

**Knapton Village Hall**  
**Health and Safety Policy**

**Part 1: General Statement of Policy**

This document is the Health and Safety Policy of Knapton Village Hall. Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for 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 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.

Knapton Village Hall Management Committee considers the promotion of the health and safety of its employees (if any) and volunteers at work and 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.

Volunteers, 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 policy agreement and 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: Allison Jackson (On behalf of the Knapton Village Hall Management Committee)

.....

Name: Allison Jackson

Position: Trustee

Date: 14.09.23

## **Part 2: Organisation of Health and Safety**

The Knapton Village Hall Management Committee has overall responsibility for health and safety at Knapton 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: Allison Jackson

Telephone No: 01263 720826 / 07769 613399

Address: Brambles, The Street, Knapton. NR28 0AD

Name: Joan Staniforth

Telephone No: 07503 784293

Address: Knapton Village Hall Management Committee, C/O 14 School Close, Knapton NR28 0SA

It is the duty of all volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate 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 inner lobby.

### **The following persons have responsibility for specific items:**

First Aid Box and Accident Book: Allison Jackson

Reporting of Accidents: Allison Jackson as required

Fire Precautions and Checks: Andy Gatfield

Risk Assessment and Inspections: Kathryn Herculson

Joan Staniforth

Information to Hirers: Joan Staniforth via website / hard copies

Insurance: Jenny Foster and Nicky Page

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fire blanket, first aid kit.

See appendix one.

**Fire Precautions and Checks**

FIRE HAZARDS	Action	Further ACTION
Electrical equipment	Unplug electrical equipment when not in use. Turn off lights. Testing – see schedule	
Cleaning materials – combustible and accelerants	Maintain firefighting equipment No smoking/vaping in the Hall All materials display ingredients and warnings	<u>Place cleaning materials in a locking cupboard</u>
Litter and Waste - combustible	Users to remove waste after each session Maintain firefighting equipment No smoking/vaping in the Hall	

**Fire Safety Maintenance Schedule**

Item	Test Interval	Location	Service Date
Residual Current Device	5 yearly		See Check Sheet on File
Emergency Lighting	6 monthly		See Check Sheet on File
Fire Exits	Monthly	Main Hall Kitchen	See Check Sheet on File
Fire fighting appliances	Annually		See Check Sheet on File
Electrical installation	5 yearly		See Check Sheet on File

Location of service record: In File

Person on the management committee with responsibility for testing for the fire risk assessment: Joan Staniforth and Andy Gatfield

Fire Brigade contact tel: 999

Company hired to maintain and service fire safety equipment:

Name: ACE

Address: 14 Concorde Road, Vulcan Road Industrial Estate, Norwich, Norfolk, NR6 6BW

Tel No: 01603 787333

### **Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty department is: Cromer Hospital 0800 until 2000 hours for minor injury otherwise NNUH

The First Aid Box is located in: The kitchen

The person responsible for keeping this up-to-date is: Alison Jackson

The accident book/forms are kept with this box.

This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is: Allison Jackson

The person responsible for completing RIDDOR forms and reporting accidents is: Allison Jackson

### **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.

### **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 hirer's will also be given 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 equipment) and will be informed of the location of the accident book and health and safety file.

It is the intention of Knapton 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.

Volunteers, 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. 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 (e.g. stacked tables or chairs) Two people to lift tables
- 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. 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:
- Report every accident in the accident book to Allison Jackson

**Be aware and seek to avoid the following risks:**

- creating slipping hazards 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.

**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 committee
- contractors have adequate public liability insurance cover
- the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard

**Insurance:**

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover.

Name of Insurer: Ecclesiastical

Address: Benefact House, 2000, Pioneer Avenue, Gloucester Business park, Brockworth, Gloucester, GL34AW

Policy No: 04/XPG/0341314

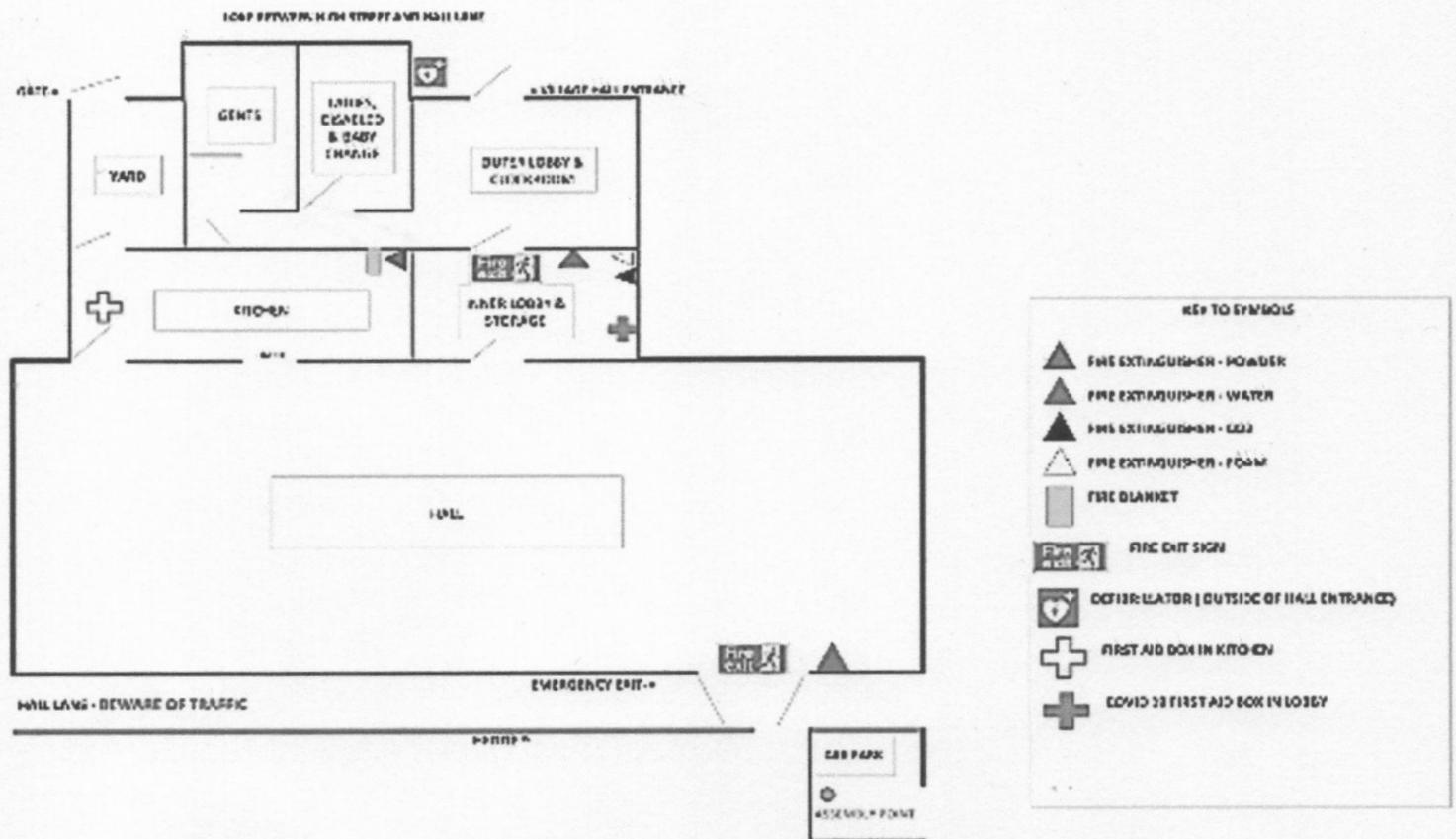
Date of Renewal: 11.03.24

The management committee will review this policy annually. The next review is due in: September 2024

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.

APPENDIX ONE

**KNAPTON VILLAGE HALL FLOOR PLAN (NOT TO SCALE)**



There are three external exits to the village hall with the main Emergency Exit being via the Hall itself onto Hall Lane. As this exits directly onto the road extreme caution should be taken and it is recommended that after exiting people assemble in a safe place such as the car park across the road. In the event that additional or alternative Emergency Exit is required, access to the Loke off the High Street can also be gained by the Outer Lobby Entrance or through the Kitchen to the Yard Gate.

**FIRE EXTINGUISHER TYPES & USES**

TYPE	CLASS A	CLASS B	CLASS C	CLASS D	Electrical	CLASS F	COMMENTS
FIRE →	Combustible materials	Flammable liquids	Flammable gases	Flammable metals	Electrical Equipment	Deep fat fryers	
EXTINGUISHER ↓	{e.g. paper & wood}	{e.g. paint & petrol}	{e.g. butane & methane}	{e.g. lithium & potassium}	{e.g. computers & generators}	{e.g. chip pans}	
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage
Fire Blanket	✓	✗	✗	✗	✗	✓	Use on extremely high temperature

## KNAPTON VILLAGE HALL RISK ASSESSMENT

2023

<u>Area</u>	<u>Hazard Identified</u>	<u>Remedy in situ and Action for improvement</u>
Car Park	None identified	Report any Hazards to Knapton Parish Council, Responsible Office.
Exterior Footpath and Steps	Steps leading to hall with potential trips and falls	Exterior lighting Handrail Ramp available for disabled access
Entrance Area	Floor mats Interior floor sills and repository for KVH equipment with potential trips and falls	Hazard tape on the rubberised floor mats
Main Hall	Incorrect moving of heavy equipment potential muscular and skeletal injury. Incorrect stacking of chairs.  Piano lid has the potential to trap fingers	Chairs stacked in sets of 5 only. Signage in the inner hall area to indicate that at least 2 people manoeuvre a table.  Signage to deter lid lifting.
Kitchen	Hot electric equipment and surfaces. Boiling water. Potential burns – electrical or water  Cleaning materials in unlocked cabinets potential chemical burns and poisoning  Domestic electrical equipment – potential fire risk	Children not allowed in the kitchen Electrical Flexes not overhanging the surface. Signage regarding moving the hot water boiler.  <u>To be stored in a locking cupboard</u> Children not allowed in the kitchen  PAT testing
Toilets	Wet floors with potential for slipping (particularly if children are accessing these areas)	<u>Signage to mop any spillages</u>

## KNAPTON VILLAGE HALL RISK ASSESSMENT

2023

<u>Area</u>	<u>Hazard Identified</u>	<u>Remedy in situ and Action for improvement</u>
Car Park	None identified	Report any Hazards to Knapton Parish Council, Responsible Office.
Exterior Footpath and Steps	Steps leading to hall with potential trips and falls	Exterior lighting Handrail Ramp available for disabled access
Entrance Area	Floor mats Interior floor sills and repository for KVH equipment with potential trips and falls	Hazard tape on the rubberised floor mats
Main Hall	Incorrect moving of heavy equipment potential muscular and skeletal injury. Incorrect stacking of chairs.  Piano lid has the potential to trap fingers	Chairs stacked in sets of 5 only. Signage in the inner hall area to indicate that at least 2 people manoeuvre a table.  Signage to deter lid lifting.
Kitchen	Hot electric equipment and surfaces. Boiling water. Potential burns – electrical or water  Cleaning materials in unlocked cabinets potential chemical burns and poisoning  Domestic electrical equipment – potential fire risk	Children not allowed in the kitchen Electrical Flexes not overhanging the surface. Signage regarding moving the hot water boiler.  <u>To be stored in a locking cupboard</u> Children not allowed in the kitchen  PAT testing
Toilets	Wet floors with potential for slipping (particularly if children are accessing these areas)	<u>Signage to mop any spillages</u>

**The italicised and underlined text indicates areas for action**

These are the main hazard areas. If you identify any others, please make Compliance aware.

## **KNAPTON VILLAGE HALL FIRE EVACUATION PROCEDURE**

Raise the Alarm eg; Shout fire

Call the fire brigade using 999

Only tackle the fire if it is safe and practicable to do so.

Evacuate the Hall calmly via the main fire exit if able – note as this door opens onto Hall Lane a marshal should be appointed

Assemble on the Village Hall car park

Do not stop to collect personal belongings

Do not re enter the building until it is deemed safe to return