

Rake Village Hall and Recreational Ground Charity. Registered charity no 301874

Health and Safety Policy

It is the intention of Rake Village Hall and Recreational Ground Charity (The Charity) to provide and promote healthy and safe working conditions for the trustees, employees, volunteers, hirers and visitors.

The charity has overall responsibility for Health and Safety with the day officer being Steve Williamson in the position of Chairman. Telephone: 01730 890225. Breaches or lapses in health and safety including emergencies should be reported to Steve Williamson or the bookings secretary Emma Crofton 07770808937. Where damage occurs to equipment a notice forbidding use should be placed on the item until such time as a return to safety is made. If appropriate, the charity will seek technical expert advice to maintain safety. A visual inspection, in conjunction with the Risk Assessment Schedule should be made prior to every trustee meeting.

It is the duty of all persons using the facilities to keep themselves safe and be aware of the impact of their own activities and actions upon the welfare of others; including activities that take part in the grounds.

This policy should be read, discussed and re-read regularly, by all employees, the management committee, hirers and made available to others upon request. Readers should also make sure they are familiar with the:

- The Child Protection Policy
- Responding to Concerns about Child Abuse

Training

All adults dealing with Health and Safety matters should be encouraged to attend training at least once every two years in:

- Health and Safety,
- Child Protection.

Volunteer First Aid people should attend appropriate training every three years and gain a recognised qualification. The Charity should ensure that appropriate training is arranged, and that everyone who should attend does so.

Events

Where the Charity holds its own events a detailed risk assessment may be necessary where the activity is beyond the scope of this policy. The risk assessment must be freely available and filed within the health and safety folder located on the premises. A risk assessment is simply a formal, recorded answer, to the question: - "What could go wrong and how could we prevent it"

A hazard is something that might cause an accident. A risk is the chance of a resulting problem that could be caused by the hazard.

Capacity

The hall has an approximate capacity of 120 (seated) to 200 (standing). The charity recommends the use of registers and sign-in sheets so event organisers/hirers should, at all time, know who and how many people are on the premises.

Fire and Evacuation

All fire doors must be clearly marked and remain easily accessible. No items should be stored or used so as to block the exit. Hirers are advised to make themselves familiar with all exits from the building, have a fire plan and practise fire drill regularly. In case of fire or any other event that is likely to cause multiple casualties or panic, leave the hall by your nearest exit and go to the assembly point within the grounds. The War Memorial is

designated as the assembly point. Call 999 for fire brigade assistance. Do not allow people to re-enter the building.

The address of the property is Brewells Lane, Rake, Liss, Hants, GU33 7JA.

The charity is responsible for ensuring the maintenance of fire equipment and an inspection of such should be carried out annually. Attendants should only attempt to extinguish the outbreak using the fire appliances provided it is considered safe to do so.

The charity recommends that hirers carry their own mobile phone however there is a local public house within walking distance – The Flying Bull.

First Aid

All minor accidents must be recorded in the accident book. A first aid box is located along with an accident report book in the kitchen area. The charity is responsible for ensuring its contents; this check to take place every two months before the start of a management meeting. Further assistance can be sought from NHS direct 0845 4647. In emergency telephone 999. The nearest 24hour accident and emergency is located at: -

Queen Alexander Hospital, Southwick Hill Road, Cosham, PO6 3LY Telephone: 023 9228 6000

Serious accidents or illness requiring emergency treatment or causing unconsciousness must be reported to the day officer. Exposure to toxins, biological agents, and infected material and natural allergens must also be reported.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Serious illness or accidents amongst employees are reportable to the Health and Safety Executive but this is a complex area so further advice should be taken from <http://www.hse.gov.uk/riddor/what-must-i-report.htm>

The following is a list of occurrences which must be reported by the day officer: -

- Deaths and injuries
- Occupational diseases
- Dangerous occurrences
- Gas incidents

General Risk Assessment

Prior to or upon commencing hire the following checks should be made: -

- Check for obstacles and ensure fire exits are clear: give a health and safety briefing.
- Check location of First Aid equipment
- Ensure electrical equipment (both provided equipment and that brought in by the hirer) has been subject to Portable Appliance Testing annually by a qualified staff member and the appropriate passed label is visible.
- Check kitchen area for hot appliances, electric sockets and cleanliness.
- Check toilets for cleanliness and supplies – including floors.
- Check storage of furniture (stacked chairs, loose tables) & condition
- Check for loose light fittings and broken bulbs/tubes
- Check parking area and for strangers hanging around.

Throughout the usage paying attention to the following should reduce risks: -

- Do not use electrical equipment where damage is noted.
- Do not attempt to change light bulbs or modify electrical equipment.

- Do not cover heaters.
- Do not bring in portable gas appliances.
- Do not leave portable electrical equipment unattended.
- Do not use ladders that are unsecure or without another person present.
- Do not move heavy equipment on your own.
- Do not stack chairs higher than five.
- Do not carry a hot water boiler.
- Do not allow children or pets into the kitchen area.

At the end of hire the following should be observed: -

- Search for smouldering fires and clear waste paper.
- Check that heaters and cooker are turned off.
- Check that all electrical appliances are turned off and unplugged with the exception of the fridge.
- Turn out all lights not required for security purposes.
- Close and lock all internal doors.
- Secure all outside doors and windows.
- All hall equipment used must be returned to its proper storage space.
- Ensure no taps are left running and all washing up is done.

Insurance

It is the responsibility of the charity to ensure adequate insurance is established. It should also be noted that the insurance for events held by the charity only covers children accompanied by an adult. Hirers are expected to arrange their own insurance with public liability of £5 million.

Contractors

When contractors are employed, the charity must ensure the said contractors are competent, qualified to carry out the work, are committed to safe working practise and the contract between both is clear and understood. Contractors must have their own insurance with adequate public liability. The contractors must be made aware of any potential hazards for example the location of electrical wiring and a sole contractor must not be left alone when working at height. Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Notifiable diseases listed under the Public Health (Infectious Diseases) Regulations 1988 are as follows:

Acute encephalitis	Meningitis	Scarlet fever
Acute poliomyelitis	Meningococcal septicemia (without meningitis)	Smallpox
Anthrax	Mumps	Tetanus
Cholera	Ophthalmia neonatorum	Tuberculosis
Diphtheria	oid fever	Typhoid fever
Dysentery	Plague	Typhus fever
Food poisoning	Rabies	Viral hemorrhagic fever
Leprosy	Relapsing fever	Viral hepatitis
Leptospirosis	Rubella	Whooping cough
Malaria		Yellow fever
Measles		

Review

The charity is responsible for reviewing this policy annually.