



## Claygate Village Hall Association

Registered Charity  
No: 305007

# Health & Safety Policy

## 1. Purpose

This document is the Health and Safety Policy of Claygate Village Hall.

Our policy is to provide healthy and safe working conditions, by ensuring the Village Hall and its equipment is maintained in a safe condition for all users.

Claygate Village Hall Association complies with all relevant Health and Safety legislation and acts positively to prevent injury, ill health or any danger arising from activities within the hall or in its external areas.

## 2. Obligations

There is a duty on contractors, hirers, users and visitors to comply with this policy, with all safety requirements set out in hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others. Hirers and contractors should prepare their own Risk Assessments and Method Statements for their activities, where necessary.

Should anyone using the hall come across a fault, damage or other situation, which might cause injury and cannot be rectified they should inform a management committee member (see list at the end of this document) as soon as possible so the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning it is not to be used and portable items should be placed on the desk in the foyer.

The following items are maintained and reviewed by the management committee:

- First Aid Box
- Information to contractors
- Insurance
- Information (including Hiring Terms and Conditions) for hirers
- Health and Safety Policy

Health & Safety inspections are carried out in accordance with the HSE Guidelines & Checklist once per annum by the Trustee responsible for Health & Safety, accompanied by the Hall Manager. He shall be responsible for reporting thereon promptly after the annual inspection to the Hall Management Committee and for ensuring that the Hall Manager carries out any necessary remedial works promptly. Further, interim, Health & Safety checks are carried out by the Secretary accompanied by Trustees during the "Walkaround" every four months. The Secretary shall be responsible to note any potential hazards and to send a report for action to the Hall Manager.

Copies of this Health and Safety Policy and the Fire Evacuation Procedure are available in the yellow folder in the foyer reception.

### **3. The Workplace (Health and Safety and Welfare) Regulations 1992**

These regulations are aimed at protecting volunteers' and hirers' health from injury or long term illness by providing for safety whilst using the hall and includes:

- Adequate ventilation
- A reasonable temperature
- Suitable lighting and seating
- A clean premises with no tripping hazards
- Suitably maintained machinery and equipment
- Sufficient toilets with hot and cold running water, soap and towels
- Accessible drinking water

### **4. Prevention of fire**

The Village Hall Committee has appointed a Fire Safety Officer (Hall Manager). The purpose of this appointment is to reduce the risk and prevent a fire occurring. The following activities are carried out by the Fire Safety Officer:

- Operate the Fire Risk Procedure
- Precautions to be put in place where necessary and where it is reasonable to do so
- Ongoing checks of fire safety equipment, exits and alarms

Hazardous materials and equipment that must not be used in the Village Hall without authorisation by the Management Committee and include:

- Flammable liquids
- Naked lights and pyrotechnics
- Electrical equipment producing heat

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

- Smoking is forbidden inside and outside the hall.
- Flammable substances must either be replaced or when this is impossible measures taken to control the risk.
- Scenery and fabrics for use on stage must be rendered non-flammable by treatment during manufacture. Proprietary materials must comply with industry standards for fireproofing e.g. hardboard and plywood must have a "Class 1 impregnated to BS476" stamped on it.
- Storage of combustible material near a source of ignition is not permitted
- Emergency exit and routes to them must be kept clear at all times
- Appropriate Fire Fighting Equipment is provided
- Fire Equipment is maintained and checked annually

### **Important issues associated with the Health and Safety in Claygate Village Hall**

### **5. Working Alone**

Volunteers, hirers, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. Before working alone on less risky jobs, checks should be made.

### **6. Children**

Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times.

Children under the age of 12 are not permitted in the kitchen. This is to avoid the risk of scalds, burns, cuts and other injuries occurring.

## **7. Stage area**

All users should be vigilant around the stage area to avoid the possibility of falling from the stage edge. Children should always be supervised when using the stage.

## **8. Electrical safety**

The following must be adhered to:

- Electrical appliances must not be left unsupervised when in operation
- Plug sockets must not be overloaded
- Should users / hirers want to bring electrical appliances onto the premises they must make the management committee aware of this. The user / hirer are responsible for ensuring that the appliance meets safety standards (i.e. has been PAT tested, and labelled as such)
- Electrical equipment showing signs of damage, exposure of components, water damage etc should not be touched or operated
- Users have a responsibility to ensure that all electrical appliances are shut off when leaving the hall
- Trailing wires or cables are a trip hazard and should be taped down

## **9. Heating**

Portable heating appliances should not be used in the hall. The hall has three gas heaters in the Main and Small Halls and wall mounted electrical heaters elsewhere. Should users suspect a heater of being damaged then the heater should not be used. The Management Committee should be informed immediately.

Users must supervise young children around the heaters as they can become hot to touch.

## **10. Housekeeping**

The hall is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that the hall is left clean and tidy. The Management Committee cannot guarantee that the hall will be cleaned between each use.

All users must use the rubbish bins. Any major spillage, damage or accident should be reported to the Committee. Food, drink and perishable items must be taken away at the end of each hire.

The paths outside and frontage of the hall must be kept clear of litter.

## **11. Noise**

The hall is situated in a residential area, therefore we ask that users are considerate and keep noise levels to a minimum. Any form of music must be kept to an acceptable level. Users should also be considerate when leaving the hall.

## **12. Parking**

Parking outside the hall is limited. Please do not obstruct driveways or block the road. Parking is carried out at the users' risk.

## **13. Accident Reporting Procedure**

Accident Report Forms are available on the Foyer desk and on the website. Any accident occurring during use of the hall must be recorded by contractors or hirers. To ensure that personal data is kept confidential, individual records are removed and held separately by the Management Committee. The cause of accidents will be investigated so as to reduce the risk of reoccurrence.

Hirers must report any accidents to a member of the Management Committee including but not exclusively, a death or major injury, an injury, a dangerous occurrence or an injury that results in a member of the public having to be taken to hospital.

#### **14. Hiring Procedure**

Every hirer of the premises must familiarise his / herself with the Health and Safety Policy. A hard copy of this agreement is located in the foyer.

The Trustees will carry out an annual review of this policy.

## **APPENDIX A TO HEALTH & SAFETY POLICY**

**Claygate Village Hall Association Management Committee members:**

<b>Tony Woolhead - Hall Manager</b>	<b>01372 465515</b>
<b>Katie Ernest - Lettings Manager</b>	<b>01372 469221</b>
<b>Sally Williams - Chair of Trustees</b>	<b>01372 467797</b>
<b>John Bamford - Vice Chairman of Trustees</b>	<b>01372 800303</b>
<b>Michael Elliott - Treasurer</b>	<b>01372 202865</b>
<b>Rosy Treasure - Secretary</b>	<b>01372 462649</b>

### **In the event of an emergency – Call the Ambulance on 999 without delay**

The nearest hospital is

**Kingston Hospital,  
Galsworthy Road,  
Kingston upon Thames,  
Surrey KT2 7QB**

**Tel: 020 8546 7711**