

# **Health and Safety Policy of Old Buckenham Village Hall and Management Committee**

## **July 2020**

### **Part 1**

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), 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 Old Buckenham 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.

Old Buckenham Village Hall Management Committee considers the promotion of the health and safety of its employees 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

**Hirers and visitors are 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 Management Committee)

Name: Eileen Oliver  
Position: Chairperson  
Date: July 2020

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

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

The person delegated by the management committee to have day to day responsibility for the implementation of this policy are:

Name: Graham Dye  
Telephone No: 01953 860 865  
Address: Grove House, Grove Rd., Old Buckenham NR17 1PJ

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 any other situation which might cause injury that cannot be rectified immediately, they should inform the**

person above, or a representative of the Village Hall Management Committee , 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 caretaker's store this is marked to the rear of the main hall close to the left of stage.

The following persons have responsibility for specific items:

First Aid box: **Alison Frank**

Reporting of accidents: **Linda Foulger**

Fire precautions and checks: **Richard Crawley & Jane Kelly**

Training in use of hazardous substances and equipment: **the committee via Linda Foulger**

Risk assessment and inspections: **the committee via Linda Foulger**

Information to contractors: **the committee via Linda Foulger**

Information to hirers: **Jane Kelly**

Insurance: **Graham Dye**

A plan of the hall is attached at the end of this document showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access.

**NB: Please note that due to the age and construction of the building, there are numerous buried wires in the walls and potentially close above the ceiling too. Not all of these buried cables are protected by RCBOs. Under no circumstances should anything be drilled, nailed, screwed or dug into the walls unless you are a qualified and experienced electrician and have used a cable detector first.**

### **Part 3: Arrangements and Procedures**

#### **3.1 Licence**

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

##### **Activities the hall is licensed for**

- a. The performance of plays
- b. The exhibition of films
- c. Indoor sporting events
- d. Private hire i.e .weddings
- e. The performance of live music
- f. The playing of recorded music
- g. The performance of dance
- h. Entertainments similar to those in a – g
- i. Making music
- j. Dancing
- k. Entertainment similar to those in i – j
- l. The provision of hot food/drink after 11pm
- m. The sale of alcohol

Hirers must ensure that when using the hall the 5mph speed limit is adhered to and that cars are parked so as to not obstruct access for local residents and emergency vehicles.

### **3.2 Fire Precautions and Checks**

**Refer to OBVH Risk Assessment**

#### **Fire Evacuation Procedure**

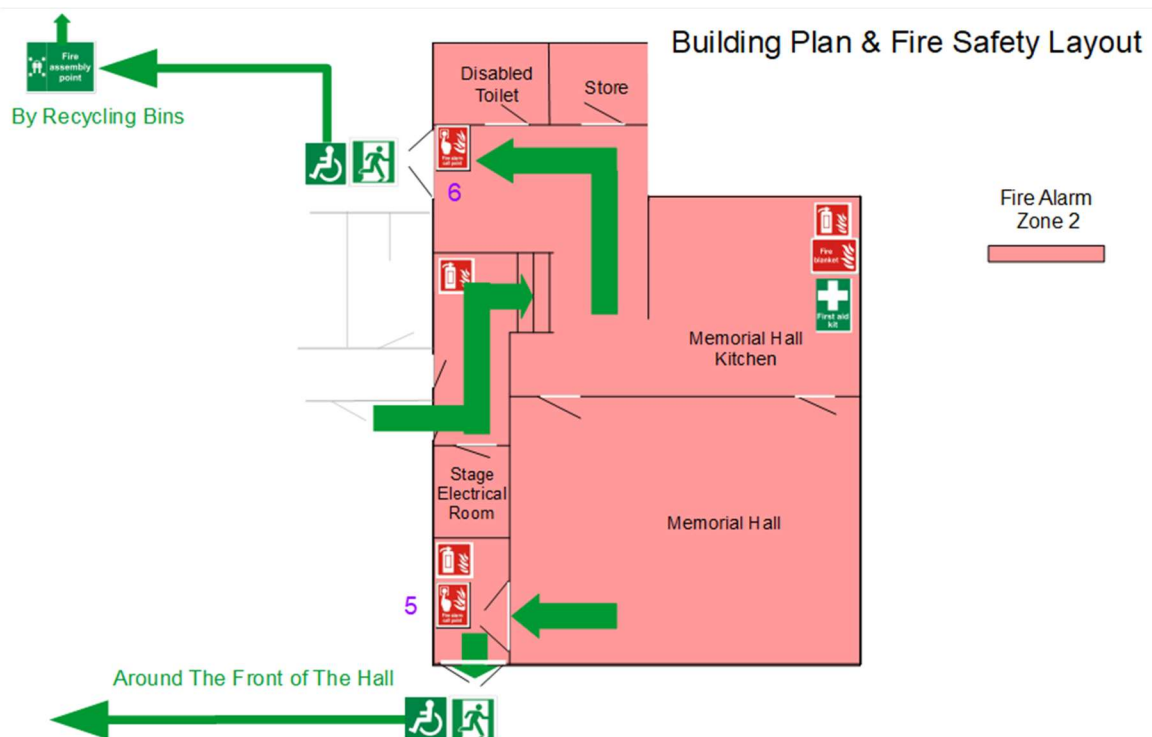
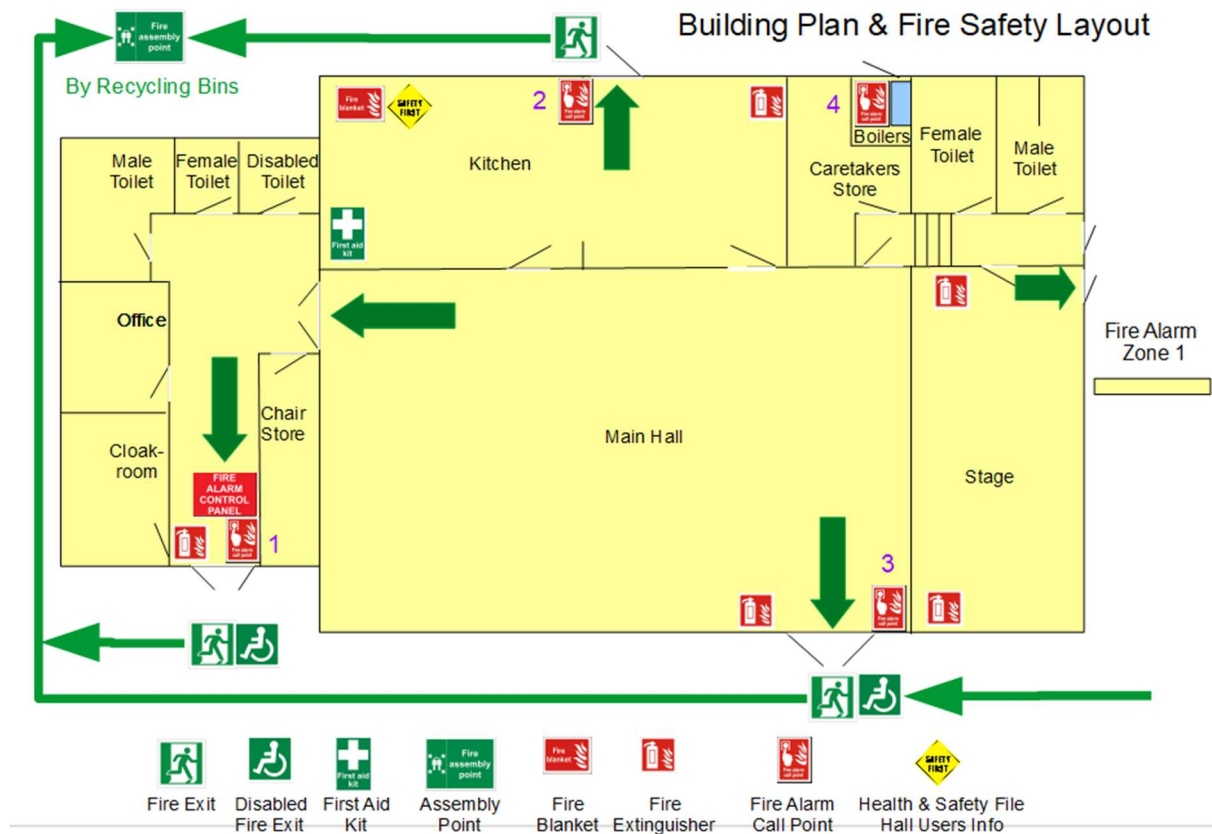
The Fire Alarm system installed at the Hall is not connected with the emergency services.

In the event of a fire, the fire brigade must be called by dialing 999. There is no telephone at the Village Hall.

The location of the Village Hall is: Abbey Road, Old Buckenham, NR17 1RH – opposite the Old Buckenham Primary School.

This is the procedure for everyone in the hall to follow in the event of an emergency:

- On hearing the fire alarm, OR BEING ASKED TO EVACUATE THE PREMISES ...
- Do not stop to collect personal possessions
- Calmly and quietly leave the building BY THE NEAREST AVAILABLE EXIT.
- Do not wait to see if this is a test or a drill
- Do not attempt to fight the fire yourself
- Be aware of additional exits as the nearest one to you may be unexpectedly blocked
- If you are the last to leave a room, close the door behind you.
- The group leader should consider whether it is necessary to sweep – the stage area, the toilets in the corridor to the memorial hall and the toilets in the main lobby – on the way out if this is safe to do so.
- Walk by the most direct route to the Assembly Point – located on front lawn by the rear gate
- Wait at the Assembly Point and assist the group leader in taking a roll call.
- Follow all instructions given to you by the group leader or a member of the emergency services.
- Do NO re-enter the building until told to do so by the group leader or a member of the emergency services.



The person on the management committee with responsibility for testing for the fire risk assessment: **Richard Crawley and Graham Dye.**

Local Fire Brigade contact name: **Attleborough Fire Station**

Fire Brigade contact telephone No: **01603 810 351**

Company asked to maintain the service safety equipment: T.P. FIRE, Mainline House, Roudham Industrial Estate, East Harling Norwich, Norwich, Norfolk 01953718200

Location of service record: Main hall Kitchen windowsill  
List of Equipment and its location.

**Item test interval:**

**(e.g. weekly/monthly/annual)**

**Location Service Date:**

Residual Current Device (circuit breakers) Monthly

Emergency Lighting Monthly

Fire Exits – main hall Weekly

Firefighting appliances Annually

Electrical installation 5 years

**3.3 Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty dept is:  
Norfolk and Norwich University Hospital, Colney Lane, Norwich NR4 7UY

The location and telephone no. for the nearest doctor's surgery is: Attleborough Surgery, Station Road, Attleborough, Norfolk NR17 2AS telephone: 01953 453166

The First Aid Boxes are in: the main hall kitchen and the memorial hall kitchen

The person responsible for keeping this up to date is: **Alison Frank**

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident, including those in the car park, must be reported to the member of the management committee responsible, who is: **Linda Foulger**

The person responsible for completing RIDDOR forms and reporting accidents is: **Linda Foulger**

The following major injuries or incidents must be reported on RIDDOR forms: **Linda Foulger**

- 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

## 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 information by the booking clerk 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) and will be shown the location of the accident book and health and safety file. It is the intention of Old Buckenham 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.

Employees, 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 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) - use the trolleys provided
- **Do not** stack more than six 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 overcrowding in the kitchen and do not allow running. Use the door from the car park as a fire exit only.
- **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 a committee member.

- **Report** every accident in the accident book and to a committee member
- **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.

## 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
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references and 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 or work in line on their own company's policy
- 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.

### **Additional Safety Notes for Contractors**

- 1. No RCBO protection for buried cables.**
  - a. Due to the age and construction of the building, there are numerous buried wires in the walls and potentially close above the ceiling too. Few of these buried cables are protected by RCBOs. Under no circumstances should anything be drilled, nailed, screwed or dug into the walls unless you are a qualified and experienced electrician and have used a cable detector first.**
  - b. Please could you flag up to the caretaker the location of buried cables which you locate during the process of your work so that these can be marked on the building plan for future reference.**
- 2. Switch lines are unidentified globally.**
  - a. This was raised in the EICR report. Take care when working.**
  - b. Please could you appropriately mark switch lines as you identify them during the process of your work.**
- 3. Grommets missing from cable enclosures and terminations.**
  - a. Please could you fit appropriate grommets to areas included in the process of your work.**

### **Insurance**

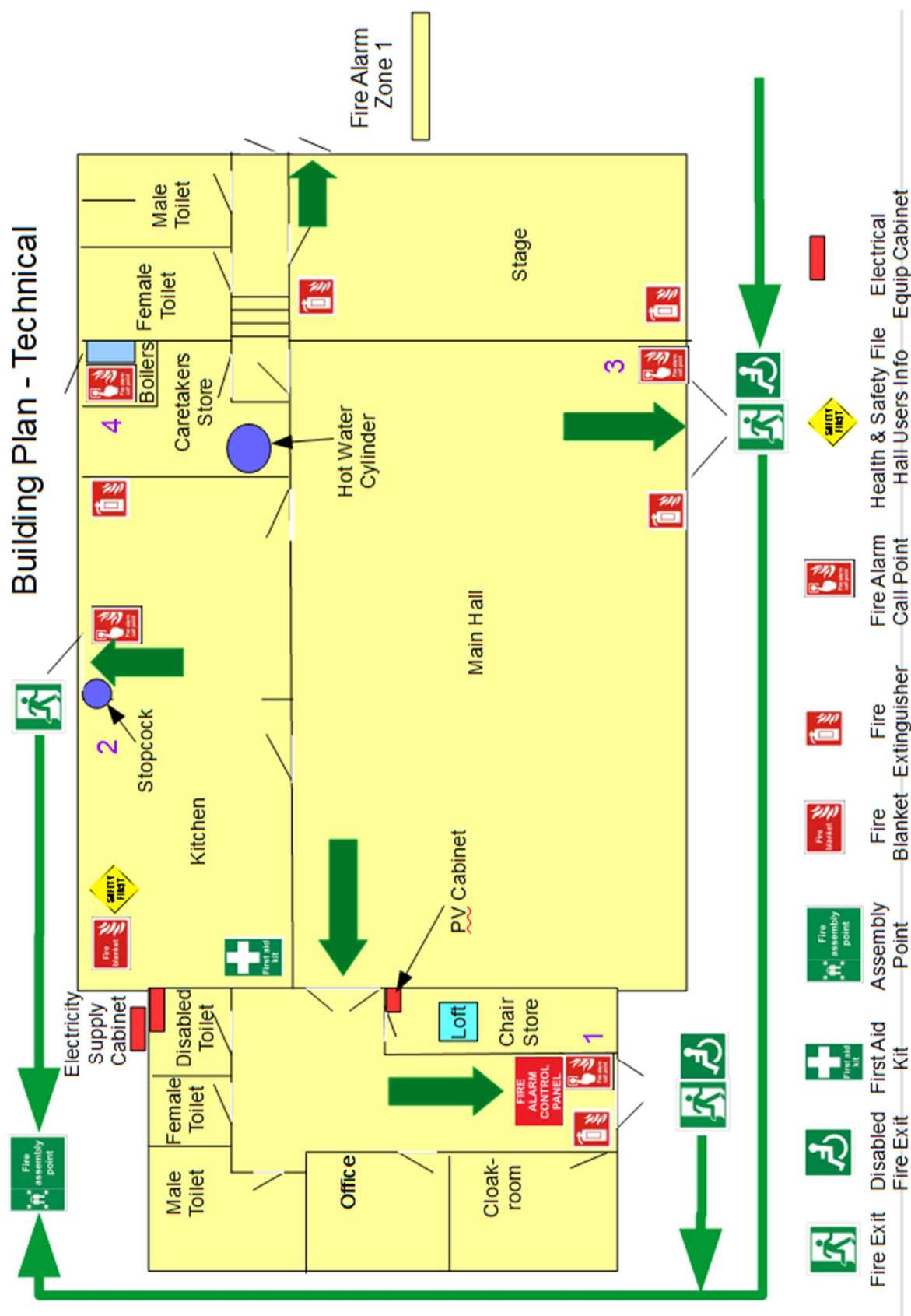
The company providing the hall's Employer's Liability and Public Liability insurance cover is displayed on the main noticeboard.

### **Review of Health and Safety Policy**

The management committee will review this policy annually. The next review is due in July 2021.

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.

# Building Plan - Technical





# Building Plan - Technical

