

Health and Safety Policy – Bovingdon Memorial Hall

Part 2: Organisation of Health and Safety

The Bovingdon Parish Councillors are the Trustees of the Hall. The Hall is run by the Memorial Hall Management Committee a sub-committee of the Parish Council.

The Council has overall responsibility for health and safety at the Hall.

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

Name: Mike Kember (Parish Clerk) / Lisa Edwards (Assistant to the Parish Clerk)
Telephone No: 01442 833036
Address: Parish Office, Memorial Hall, High Street, Bovingdon, Herts HP3 0HJ
Email: office@bovingdonparishcouncil.gov.uk

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 Council 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 the person above during office hours, or leave a message on the Hall faults board located in the rack to the left of the Office, as soon as possible so that the problem can be dealt with.

In an emergency a Councillor can be contacted, details are on the noticeboard to the right of the main entrance doors.

The Office have responsibility for specific items:

Fire precautions and checks	First Aid boxes	Information to contractors
Information to hirers	Insurance	Reporting of accidents
Risk assessment and inspections	Maintaining record of hazardous substances and equipment	

A plan of the hall is found in document - hall_fire_exit_plan

Part 3: Arrangements and Procedures

Licence

The hall does not require a Premises Licence. A licence is not required for licensable activities between 8am and 11pm if the audience consists of no more than 500 people.

3.1 Fire Precautions and Checks

The following fire related documents –

Risk_Assessment_FIRE

hall_adt_fire_instructions

page 2 refers to evacuation procedure

hall_fire_exit_plan

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Copies of the documents are available from the Office. Evacuation procedures and a map showing the fire exits, fire-fighting equipment, assembly point(s) are posted at each fire exit. Licences and service history are located in the Office

Location of the nearest telephone there is no telephone on the premises and no public callboxes in the village.

Person on the Hall management committee with responsibility for testing for the fire risk assessment: ALL members

Local Fire Brigade contact name: Hemel Hempstead fire station
Queensway, Hemel Hempstead HP2 5HA

Fire Brigade contact tel: 999 / 01442 867132

Company hired to maintain and service fire safety equipment: Complete Fire Protection Watford LTD
Unit 32 Moor Park Industrial Centre
Tolpits Lane
Watford WD18 9SP
01923 251446

Fire detection system
Address: ADT
ADT Fire & Security
1 New York Street
Manchester M1 4HD
Tel No.: 0344 800 1999
Contract no : 1000142194

Location of fire detection system service record: in locked cabinet under fire control panel in the main foyer

List of Equipment and its location

Item	Test interval (e.g. weekly/monthly/annual)	Location	Last Serviced
Residual Current Device	Monthly		
Emergency Lighting	Every 4-6 weeks	See Hall plan	Yearly - see notice in office
Fire Exits	Daily / Every 4-6 weeks	See Hall plan	
Fire Alarm system	Weekly / 6 monthly by ADT	Fire panel in foyer	Every 6 months - see notice in office
Fire fighting appliances	Annually	See Hall plan	February yearly - see notice in office
Electrical installation	Every 3 years	n/a	See notice in office
Kitchen shutter	Every 4-6 weeks	In main kitchen	Yearly - see notice in office

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Defibrillator	Weekly / Every 4-6 weeks	To left of main front doors in locked cabinet	Pads replaced as per dates
PAT	Every 2 years	Various	08/2019

Every 4-6 weeks, the Hall maintenance checks are performed and recorded. Hall Users raise issues as occur

Procedure in case of accidents

The location of the nearest hospital
Accident and Emergency/Casualty dept is: Watford General Hospital
Vicarage Rd, Watford WD18 0HB
01923 244366

The location and telephone no. for
the nearest doctor's surgery is: Archway Surgery
52 High St, Bovingdon, Hemel Hempstead HP3 0HJ
01442 833380

Longmeadow Surgery
16 High St, Bovingdon, Hemel Hempstead HP3 0HG
01442 833295

The First Aid Box is located in: Main Hall, Kitchen, Clubroom and the Office
See Hall plan for fuller details

The person responsible for keeping this up
to date is: Assistant to the Parish Clerk and Hall Management Committee
reviewed every 4-6 weeks

The accident book/forms are kept in the Office. This must be completed whenever an accident occurs.

Any accident must be reported to the Office. When the Office is closed a message should be left on the answerphone 01442 833036 and the Office will follow-up when next in. Also see section 6.10 of the Hall Conditions of Hire.

The person responsible for completing the Office
RIDDOR forms and reporting accidents is:

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

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- 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

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.

It is the intention of the Council 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 Council, 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 has carried out risk assessments. The following practices must be followed in order to minimise risks:

Fire safety

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring

Equipment

- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **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.
- **Report** any evidence of damage or faults to equipment or the building's facilities.

Safety

- **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 (eg stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than five chairs high in the Clubroom and seven chairs high in the main store off the Hall

Kitchen

- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Ensure** gas is turned off after using the gas cooker or food warmer

Chemicals

- **Wear** suitable protective clothing when handling cleaning or other toxic materials

Accidents

- **Report** every accident to the Office and then in the accident book and

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- **Be aware 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.

Children

- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- **Do not** allow children in the table / chair store off the kitchen.
- **Do not** allow children in the rear corridor unless supervised
- **Do not** allow children on the stage unless supervised and stage door to rear corridor steps is secured
- **Do not** allow children in the garden areas or on play equipment unless supervised

Contractors

The Office 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 Office
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors can ask to see the health and safety file and be aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- 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
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance

Give details of the company providing the Hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer	BHIB Insurance brokers for Aviva Insurance Ltd
Telephone no of insurer	Claim Aviva 0800 015 1498
Policy No.	LCO00085
Date of Renewal	1/4/2020

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

Review of Health and Safety Policy

The Council will review this policy annually. The next review is due in October 2020

The Committee report to the Council regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.