



# **HEALTH & SAFETY POLICY**

[www.greathorkesley-pc.gov.uk](http://www.greathorkesley-pc.gov.uk)

*This Policy will be reviewed annually by the Village Hall Management Committee.*

*Adopted: Village Hall Management Committee Meeting 26<sup>th</sup> March 2024 Minute Ref: V23/35 (b)*

*Reviewed:*

## **PART 1: GENERAL STATEMENT OF POLICY**

This document is the Health & Safety Policy of Great Horkesley New Village Hall.

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members, and hirers.
- Keep the Village Hall and 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 the 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.

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

## **PART 2: ORGANISATION OF HEALTH & SAFETY**

The Village Hall Management Committee has overall responsibility for health and safety at Great Horkesley New Village Hall.

The persons delegated by the Management Committee to have day to day responsibility for the implementation of this policy are:

Parish Clerk	07375 095486	parish-clerk@greathorkesley-pc.gov.uk
Caretaker	07707 566646	

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 cooperate with the 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 one of the persons above, or the Bookings Manager, 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.

The following persons have responsibility for specific items:

First Aid box replenishment	Parish Clerk
Official reporting of accidents	Parish Clerk
Fire precautions and checks	Caretaker
Risk assessment and inspections	Village Hall Management Committee
Information to contractors	Parish Clerk and/or Caretaker
Information to hirers	Bookings Manager
Insurance	Parish Clerk

### PART 3: ARRANGEMENTS & PROCEDURES

#### 3.1 Licence

The Village Hall has a Premises Licence with Colchester City Council (M077955), authorising the following regulated entertainment and licensable activities at the times indicated:

Perform Play – In & Outdoors Film – Indoors Indoor Sports Event Boxing/Wrestling – Indoors Live Music – In & Outdoors Recorded Music – Indoors Performance of Dance – In & Outdoors Music/Dance – In & Outdoors	Sun - Thurs 09:00 – 23:00 Fri – Sat 09:00 – 00:00  Non-standard/Bank holiday timings can be seen on Premises Licence Conditions
Late Night Refreshment – In & Outdoors (Provision of hot tea, coffee and soup)	Fri – Sat 23:00 – 00:00 Bank Hol 23:00 – 00:00 Christmas Eve 23:00 – 00:00 New Year Eve 23:00 – 02:00

#### 3.2 Fire Precautions & Checks

There is a Village Hall Risk Assessment which includes a copy of the fire evacuation procedure and a map showing the fire exits, fire fighting equipment and assembly point.

Local Fire Brigade	Colchester Fire Station 01376 576600
Company hired to maintain and service fire alarms and emergency lighting	Tendring Telecoms & Security Systems 01255 423345
Company hired to maintain and service fire safety equipment	Safe I.S. Ltd 0800 955 3580

Fire equipment checks are carried out at regular intervals by the Caretaker, with regular services completed by the appropriate organisations.

	<b>Check Intervals</b>	<b>Service Intervals</b>
Fire alarm	Monthly	Annually
Emergency lighting	Monthly	Annually
Fire exit doors	Weekly	N/A
Fire-fighting appliances	N/A	Annually

### 3.3 Procedure in Case of Accidents

The First Aid box is located in: Entrance hall

The location of the nearest hospital A&E department is: Colchester General Hospital,  
Turner Road CO4 5JL

An accident form must be completed whenever an accident occurs. Accident forms can be found in the First Aid box and must be passed to the Parish Clerk for filing once completed. The Parish Clerk will notify the Village Hall Management Committee and, if necessary, complete RIDDOR forms and report the accident formally at the earliest opportunity.

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 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.

Relevant examples of reportable dangerous occurrences include:

- 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.
- Explosion or fire.

### 3.4 Safety Rules

All hirers will be expected to read the whole of the hire agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information by the Bookings Manager about safety procedures at the hall which they will be expected to follow and will be told the location of the accident book and First Aid box.

Risk assessments, including those for fire and hazardous substances, are reviewed annually and can be seen on the Parish Council website ([www.greathorkesley-pc.gov.uk](http://www.greathorkesley-pc.gov.uk)), or copies can be obtained from the Parish Clerk.

It is the intention of the 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 and all safety requirements set out in this policy, 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 following practices must be followed in order to minimise risks:

- All emergency exit doors must be clear and unlocked as soon as the hall is to be used and throughout the period of hire.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration.
- 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 onto the premises any portable electrical appliances which have not been Portable Appliance Tested (PAT).
- Do not attempt to move heavy or bulky items; use the trolleys provided for chairs and tables.
- Do not attempt to carry or tip a water boiler or container when it contains hot water; leave it to cool.
- Do not allow children in the kitchen except under close supervision and avoid over-crowding in the kitchen.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Clean up spillages immediately and avoid creating slipping hazards.
- Avoid creating tripping hazards such as buggies, umbrellas and items left in hallways.
- Use adequate lighting to avoid tripping in poorly lit areas.
- Notify another person if you are alone in the building and when you will be leaving.
- Report any evidence of damage or faults to equipment or the building's facilities to the Caretaker, Bookings Manager, or Parish Clerk.
- Report every accident to the Parish Clerk ([parish-clerk@greathorkesley-pc.gov.uk](mailto:parish-clerk@greathorkesley-pc.gov.uk)).

### 3.5 Contractors

The Management Committee and/or the Parish Clerk 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 and have appropriate qualifications, references, or experience where necessary.
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety policy and risk assessment and are aware of any hazards which may arise.
- Contractors do not work alone on ladders at height.
- Contractors have their own health and safety policy for their staff.
- The contractor knows who is responsible for overseeing that their work is as asked and completely 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.

### 3.6 Insurance

Name of Insurer	Zurich Municipal
Policy Number	YLL-2720441473
Date of Renewal	1 <sup>st</sup> June 2024
Public Liability Cover	£12,000,000
Employers Liability Cover	£10,000,000