on stairs, polished or wet floors - mop spills immediately
 - Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors

- Use adequate lighting to avoid tripping in poorly lit areas
- Risk to Individuals while in sole occupancy of the building
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- Creating toppling hazards by piling equipment e.g. in store cupboards.

b) Contractors

The Shimpling Parish Council 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 eg. 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
- Contractors do not work alone on ladders
- 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

Part 4 - Insurance

The following details are for the company providing the hall's Employer's Liability and Public Liability Insurance cover:

Insurer: AVIVA Insurance Ltd

Address: Pitheavlis, Perth, PH2 0NH

Telephone number: 0345 030 6984

Policy Number: LCO 02398

Date of Renewal: 30/11/2025

Any risks excluded or special conditions users should be aware of: None

A copy of the insurance document is attached to the notice board in the lobby.

Part 5 - Review of Health and Safety Policy

The management committee will review this policy annually.

Reviewed May 2023.

The next review is due in May 2025

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.

Appendix A – Shimpling Village Hall instructions in case of a fire

A copy of this notice will be displayed in the village hall

IN CASE OF FIRE

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AS IS DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.

It is advisable to take a note of the name of everyone attending your event

ENSURE THAT YOU:

Have read and understood the booking conditions for use of the hall.

Are familiar with the emergency exits and the opening of the doors, using the push bar.

Know where the fire equipment is stored and read the instructions for using it.

1: In the event of a Fire, the Responsible Person will raise the alarm and instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible in the car park, at a safe distance but not blocking the drive to allow access for emergency vehicles. A Roll Call should then be taken.

2: NO MATTER HOW SMALL THE FIRE !!!!

CALL THE FIRE BRIGADE

The nearest public telephone is found by turning left out of the drive and 200 yards along on the right.

Dial 999 and give this address:

Shimpling Village Hall, The Street, Shimpling, Bury St Edmunds, IP29 4HS

3: The Responsible Person should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.

4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing their last known position

5: Attempts to extinguish the outbreak of fire using the fire extinguishers or fire blanket should be only carried out if it is considered to be safe. If in any doubt get out of the building

6: All incidents, no matter how small, should be reported to the Shimpling Village Hall Committee

Appendix B - Checks for hirers when leaving the hall

A copy of this notice will be displayed in the village hall

END OF SESSION CHECKLIST

- 1. Search for smouldering fires or cigarettes left burning and clear waste paper.**
- 2. Check that heaters and cookers are turned off.**
- 3. Check that all electrical appliances used are turned off and unplugged.**
- 4. Turn out all lights not required for security purposes.**
- 5. Close all internal doors**
- 6. Secure all outside doors and windows**

Appendix C - Plan of Shimpling Village Hall

A copy of this notice will be displayed in the village hall

Plan of the Hall will be included here showing:

Emergency Exits
Fire extinguishers
Fire blanket
Fire alarm switches
First Aid boxes etc.