

## GRUNDISBURGH VILLAGE HALL

Registered Charity No: 304754

**Policy Name:** HEALTH & SAFETY POLICY

**Document Location:** *Website and H&S folder*

**Adopted at Meeting Dated:** *11/1/2022*

**Next Planned Review:** *January 2024*

### Glossary

| Abbreviation | Description   |
|--------------|---|
| VHMC         | Grundisburgh Village Hall Management Committee                            |
| RIDDOR       | Reporting of Injuries, Diseases, & Dangerous Occurrences Regulations 2013 |
| HSP          | Health and Safety Policy  |

## **STATEMENT**

The Health and Safety Policy (HSP) of the Grundisburgh Village Hall Management Committee (VHMC) is to:

- Provide healthy and safe working conditions, equipment and systems of work for our volunteers, members, visitors, hirers and any future employees.
- Keep the hall premises and its facilities, grounds and equipment in a safe condition for all users.
- Provide such training and information as is necessary to volunteers, users and staff.

The VHMC will comply with all current Health and Safety legislation and act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations within the Hall and its grounds.

The VHMC considers the promotion of health and safety of all who use the premises, including contractors who may work there, to be of great importance. They recognise 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, they will seek to encourage all visitors, contractors and users and any staff to engage in the establishment and observance of safe working practices.

Any employees, contractors, visitors and users will be expected to comply with the HSP Policy adopted by the VHMC, with all safety requirements referred to in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they reasonably can to prevent injury to themselves and others.

## **1.0 RESPONSIBILITIES FOR HEALTH & SAFETY**

**1.1** The VHMC has overall responsibility for health and safety in the hall and grounds and for the implementation of this policy. It is the intention of the VHMC to comply with all current Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations in the hall and its grounds.

**1.2** All users of the facilities are expected to read this HSP statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the site. They will be required to sign the hiring form as evidence that they agree to the hiring conditions and have read and understood the HSP statement.

**1.3** It is the duty of all VHMC members, contractors, hirers, visitors and any staff to:

- take care of themselves and others who may be affected by their activities
- do everything they reasonably can to prevent injury to themselves and others
- co-operate with the VHMC Trustees in keeping the premises and grounds safe and healthy including the car park

**1.4** Should anyone using the hall or grounds come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Operations Director or 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 reported immediately to the Bookings Secretary.

**1.5** Routine reviews, checks and safety inspections of safety procedures and equipment are conducted by persons appointed by the VHMC. Further information can be obtained from the Operations Director or Bookings Secretary upon request – contact details are provided in Appendix 3

## **2.0 SAFETY INFORMATION**

### **2.1 Fire Precautions and Checks**

**2.1.1** A plan of the hall showing the location of fire exits, fire extinguishers and smoke detectors is located on the Notice Board in the Hall with copies in the H&S Folder and the Fire Safety Holder.

**2.1.2** The Hall Emergency evacuation procedure is attached to the Hire Agreement and a copy is maintained in the H&S Folder in the Hall. A high level summary is provided in Appendix 1. In addition, each group that meets regularly in the Hall may have its own evacuation procedure and fire drill procedure. A guide to the emergency arrangements is provided to all hirers and is attached at Appendix 2.

**2.1.3** The service record for the fire safety equipment is available from the Bookings Secretary upon request and a copy is available in the Fire Safety Folder in the Hall.

### 3.0 SAFETY PRACTICES

The following practices must be followed in order to minimise risks

- Make sure that all emergency exits 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 a 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) without the proper equipment.
- Do not stack chairs more than six high.
- 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. Avoid overcrowding and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report every accident in the accident book and to the Bookings Secretary

Be aware and seek to avoid the following risks

- Creating slipping hazards on steps or wet floors – mop spills immediately
- Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the foyer, kitchen, main hall and storage areas.
- Avoid tripping by using inadequate lighting
- 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

### 4.0 IN CASE OF ACCIDENTS

4.1 The nearest Accident and Emergency/Casualty dept. is:

The Ipswich Hospital,  
Heath Road,  
Ipswich,

Suffolk  
IP4 5PD  
Emergency Department Telephone: 01473 702033

**4.2** The nearest doctor's surgery is:

Grundisburgh Surgery,  
20 Charles Avenue,  
Grundisburgh,  
Suffolk,  
IP13 6TH  
Telephone: 01473 738121

**4.3** The **First Aid Box** is located in the Kitchen area.

**4.4** A **Defibrillator** is located on the outside wall of the Parish Room, opposite The Forge Stores, IP13 6TA

**4.5** The **Accident Book** is kept in the Kitchen area. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to the Bookings Secretary.

**4.6** The following major injuries or incidents must be reported on RIDDOR \* (Reporting of Injuries, Diseases, & Dangerous Occurrences Regulations 2013) 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 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 admission 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.

NOTE: RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

## **5.0 INSURANCE**

A copy of the Employer's Liability and Public Liability Insurance certificate for the Village Hall is displayed on the hall notice boards and can also be obtained from the Bookings Secretary upon request.

## **6.0 CONTRACTORS**

Before any contractor or person on site begins any work they should:

- Carry out their own risk assessment
- Ensure they have adequate liability cover
- Familiarise themselves with this Health and Safety Policy.

## **7.0 REVIEW OF HEALTH AND SAFETY POLICY**

The VHMC will review this policy annually and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the VHMC regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of VHMC meetings.

## APPENDIX 1

### SUMMARY OF THE EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

\*\*\*Fire Assembly Point is in the CAR PARK.

IF YOU DISCOVER A FIRE:

- 1 SOUND THE ALARM BY PRESSING A FIRE CALL POINT.
- 2 IMMEDIATELY GO TO FULL EVACUATION PROCEDURES.
- 3 DIAL 999 FOR FIRE SERVICE – NEAREST PUBLIC TELEPHONE IS ON THE GREEN.  
GIVE THIS ADDRESS: *Felgate Way, Ipswich Road, Grundisburgh, Woodbridge, IP13 6US*
- 4 ALL PRESENT TO LEAVE BUILDING AND MEET ON ASSEMBLY AREA AND START RECORDING THOSE ASSEMBLED.
- 5 IF POSSIBLE SWEEP/CHECK OF ALL ROOMS AND TOILETS – DO NOT ENDANGER YOURSELF.
- 6 ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES PROVIDED IF IT IS CONSIDERED SAFE TO DO SO.

IF YOU HEAR THE FIRE ALARM

1. LEAVE THE BUILDING BY THE NEAREST FIRE EXIT.
2. CLOSE ALL DOORS BEHIND YOU.
3. REPORT TO PERSON IN CHARGE AT ASSEMBLY POINT.
4. DO NOT STOP TO COLLECT BELONGINGS.
5. DO NOT TAKE RISKS – JUST GET OUT.

## APPENDIX 2

### Typical Emergency Plan For The Hirer/Person Responsible.

A Caretaker is not present on the premises. As the responsible person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event. Key holders should keep the key and alarm code secure. Before the event you should be aware of:-

- What fire protection systems are available
- How a fire will be detected
- How people will be warned if there is a fire
- What people should do if they discover a fire
- How evacuation of the building should be carried out including arrangements for those identified as being especially at risk such as those with disabilities or children.
- Where people should assemble after they have left the building and procedures for checking everybody has evacuated the building
- Arrangements for fighting a fire
- How fire and rescue services and any other services will be called
- Procedures for meeting the fire and rescue services on their arrival
- Limitation on numbers of people
- Checking all escapes are clear of obstructions

At the start of an event you should notify all present about:-

- The no smoking policy
- Location of exits and escape routes
- Taking only valuables immediately to hand and not to go to collect other belongings
- Not leaving items on the floor that could cause obstruction e.g. handbags
- The location of the Assembly Point
- What will happen after an evacuation

During an event you should ensure that:-

- Escape routes and exits do not become obstructed
- That the No Smoking policy is adhered to
- No naked flames are started (unless authorised)
- Rooms do not become overcrowded
- Permitted numbers are not exceeded
- Noise levels cannot drown out the need for emergency announcements



At the end of the Hiring, you should ensure that:-

- The premises are left clean and tidy and equipment is returned to its correct position/storage area
- All items brought onto the premises are taken away
- All heaters including water heaters and cookers are turned off
- All electrical appliances are turned off and unplugged
- All lights not required for security reasons are turned out
- All internal doors are closed
- All exits to the premises are locked/secured and the key (if issued) is returned as arranged with the Booking Secretary.

### **APPENDIX 3**

#### **Important Contact Details**

##### **Chairman**

*Bryan Laxton*  
*chair@gnvh.co.uk*

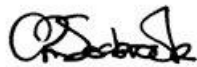
##### **Operations Director:**

*Graham Seabrook*  
*07803 049262*  
*Operations@gnvh.co.uk*

##### **Bookings Secretary**

*Helen Stewart*  
*Bookings@gnvh.co.uk*

Signed:



Name: Graham Seabrook. Operations Director

Date: 29/01/2023

Review Date: 29/01/2024