

1. General Statement of Policy

This document is the Health and Safety Policy of Campton, Bedfordshire, Village Hall

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers
- b) Keep the village 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 Campton Village Hall Management Committee ("the 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 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 committee members and users to engage in the establishment and observance of safe working practices.

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.

Signed: (On behalf of the Campton Village Hall Management Committee)

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Name: Daria Taylor

Position: Treasurer

Date: 6/5/2024

2. Organisation of Health and Safety

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

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

Name: Booking Secretary

EMAIL: camptonVH@outlook.com

Address: 12 Gravenhurst Road, Campton

It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate 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 the person above, or the Bookings Secretary, 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 and it should be placed in the Back Storeroom off the Kitchen.

The following person(s) have responsibility for specific items:

First Aid box: Booking Secretary

Reporting of accidents: Booking Secretary

Fire precautions and checks: Management Committee

Training in use of hazardous substances: Outsource if/when required

Training in use of equipment: Booking Secretary / Management Committee

Risk assessment and inspections: Management Committee

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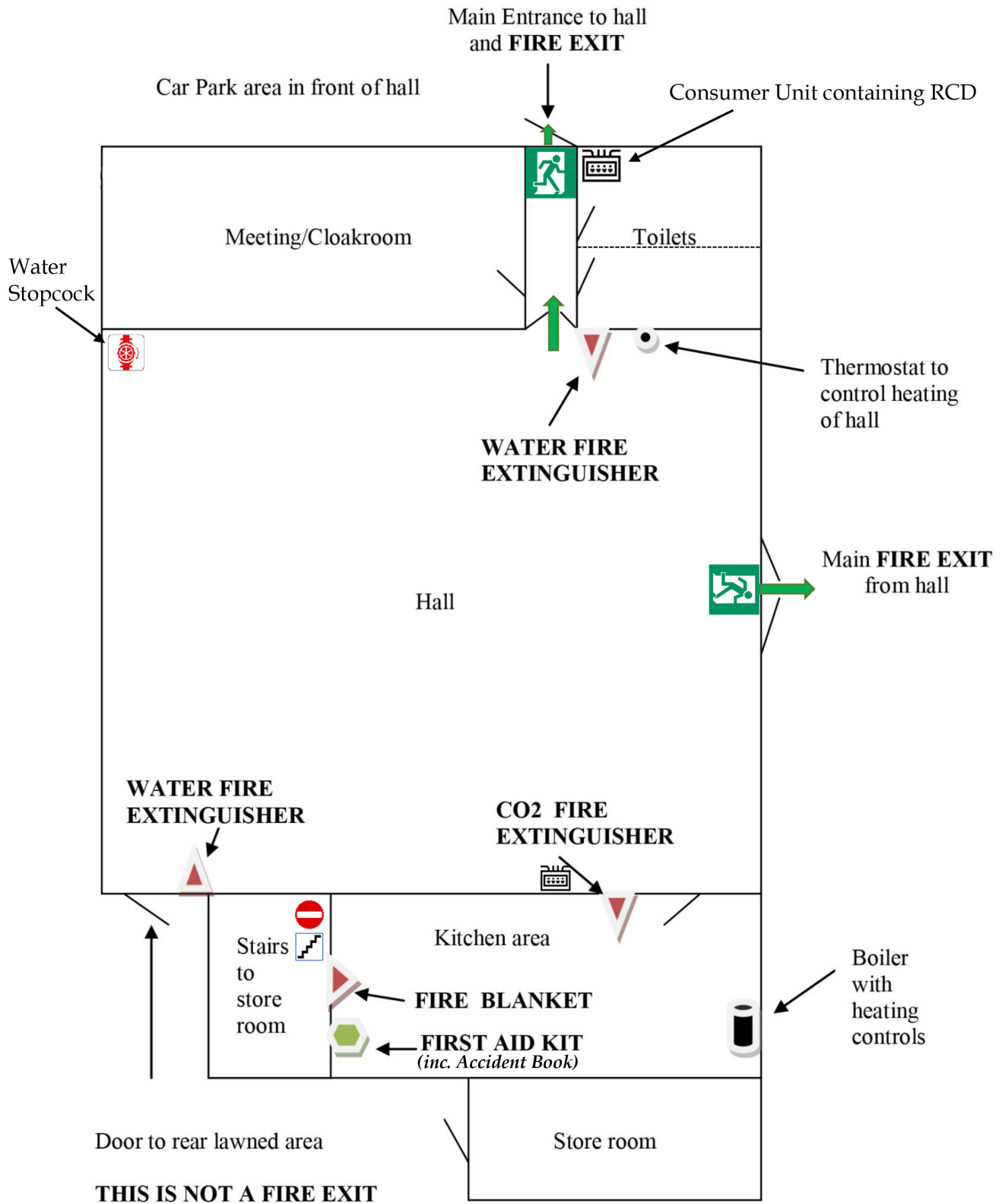
Information to contractors: Management Committee

Information to hirers: Booking Secretary

Insurance: Treasurer

A plan of the hall follows showing the location of emergency Fire Exits, fire extinguishers, fire blanket, toilets, fuse boxes including RCD, water stopcock, boiler (gas mains) and heating thermostat, stairs to upper storeroom, First Aid Box and Accident Book.

HALL LAYOUT PLAN *(not to scale)*



[Note: This door is kept locked and the key must be requested if access to the outside area is required.]

3. Arrangements and Procedures

3.1 Licence

The village hall does not currently have a Premises Licence authorising regulated entertainment or licensable activities. However, we do have a music licence.

3.2 Fire Precautions and Checks

A building plan showing the Fire Exits, evacuation routes, firefighting equipment and key services is included earlier in this document.

A copy of the externally produced Fire Review and Risk Assessment is attached.

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

This is outsourced to Andy Leather of Leather Consultancy Ltd., 16 Church Road, Brackley, Northamptonshire NN13 7BU Tel: 01280 840247 / Mob: 07919897102

Local Fire Brigade contact name: Bedfordshire Fire and Rescue Service, Southfields Road, Kempston, Bedford MK42 7NR Tel: 01234 845000

Fire Brigade contact: In an emergency, call 999

Company hired to maintain and service fire safety equipment: Name: FTS Safety Solutions Ltd., 54 Main Street, Woolsthorpe, Grantham, Lincolnshire, NG32 1LT
Tel: 07780 976909

Location of service record: Kitchen

In the event of a fire the following process should be followed:

1. The person in charge of the hall or function will instruct all persons to leave the building, using the nearest available exits.
Hall attendees should be directed to the assembly point outside 'All Saints Church' at the junction of Gravenhurst Road/Rectory Road/Greenway. This keeps attendees together and allows easy access to the Village Hall site by emergency services.
2. CALL THE FIRE BRIGADE - 999 AND GIVE THE FOLLOWING ADDRESS
Campton Village Hall, Gravenhurst Road, Campton SG17 5NY

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(Please be aware that there is no telephone landline at the Village Hall nor a public telephone box within the village of Campton.)

3. Attendants should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc.
4. On the arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
5. Attendants should only attempt to extinguish the outbreak using the fire appliances provided, if it is considered safe to do so.

3.3 List of Equipment and its location.

Key safety and security equipment is listed below with location and service periods.

Item	Test interval (weekly/monthly/annual)	Location
Residual Current Device	Quarterly	Electricity Cupboard, Unisex toilet
Emergency Lighting	Monthly	As per plan
Fire Exits	Weekly	As per plan
Fire fighting appliances	Annually	As per plan
Electrical Equipment	Annually	
Electrical installation	1/3/5 years	

3.4 Procedure in case of accidents

The First Aid Box is located in: The Kitchen

The person responsible for keeping this up to date is: Booking Secretary

For incidents requiring further attention, local service providers are below:

Accident and Emergency/Casualty	Local Doctor's Surgery
Bedford Hospital South Wing Kempston Road Bedford MK42 9DJ	Shefford Health Centre Robert Lucas Drive Hitchin Road Shefford Beds SG17 5FS
Tel: 01234 355 122	Tel: 01462 818620

The accident book is kept with the First Aid Box. This must be completed whenever an accident occurs and returned.

Any accident must be reported to a member of the Management Committee.

The person responsible for completing RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) Forms and reporting accidents is: Booking Secretary

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;

4. 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. All new hirers will also be given written information by the Booking Secretary about:

- safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment);
- any hazards identified through risk assessments, including those for hazardous substances, fire and any procedures to be adopted in order to minimise risk.

4.1 Hirers

Hirers will be shown the location of the accident book and the health and safety file.

Hirers and 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. Regular Hirers are encouraged to conduct their own Fire Risk Assessment and hold evacuation drills, these should be recorded.

The committee has carried out risk assessments. The following practices **must** be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring;**
- **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;
- **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;
- **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;
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool;
- **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;
- **Wear** suitable protective clothing when handling cleaning or other toxic materials;
- **Report** any evidence of damage or faults to equipment or the building's facilities to: Booking Secretary
- **Report** every accident in the accident book and to: Management Committee
- **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.

4.2 Contractors

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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 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 seen the health and safety file and are 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;
- the contractor knows which member of the committee is responsible for overseeing that their work is as asked and 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.

5. Insurance

Details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer: Allied Westminster (Insurance Services) Ltd
VillageGuard (Village Hall Insurance) Allied House, Holgate Lane, Boston Spa LS23 6BN

Telephone no. of insurer: 01937 845245

Policy No. BS71666/432103

Date of Renewal 16 November 2024

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

6. Review of Health and Safety Policy

The Campton Village Hall Management Committee will review this policy annually.

The next review is due in April 2025

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.