



Naphill Village Hall & Playing Fields Council

Health and Safety Policy

1. Statement of Policy

This document is the Health and Safety Policy of Naphill Village Hall and Playing Fields Council (the Council). Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members, contractors and hirers
- b) Keep the Village Hall, the playing fields, the playing ground, the car park and the equipment in and on it in a safe condition for all users
- c) Provide such guidance and information as is necessary to volunteers and users

It is the intention of the Council 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 Council 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 Council 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 council members, users and contractors to engage in the establishment and observance of safe working practices.

Hirers, visitors and contractors will be expected to recognise that there is a duty on them to comply with the practices set out by the council, 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.

This policy has been received and approved by the Council on 6th November 2023

Date of next review November 2024 or when legislation changes if prior to this date

2. Organisation of Health and Safety

The Council has overall responsibility for health and safety at the Village Hall and Playing Fields. The persons delegated by the council to have day to day responsibility for the implementation of this policy are listed in the Schedule of Responsibilities Appendix A

It is the duty of all users, contractors and trustees to take care of themselves and others who may be affected by their activities and to co-operate with the management council in keeping the premises, including the grounds, safe and healthy.

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 Maintenance and Facilities Officer as soon as possible so that it can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and a note placed in the incident book of action taken. The contact details for the Maintenance and Facilities Officer are on the notice board and there is also a form on the website under the tab "Contact Us".

A plan of the hall is attached showing the location of emergency phone, fire exits, fire extinguishers, fire alarm, assembly point boiler, loft access and First Aid Box. Appendix

3. Arrangements and Procedures

3.1 Licence

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities.

- a. The performance of plays
- b. The exhibition of films-children shall be restricted to age-appropriate films as per British Board of Film Classification. Hirers should ensure that they have the appropriate permissions for film.
- c. The performance of live music
- d. The playing of recorded music
- e. The performance of dance
- f. Entertainments similar to those in a – e
- g. Making music
- h. Dancing
- i. Entertainment similar to those in g-
- j. The sale of alcohol -the hirer must request written consent from the nominated Premises Supervisor giving at least 2 weeks' notice

3.2 Fire Precautions and Checks

A plan of the hall is attached showing the location of emergency phone, fire exits, fire extinguishers, fire alarm, assembly point, boiler, loft access and First Aid Box.

The Maintenance and Facilities Officer on the management council has responsibility for arranging the fire risk assessment
Firefighting appliances are checked annually
Electrical installation every 5 years

3.3 Procedure in case of accident

If unsure what to do phone 999 for advice. There is an emergency phone in the lobby by the kitchen door

The location of the nearest hospital Accident and Emergency Department is: -

Stoke Mandeville Hospital HP21 8AL Telephone 01296 315000

The location and telephone number for the nearest Minor Injuries and Illness Unit is: -

Wycombe Hospital HP11 2TT Telephone 01494 526161 open 8am to 8pm

The First Aid Box is located in: **Kitchen Area**

The person responsible for keeping the first aid box up-to-date is Joanne Keattch:

The accident book is located with the First Aid Box in the Kitchen Area This must be completed whenever an accident occurs. Any accident must be reported to the Maintenance and Facilities Officer or Joanne Keattch. Contact details on notice board

The person responsible for completing RIDDOR forms and reporting accidents to is the Maintenance and Facilities Officer or Joanne Keattch

The following major injuries or incidents must be reported on RIDDOR forms

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- 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 leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents
- 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 treatment which may have resulted from biological agent or its toxins or infected materials
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Relevant examples of reportable dangerous occurrences

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Unintended collapse of a building under construction or alteration or of a wall or floor collapse or partial collapse of a wall or floor

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 guidance by the Commercial Management Officer 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 notified of the location of the accident book and health and safety file.

It is the intention of the Council 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.

Hirers, visitors and contractors will be expected to recognise that there is a duty on them to comply with the practices set out by the council, 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 council 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) - use the trolleys provided.
- Do not stack more than seven 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
- Lock away hazardous materials in the cupboards provide when not being use.
- Report any evidence of damage or faults to equipment or the building's facilities to the Maintenance and Facilities Officer:

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. We recommend you lock the door on the inside.
- risks involved in handling kitchen equipment e.g., cooker, water heater and knives
- creating toppling hazards by piling equipment e.g., in store cupboards.

Report every accident in the accident book located with the first aid box.

Contractors

The management council 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 council
- 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.
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Insurance

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

Name of Insurer: **AVIVA**

Address: Pitheavlis, Perth Scotland PH2 0NH

Policy No: VH 88/0047440/BS72180

Date of Renewal: 09 June 2024

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Review of Health and Safety Policy

The Council will review this policy annually. The next review is due December 2024

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

Appendix A – Schedule of Responsibilities

The following people have been delegated by the Council to manage the following:

<p>First Aid Box</p>	<p>Check and replenish monthly.</p>	<p>Maintenance & Facilities Officer Delegated to Joanne Keattch</p>
<p>Checking Incident Book/ Reports at least monthly or as advised of incidents.</p>	<p>Instigate any actions necessary to remove risks e.g., repairs. Report to committee at each meeting or as soon as necessary.</p>	<p>Maintenance & Facilities Officer Delegated to Joanne Keattch</p>
<p>Reporting Accidents/ RIDDOR</p>	<p>Minor accidents to be logged. Report to committee at each meeting or as necessary. Advise Governance & Regulations Officer. Complete RIDDOR forms as necessary.</p>	<p>Maintenance & Facilities Officer Delegated to Joanne Keattch</p>
<p>Information to Hirers</p>	<p>For each booking check that new hirers have read and agreed to the Terms and Conditions. When amendments are made to the policy and Risk Assessments contact all hirers to inform and gain their acknowledgement.</p>	<p>Commercial Management Officer Tanya Stevens</p>
<p>Information to Contractors</p>	<p>Liaise with contractors (including self-employed) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy and Risk Assessments, and are aware of their responsibilities.</p>	<p>The Trustee who commissioned the work on behalf of the committee as per the minutes</p>
<p>Risk Assessments/ Monitoring</p>	<p>Complete Risk Assessment forms, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers and contractors as necessary if amendments are made. Display copies on website.</p>	<p>Maintenance & Facilities Officer Norma Clarke</p>
<p>Fire Risk Assessments/ Monitoring</p>	<p>Complete Fire Risk Assessment, monitor and update as necessary. Report to committee at each meeting and advise relevant people to inform hirers and contractors as necessary if amendments are made. Display copies on website. Arrange for regular Fire Alarm and evacuation testing</p>	<p>Maintenance & Facilities Officer Delegated to Linda Clark & Clive Lawrence</p>

<p>Annual Testing/Safety Certificates</p>	<p>Make arrangements for annual inspections of gas appliances, electrical appliances, fire extinguishers. Keep relevant certificates and display copies on the website if required legally on notice board.</p>	<p>Maintenance & Facilities Officer</p> <p>Norma Clarke</p>
<p>Defibrillator Check</p>	<p>Check monthly as per email from SCAS. Report results to SCAS</p>	<p>Maintenance & Facilities Officer</p> <p>Delegated to</p> <p>Bartha Pitman & Chris Keates</p>
<p>Hazardous Materials Control</p>	<p>The cleaner's materials should be kept in the locked kitchen cupboard. All other hazardous material should be kept in the locked cupboard in the small hall. Assume all chemical materials are hazardous unless clearly labelled otherwise.</p>	<p>Maintenance & Facilities Officer</p> <p>Delegated to</p> <p>Sam Keen & Linda Clark</p>
<p>Health & Safety Folder</p>	<p>This should be available in the village hall in case of query. It should contain all relevant information relating to the Health and Safety of users while using the hall.</p>	<p>Maintenance & Facilities Officer</p> <p>Norma Clarke</p>
<p>Safety Notices and warning signage both internal and external including playing fields, playground and car park</p>	<p>Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans. Where a "risk" is identified or notified arrange partitioning and signage until "risk" nullified.</p>	<p>Maintenance & Facilities Officer</p> <p>Norma Clarke</p>

Appendix B -Main Hall Capacity Guidelines

Guidelines for maximum number of persons that can safely occupy Naphill Village's main hall

These guidelines are to help you use the hall comfortably and safely. Every user should carry out their own risk assessment based on how they intend to use the hall taking into consideration any special mobility and/or impairments needs of those attending the event and make their own decision on maximum hall capacity.

Hall Dimensions 13.1m x 9.1m excluding stage

Consideration should also be given to the width and number of gangways. Gangways should be at least 1.05m wide and not less than the width of the fire exit doors. Standing or seating in gangways or in front of fire exit doors should not be permitted.

Seated with tables event e.g., Quiz nights, wedding parties, exhibitions

The maximum number of persons that can be accommodate seated will be dependent on how the tables are configured. Using the recommended 1.5m sq per person gives a capacity of 80. Using 16 long tables with 6 people per table the hall has successfully accommodated 96 people.

The recommended maximum number of persons for a seated event using long tables is 96

Seated

The hall has 120 non fixed seats. In general, no seat should be more than 7 seats widths away from a gangway. Using the recommended 1m sq per person for non-fixed seats gives a capacity of 238

Standing

Using the recommended 0.3m sq-0.5m sq per person gives a capacity between 238 to 397. The upper figure assumes everyone is standing and no tables are used which is unlikely. The hall has successfully accommodated around 300 using the chairs available with the remainder of the people standing.

Consideration has to be given to the time it takes to evacuate the hall. The recommendation is that you discard the widest fire exit. The hall has 3 double fire exits and 1 single fire exit. The structure needs to be evacuated in 2.5 minutes. The rate for 2 double fire exits and 1 single fire exit is 200 persons per minute, more than adequate for the maximum hall capacity.

Appendix C – Playing Fields Conditions of Use

The Naphill Playing Fields are provided by Naphill Village Hall - Registered Charity #300309 Solely for sport & recreational use by residents and visitors.

For commercial use please seek permission by contacting secretary@naphillvillagehall.org.uk

Conditions of use

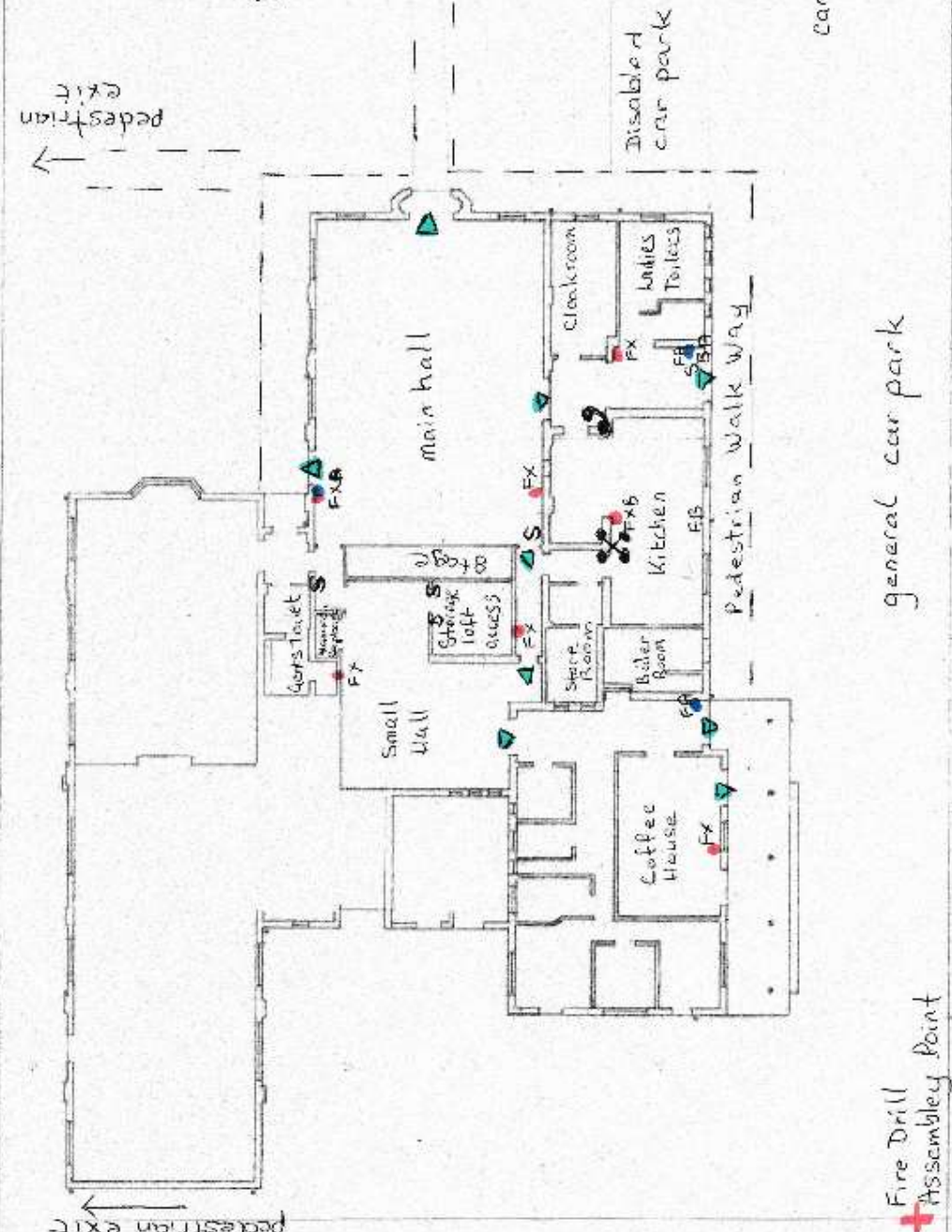
- All persons use the playing fields and facilities at their own risk.
- The facilities and equipment must be used for their intended purpose only.
- In the interest of public safety, please keep dogs on a lead at all times and clean up after them using the dog bins provided.
- This resource is for the enjoyment of all.
- Please help us to keep the site in good condition – put your litter in a bin or take it home.

Approval

This policy has been reviewed and approved by the Council on 3rd July 2023

Date for next review: July 2024

- Key
- FX - Fire Extingisher
 - FB - Fire Blanket
 - FA - Fire Alarm
 - BK - Barrier Key
 - S - Self Emergency Stop
 - Fire Exit
 - S - Night switches
 - First Aid Box
 - Incident Book
 - Emergency Phone



Fire Drill Assembly Point

Scale 1:100 at R.A. 1:50 at A3 size Oct. 2009