

CHALDON VILLAGE HALL

The Legrew Memorial Charity – RCN 204484

HEALTH AND SAFETY POLICY

This document is the Health and Safety Policy of Chaldon Village Hall.

Our policy is put in place to:

- i) Provide healthy and safe conditions, equipment and systems of work for committee members, hirers, resident groups and other visitors.
- ii) Keep the village hall equipment in a safe condition for all users.
- iii) Provide current advice on health and safety conditions to committee members, hirers, resident groups and other visitors.

The trustees of Chaldon Village Hall intend to comply with all relevant Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The trustees of Chaldon Village Hall consider the promotion of the health and safety of those who use the premises, including contractors who may work there, to be of paramount importance. The trustees of Chaldon Village Hall recognise that the effective and efficient prevention of accidents also relies upon a committed attitude to promoting safety as well as maintaining the equipment and systems of work on the premises to proper standards.

The trustees of Chaldon Village Hall and committee members will encourage its members, hirers, resident groups and other visitors to engage in the safe working and other practices set out in this policy. Hirers, resident groups and other users will be expected to recognise that there is a duty on them to comply with the practices set out in this policy, 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.

PART TWO – ORGANISATION OF HEALTH AND SAFETY

The Chaldon Village Hall trustees and committee members have overall responsibility for the health and safety at Chaldon Village Hall and takes day-to-day responsibility for the implementation of this policy.

It is the duty of all hirers, resident groups and other users to take care of themselves and others who may be affected by their activities and to co-operate with the trustees in keeping the premises healthy and safe. It is the responsibility of all hirers, resident groups and other users to ensure that adequate safeguarding measures are in place to ensure the protection and

welfare of the disabled, children and vulnerable adults. Should anyone using the hall come across a fault, damage or other dangerous or potentially dangerous situation which cannot be immediately rectified, it is the duty of the person to inform the chairman of trustees straight away so that the problem can be addressed. Where the equipment is damaged or faulty, a notice should be placed on it to inform that the equipment is out of use.

The following persons have responsibility for maintaining the items below:

First Aid Box – Secretary
Reporting of Accidents – Chairman
Fire precautions and checks – Caretaker
Risk Assessment and Inspections – Chairman
Information to contractors – Chairman/Secretary
Information to hirers – Booking Secretary
Insurance – Secretary

The gas boiler, emergency exits, fire doors and fire extinguishers are clearly marked within the hall and a plan of the hall is located on the main noticeboard. A carbon monoxide detector has also been installed on the premises.

PART THREE – ARRANGEMENTS AND PROCEDURES

- i) Licence**

The hall is licensed for the performance and broadcast of recorded music by PRS/PPL.
The sale of alcohol is permitted through a Temporary Event Notice which must be obtained by the hirer from Tandridge District Council.
- ii) Fire precautions and checks**

The trustees of Chaldon Village Hall have completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. The fire extinguishers and blankets on the premises are clearly marked and placed in the main hall, kitchen and back room. The nearest telephone off the premises is in the neighbouring St Peter and St Paul's School. Any hirer or hall user must inform the chairman of trustees if any fire breaks out as well as calling the fire brigade.

Person with responsibility for testing equipment and keeping log book: Chairman
Local Fire Brigade Contact: Godstone Fire Station, Godstone Hill Road, Godstone, RH9 8BQ
Company hired to maintain and service fire safety equipment: ???
Location of service record: ???

Checking of equipment, fittings and services

Weekly: Door mats and stops, clocks, toilets, stage, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, fire alarm.

Monthly: First Aid box, steps, locks and sockets

Half Yearly: Window cleaning, outside gutters

Yearly: Fire extinguishers, electrical certificate, gas boiler, equipment test records up to date.

iii) Procedure in case of accidents

The location of the nearest hospital Accident and Emergency department is East Surrey Hospital, Canada Avenue, Redhill, EH1 5RH, 01737 768511

The location of the nearest doctor's surgery is Chaldon Road Surgery, Chaldon Road, Caterham, CR3 5PG, 01883 345466

The First Aid Box and accident book are located in the kitchen. The person responsible for keeping this up to date is the Secretary.

Any accident must be reported to the Chairman of Trustees.

iv) Safety Rules

All hirers are expected to read the entirety of the hire agreement and should sign the agreement form as evidence that they agree to the hiring conditions put in place.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers, and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

v) Contractors

The trustees of Chaldon Village Hall will check with contractors including self-employed persons before they start work that:

- The contract is clear and understood by both the worker and the committee
- The person is competent to carry out the work (have appropriate qualifications and experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards that may affect them.
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors are supplied with a current health and safety policy
- 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 or the Institute of Electrical Engineers Code of Practice

- vi) Insurance
The secretary is responsible for ensuring that the hall's Employer's Liability and Public Liability insurance cover is up to date.

- vii) Review of Health and Safety Policy
The trustees of Chaldon Village Hall will review this policy annually.

- viii) Address and telephone number of organisations that can give advice on health and safety
Health and Safety Executive, Tandridge District Council, 8 Station Road East, Oxted, RH8 0BT
Tel: 01883 722000