

HEALTH AND SAFETY POLICY**Officers of the Management Committee**

Chairman	Graham Botwright	01379 678676	
Vice Chairman	Clinton Cattermole	01379 678551	
Treasurer	Derek Wood	01379 678949	
Booking Officer / Secretary	Joannie Botwright	01379 678676	07771 791950
Health & Safety Officer	Joannie Botwright	01379 678676	07771 791950
Premises Licence Holder	Graham Botwright	01379 678676	
Child and Vulnerable Adults Officer	Marion Ravenhill	01379 678575	

Part 1 – General Statement of Policy

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

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, Volunteers, Hirers, Users, Contractors and other Visitors.
- b) Keep the village hall and equipment in a safe condition for all Users.
- c) Provide such advice/training and information as is necessary for Management Committee members, Volunteers, Hirers, Users and other Visitors.

It is the intention of Thorndon Village Hall Management Committee to comply with all relevant 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.

Thorndon Village Hall Management Committee considers the promotion of the health and safety of 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 its Management Committee members, Volunteers, Hirers, Users and other Visitors to engage in the establishment and observance of safe working and other practices.

Management Committee Members, Volunteers, Hirers, Users and other Visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Management 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: Graham Botwright
Position: Chairman
On behalf of: Thorndon Village Hall Management Committee
Date: August 2019

Part 2: Organisation of Health and Safety

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

The person delegated by the Management Committee to have day to day responsibility for the implementation of this policy is Joannie Botwright.

It is the duty of all Volunteers, Hirers, Users, Contractors and other Visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee's Health and Safety Policy in keeping the premises safe and healthy, inside and outside of the premises.

It is the responsibility of Hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 Joannie Botwright as soon as possible so that the problem can be dealt with. Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and Joannie Botwright be informed as soon as possible.

The following persons have responsibility for specific items:

First Aid boxes:	Joannie Botwright
Reporting of accidents:	Joannie Botwright
Fire precautions and checks:	Joannie Botwright
Risk assessment and inspections:	Marion Ravenhill and Hazel Wood
Information to contractors:	Graham Botwright and Clinton Cattermole
Information to hirers:	Joannie Botwright
Insurance:	Derek Wood
Children and Vulnerable Adults:	Marion Ravenhill

Part 3: Arrangements and Procedures

Licence

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities:-

- Exhibition of a film – Indoors
- Performance of a play – Indoors
- Indoor sporting events
- Performance of live music – Indoors
- Playing of recorded music – Indoors
- Performance of dance – Indoors
- Entertainment similar to music or dance – Indoors
- Entertainment facilities for making music – Indoors
- Entertainment facilities for dancing – Indoors
- Similar to facilities for music/dance – Indoors
- Provision of late night refreshments – Indoors
- Sale or supply of Alcohol – On the premises

Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment. The location of the fire alarm points, fire exits and fire fighting equipment are marked on the attached plan of the hall, which also shows the location of the fuse box, isolation box, water stop cock and boiler.

Fire appliances will be inspected from time to time and must be kept in their proper places and used for no other purposes. The fuse box and point of isolation are located in the cleaning cupboard. Please report any faults to Joannie Botwright.

A copy of the Fire Evacuation procedure is also attached and is displayed on the notice board in the main hall.

The Assembly Area for use in the event of evacuation is at the front of the hall, along the side hedge on the Disabled ramp side of the hall.

Person with responsibility for testing equipment and keeping the log book is Joannie Botwright.

Company hired to maintain and service fire safety equipment:-
Firesite (Eastern) Limited, Unit C, 441 Bramford Road, Ipswich, Suffolk, IP1 5AU. Telephone: 01473 743559

Checking of Equipment:-

Weekly: Internal and external lights, fire alarms, fire doors, first aid boxes, key safe, ladders, accident book and clocks.

Monthly: Emergency lighting and position of fire extinguishers.

Yearly: Service of fire extinguishers, fire alarms, emergency lighting, service of heating boiler and PAT testing.

Procedure in case of accidents

In an emergency dial 999.

The first aid boxes are located in the kitchen and bar cellar.

The person responsible for keeping these up to date is Joannie Botwright.

The accident book/forms are kept in the first aid box in the kitchen. These must be completed whenever an accident occurs and any accident must be reported to Joannie Botwright as soon as possible.

Safety Rules

All Hirers will be expected to read the whole of the hiring agreement (which comprises the Contract, Rules and Facilities document, Health and Safety Policy, Equal Opportunity Policy, Child and Vulnerable Adults Safeguarding Policy and General Data Protection Policy) and should sign the Contract / hiring agreement as evidence that they have read all the policies and rules attached to the Contract and agree to the hiring conditions. All new Hirers will also be given information by Joannie Botwright about safety procedures at the hall which they will be expected to follow, and will be advised of the location of the accident book.

It is the intention of Thorndon 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 Committee has carried out a Risk Assessment, which is available on request. The following practices must be followed in order to minimise risks:

- The Hirer undertakes to ensure that the maximum number of persons using Thorndon Village Hall during the period of the hiring shall not exceed two hundred (200) for closely seated audiences or one hundred and fifty (150) for mixed occupancy, i.e. tables and dancing
- Nothing shall be done that will endanger the safety of people in the hall or render invalid the policies of insurance relating to Thorndon Village Hall or the contents, and in particular:-
- All emergency exit doors must be clear of obstacles and hazards at all times throughout the hiring period
- Do not allow children in the kitchen. Avoid overcrowding in the kitchen and do not allow running.
- Cars must not be parked so as to cause an obstruction at the entrance to, or exits from, the hall. Use the car parking facilities provided and make the minimum of noise on arrival and departure. Cars are parked in Thorndon Village Hall Car Park at their owner's risk
- All of the car park lights and the Verandah lights must be switched on while the hall is in use at night
- No candles or naked flames are allowed within any part of the hall, including the bar area
- You must not use smoke generators
- 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 is present. Guidance of the safe use of ladders is displayed on our ladders and also on the wall in the cleaning cupboard where the ladders are stored
- Do not leave portable electrical or gas appliances operating while unattended
- Hirers are responsible before, during and after their event, for any electrical equipment they bring into the hall, or for any electrical equipment brought into the hall by anybody they employ, which is used before, during or after their event
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.

- Do not attempt to lift or move heavy or bulky items, such as stacked tables or chairs, use the trolleys provided which are stored in the boiler room
- Hirers should take care when storing items on shelves and taking items down from shelves
- Do not stack the plastic chairs more than five chairs high in the front row, and rows behind more than 10 high
- Children must not be allowed in the locked yellow cupboard in the cleaning cupboard as this contains hazardous cleaning substances
- Do not attempt to carry or tip the water urns when they contain hot water. Leave them to cool
- Report any evidence of damage or faults to equipment or the building's facilities to Joannie Botwright
- Report every accident in the accident book and to Joannie Botwright.
- Be aware and seek to avoid the following risks:
 - creating slipping hazards on steps, polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in the main hall, foyer, kitchen, toilets or storage 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

IN THE CASE OF AN EMERGENCY the Address, Post Code and Grid Reference for Thorndon Village Hall is:-

Thorndon Village Hall, High Street, Thorndon, Eye, Suffolk, IP23 7LX.

Grid Reference: TM 142 691

This information is displayed on the notice board in the main hall and in the foyer at the entrance to the hall.

Contractors

The Management Committee 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 Management Committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- 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

Insurance

The Company providing the Village Hall's Employer Liability and Public Liability Insurance cover is:

Name and address of insurer: Zurich Municipal, Zurich House, 1 Gladiator Way, Farnborough, GU14 6GB

Telephone number of insurer: 0800 917 7207

Policy Number: VVH 272039 2023

Date of Renewal: 1 April 2020

A copy of the Insurance Policy is displayed on the notice board in the main hall.

Acceptance of the Village Hall's Health and Safety Policy is part of the agreed Contract taken out on hiring the Hall.

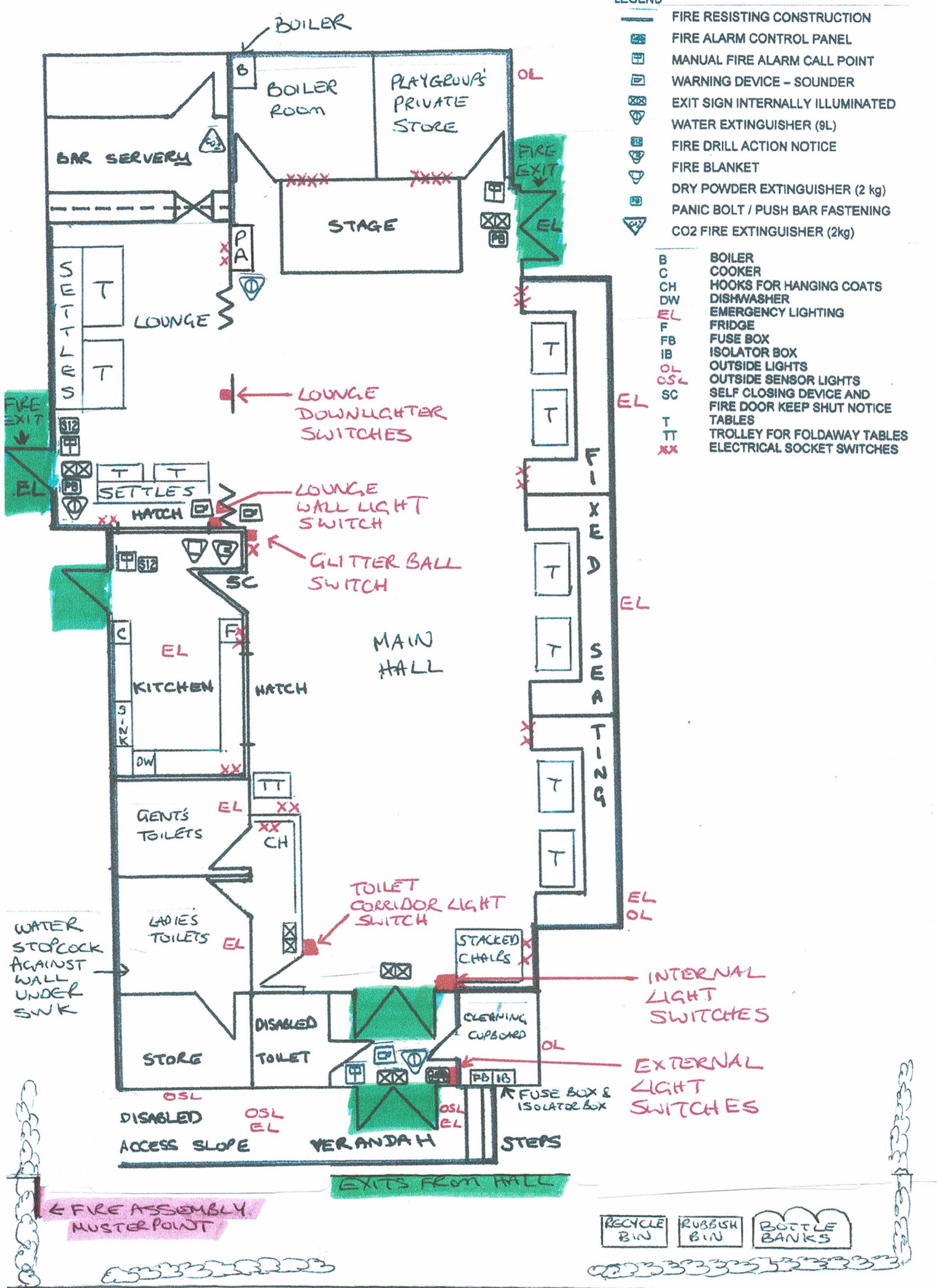
A copy of this policy is available on the Thorndon Website (thorndon.suffolk.cloud) under About Us and then Village Hall, and will be displayed for the attention of all in the red folder next to the notice board in the main hall. The policy will be reviewed on a regular basis.

August 2019

LEGEND

- FIRE RESISTING CONSTRUCTION
- FIRE ALARM CONTROL PANEL
- MANUAL FIRE ALARM CALL POINT
- WARNING DEVICE - SONDER
- EXIT SIGN INTERNALLY ILLUMINATED
- WATER EXTINGUISHER (8L)
- FIRE DRILL ACTION NOTICE
- FIRE BLANKET
- DRY POWDER EXTINGUISHER (2 kg)
- PANIC BOLT / PUSH BAR FASTENING
- CO2 FIRE EXTINGUISHER (2kg)

- B BOILER
- C COOKER
- CH HOOKS FOR HANGING COATS
- DW DISHWASHER
- EL EMERGENCY LIGHTING
- F FRIDGE
- FB FUSE BOX
- IB ISOLATOR BOX
- OL OUTSIDE LIGHTS
- OSL OUTSIDE SENSOR LIGHTS
- SC SELF CLOSING DEVICE AND FIRE DOOR KEEP SHUT NOTICE
- T TABLES
- TT TROLLEY FOR FOLDAWAY TABLES
- XX ELECTRICAL SOCKET SWITCHES



EVACUATION PROCEDURE IN THE EVENT OF DISCOVERING A FIRE AT THORNDON VILLAGE HALL

1. Verbally instruct all persons nearby to leave the building.
2. Break the glass of the nearest fire alarm point only if considered safe to do so. There are 4 of these and they are located as indicated on the hall plan within the Rules and Facilities document, in the following places:-
 - a) Inside the main front entrance door in the foyer
 - b) To the right of the external kitchen door
 - c) To the left of the emergency exit in the lounge
 - d) To the side of the stage by the emergency exit
3. Only attempt to extinguish the fire outbreak using the fire appliances provided it is considered safe to do so. Fire extinguishers are located as indicated on the hall plan within the Health and Safety Policy, in the following places:-
 - a) Main hall on the left as you enter
 - b) Behind the internal kitchen door, on the right, as you enter from the main hall
 - c) Emergency exit in the lounge
 - d) To the side of the stage by the PA system
 - e) In the bar servery
4. Leave the building by the nearest available exit and do not stop to collect any personal items.
5. Assemble with others well clear of the building at the Assembly Muster Point under the instruction of the person who rented the hall or anyone else taking control. The Assembly Muster Point is at the front of the hall, along the side hedge on the Disabled ramp side of the hall.
6. Call the Fire Brigade by dialing 999. Give them the address of the Village Hall, which is:-

Thorndon Village Hall
High Street
Thorndon
Eye
Suffolk
IP23 7LX
Grid Reference: **TM 142 691**

7. Do not obstruct Emergency Service Vehicles entering the site.
8. Do not re-enter the building once the Village Hall has been evacuated.
9. Remain at the Assembly area until you receive further instructions from the Fire Control and Assembly Officer or Person who hired the hall.

If possible call a member of the Village Hall Committee or the Booking Secretary, Joannie Botwright, on 01379 678676 to inform them of the situation.