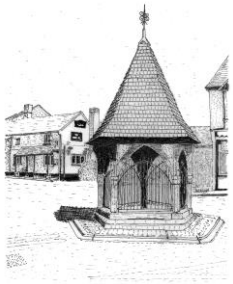
# Bovingdon Parish Council

Parish Council Office
Memorial Hall
High Street
Bovingdon
Herts HP3 0HJ

Tel: 01442 833036
Email: office@bovingdonparishcouncil@gov.uk
Website: www: bovingdonparishcouncil.gov.uk



(A written statement is required where five or more persons are employed and otherwise is recommended as good practice)

References

| | | |
|---|---|---|
| Bovingdon Parish Council | in this document referred as | the Council |
| Parish Office | in this document referred as | the Office |
| Bovingdon Memorial Hall | in this document referred as | the Hall |
| Memorial Hall Management Committee | in this document referred as | the Committee |

The latest versions of documents referred to in this policy are located in the Office

| | |
|---|---|
| hall_fire_adt_instructions | in H&S folder |
| hall_fire_exit_plan | in H&S folder |
| hall_policy_risk_assessment_fire | in H&S folder |
| hall_healthsafety_check_record_template | in filing drawer marked Memorial Hall |
| conditions of hire | on office pc |

**Part 1 – General Statement of Policy**
This document is the Health and Safety Policy of the Memorial Hall, High Street, Bovingdon HP3 0HJ

Our policy is to:

a. Provide healthy and safe working conditions, equipment, and systems of work for our employees, volunteers, committee members and hirers

b. Keep the Hall and equipment in a safe condition for all users

c. Provide such training and information as is necessary to staff, volunteers, and users

It is the intention of the Council who manage the 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 its activities and operations.

The Council 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 Council 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.

Name Mike Kember Position Parish Clerk

Signed: Date
(On behalf of the Council)

# 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 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 –

| | |
|---|---|
| hall_policy_risk_assessment_fire | |
| hall_fire_adt_instructions | page 2 refers to evacuation procedure |
| hall_fire_exit_plan | |

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<br>Queensway, Hemel Hempstead HP2 5HA |

# Health and Safety Policy – Bovingdon Memorial Hall

| | |
|---|---|
| Fire Brigade contact tel: | 999 / 01442 867132 |
| Company hired to maintain and service fire safety equipment: | Complete Fire Protection Watford LTD<br>Unit 32 Moor Park Industrial Centre<br>Tolpits Lane<br>Watford WD18 9SP<br>01923 251446 |
| Fire detection system<br>Address:<br><br><br>Tel No.:<br>Contract no: | ADT<br>ADT Fire & Security<br>1 New York Street<br>Manchester M1 4HD<br>0344 800 1999<br>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 |
|---|---|---|---|
| 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 |
| Firefighting 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 |
| Defibrillator | Weekly / Every 4-6 weeks | To left of main front doors in locked cabinet | Pads replaced as per dates and batteries as required |
| 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<br>Vicarage Rd, Watford WD18 0HB<br>01923 244366 |
| The location and telephone no. for the nearest doctor's surgery is: | Archway Surgery<br>52 High St, Bovingdon, Hemel Hempstead HP3 0HJ<br>01442 833380<br><br>Longmeadow Surgery<br>16 High St, Bovingdon, Hemel Hempstead HP3 0HG<br>01442 833295 |
| The First Aid Box is located in: | Main Hall, Kitchen, Clubroom, and the Office<br>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 RIDDOR forms and reporting accidents is: | the Office |

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

**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 conducted risk assessments. The following practices must be followed 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
- **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 over- crowding 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 | 1/4/2022 |

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 November 2022

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.