

HARRINGWORTH VILLAGE HALL

HEALTH & SAFETY POLICY

Part 1 General Statement of Policy

This document is the Health and Safety Policy of the Harringworth Village Hall (“the Hall”). It should be used in conjunction with COVID-19 Guidance.

Our policy is to:

- a) Provide healthy and safe hiring and working conditions, and robust equipment and systems of work, for everyone using the Hall and its facilities, namely hirers, contractors, Trustees, visitors, and volunteers:
- b) Keep the Hall and equipment in a safe condition for all users: and
- c) To provide all such training and information as is necessary.

The Harringworth Village Hall Trustees (“the Trustees”) will comply with all Health and Safety legislation, and will act positively where they can reasonably do so to prevent injury, ill health or any danger or loss arising from the Hall’s activities and operations.

The Trustees consider the promotion of Health and Safety 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, the Trustees will encourage all users of the Hall to engage in the establishment and observance of safe and healthy practices – in the Hall itself, in the kitchen, in other parts of the Hall, and in the immediate vicinity of the Hall.

All users will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees and to accept their responsibility to do everything they can to prevent injury to themselves or others.

Part 2 Organisation of Health and Safety

2.1 Responsibilities

The Trustees have overall responsibility for Health and Safety at the Hall.

The person delegated by the Trustees to have day to day responsibility for the implementation of this policy is Trustee Julian O’Neill.

It is the duty of all hirers, contractors, Trustees, visitors, and volunteers to take care of themselves and others who may be affected by their activities and to co-operate with the Trustees in keeping the Hall and its grounds safe and without health risk. Should a hirer, contractor, Trustee, or visitor come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, then they should inform the person with responsibility for Health and Safety (see above) as soon as possible in order 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 if possible, it should be moved to the store cupboard.

The following persons have responsibility for specific items:

| | |
|---|-----------------|
| Fire precautions and inspections/checks | James Thompson |
| Insurance | Harry Morgan |
| First Aid | Philippa Gasson |
| Reporting of Accidents | Philippa Gasson |
| Training | Philippa Gasson |
| Information to Contractors and Visitors | James Thompson |
| Information to hirers | Philippa Gasson |
| COSHH Regulations | James Thompson |
| Reviewing Health & Safety Policy | Julian O'Neill |

Part 3 Arrangement and Procedures

3.1 Licence

The Hall has a Premises Licence authorising the following regulated entertainment and licensable activities, to be applied for on an individual basis:

- a) The performance of plays
- b) The showing of films
- c) Indoor sporting events
- d) Boxing or wrestling
- e) Performance of live music
- f) Playing of recorded music
- g) Performance of dance
- h) Entertainment similar to those in a-g above
- i) Making music
- j) Dancing
- k) Entertainment similar to those in i-j above
- l) Provision of hot food/drink after 11 pm.
- m) Sale of Alcohol

3.2 Fire Precautions, Checks and Procedure

A copy of the Fire Risk Assessment is can be found in the Trustees' Policy file.

| | |
|--|----------------|
| Person with responsibility for testing of fire safety equipment: | James Thompson |
| Fire Service Contact name: | James Thompson |
| Fire Service Contact telephone no. | 01572 747811 |

Company hired to check, maintain and service fire safety equipment:

| <i>Item</i> | <i>Location</i> | <i>Frequency of checks</i> |
|----------------------------|-------------------------|----------------------------|
| Fire alarm detectors | Kitchen and Store Room | Weekly |
| Emergency Lighting | Over each fire exit | Monthly |
| Residual current device | By front door | Monthly |
| Portable appliance testing | | Annually |
| Electrical Installation | | 5 Yearly |
| Fire Exits | | Weekly |
| Fire-fighting equipment | 1 in hall, 2 in kitchen | Annually |
| Fire-fighting blanket | | Annually |
| | | |

Part 4 Safety rules

4.1 Hirers, visitors, and contractors

All hirers will be expected to read their 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/training by the Booking Secretary about safety procedures at the Hall, which they will be expected to follow. They will be shown the location of the Accident Book and Health and Safety File. Hirers, contractors, and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, with all safety requirements set out in the Hiring Agreement, and with the safety notices on the premises. They must accept responsibility to do everything they can to prevent injury to themselves or others.

The Trustees maintain a Risk Assessment for the Hall. The following practices must be followed in order to minimise risks:

- All emergency exit doors must be clear and unlocked throughout the hiring/visit. All hirers of the Hall must make visitors aware of all emergency exits and Fire Assembly Points;
- Electrical equipment must not be operated or touched where there are signs of damage;
- Steps or ladders must not be used unless properly secured and another person present;
- Portable gas appliances must not be used on the premises;
- Portable electrical items which have not been PAT tested must not be brought onto the premises. No portable electrical items should be left operating whilst unattended;
- No attempt must be made to move heavy or bulky items – trolleys must be used;
- Chairs should be stacked carefully and no more than 20 to a trolley. Securing straps must be fastened before moving trolleys;
- No attempt should be made to carry or tip a water boiler when it contains hot water – it must first be left to cool;
- Children must not be allowed into the kitchen except under close supervision (e.g. for supervised cookery lessons or, for older children, supervised serving of food at functions);
- Safe food preparation methods must be followed. For example, meat should be kept refrigerated, knives used to cut meat should be washed before further use, and meat should

be stored away from other food. Further guidance on safe food preparation is included in Appendix 1 (Safe Food Practice).

- Overcrowding in the Hall should be avoided – the maximum number of people permitted to use the Hall is 100.
- Suitable protective clothing must be worn when handling cleaning materials;
- In order to guard against slipping hazards, all spills must be mopped immediately, particularly on stairs or polished floors;
- In order to guard against tripping hazards, items such as buggies, umbrellas etc. must not be left in halls, and especially not in corridors;
- Adequate lighting must be used to avoid tripping in poorly lit areas;
- Evidence of damage or faults to equipment or the building's facilities must be reported to the Booking Secretary;
- Accidents must be recorded in the Accident Book and also reported to the Booking Secretary.

4.2 Contractors

The Trustees will always check with the contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the Trustees;
- 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 Hall's Health and Safety Policy and are aware of 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 Trustees is responsible for overseeing that their work is as asked and to a satisfactory standard;
- Alterations or additions to the electrical installations or equipment will conform to the current Regulations of the Institute of Electrical Engineers.

Part 5 Procedure in case of accidents

5.1 Assistance

The location of the nearest hospital A&E/Casualty Department is Kettering General Hospital.

The location and telephone number for the nearest doctors' surgery, in Uppingham, is 01572 823531.

The nearest Defibrillator can be found in the Phone Box outside 35 Gretton Road, NN17 3AD

5.2 First Aid

The First Aid Box is located on the windowsill in the kitchen.

The person responsible for keeping this up-to-date is the person described as responsible for First Aid in section 2.1 (Responsibilities) of this policy.

5.3 Accident reporting

The Accident Book is kept in the cupboard under the kitchen sink. This must be completed whenever an accident occurs.

Any accident must be reported to the Trustee responsible for Health and Safety, who is named in section 2.1 (Responsibilities) of this policy.

The person responsible for completing the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is the person described as responsible for Reviewing Health and Safety Policy in section 2.1 (Responsibilities) of this policy.

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

- Death except when due to illness;
- Fracture, other than to fingers, thumbs or toes;
- Amputation;
- Any injury likely to lead to permanent loss of sight or a reduction in sight;
- 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 head injury, 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.

Part 6 Insurance Employers Liability

The insurer named below provides the following insurance cover:

Name of insurer: Aviva

Policy number: VH 88/0047440/BS68231

Date for renewal: 01 June 2023

Any risks excluded or special conditions that users should be aware of:

Public liability cover is up to £10m. Other details concerning the Hall's insurance cover are set out in the policy document, which is held by the Trustees.

Part 7 Risk Assessments and Inspections

The person responsible is: Harry Morgan

Date for next review: May 2022

Part 8 Control of Substances Hazardous to Health (COSHH) Regulations

All substances that are hazardous to health must be handled correctly and stored safely.

Part 9 Protective Clothing

Should it be necessary, items of protective clothing and apparatus should be identified and supplied by the Trustees in order that no job is undertaken where it is felt that the provision of protective gear is inadequate.

Part 10 Training and Information

Training will be given and information provided to hirers, contractors, Trustees, visitors, and volunteers to enable them to use the Hall safely.

Part 11 Review of Health and Safety Policy

The Trustees will review this Policy annually. The next review is due November 2022.

The Trustee with responsibility for aspects of Health and Safety will report to the Trustees regularly, including details of any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users and other visitors to the premises.

Appendix 1 Safe Food Practice

The Trustees consider the following ten rules for safe food practice, created by the World Health Organisation (WHO) as a guide on how to produce food safely. The WHO created these rules to reduce and prevent the number of people suffering foodborne diseases and illnesses, which occur after consuming contaminated food.

1. Choose Foods Processed for Safety

There are certain types of foods which are safe in their natural form, such as fruit and vegetables, which only normally require a thorough wash with clean water.

However, certain types of food are not safe until they have been processed in a particular way. A good example is milk. Pasteurised milk is far better for us and safer to consume than raw milk. Therefore, always consider when foods have been processed for safety and how this can improve the safety of the food.

2. Cook Food Thoroughly

It is particularly important for raw foods, such as meat, to be cooked thoroughly to ensure that all bacteria, viruses and germs are completely killed.

Food must reach the core temperature of 75 °C. To check the temperature of food throughout, use a clean thermometer or probe which will allow you to read the temperature of the food.

3. Eat Cooked Food Immediately

Cooked food, which is left out on the side at room temperature, has germs on it which can multiply at room temperature. Therefore, cooked food should not be left out on the side for more than 2 hours. If it is left out on the side for more than 2 hours, it must be thrown away.

4. Store Cooked Foods Carefully

If you are going to store cooked food, you must do so in cool conditions, such as in the refrigerator. Refrigerated foods should be kept between the temperature of 0°C and 5°C, therefore refrigerators should be set at 3°C or 4°C.

It is important not to store a huge portion of cooked food in one refrigerator, as large portions prevent the food from cooling to the core as quickly as it should. The food must be cooled to the core. If the food is not cooled to the core, the bacteria will be able to multiply and contaminate the food. Therefore, it is only safe to eat cooked foods if they have been stored correctly.

5. Reheat Cooked Foods Thoroughly

Reheating cooked food must be done thoroughly, to ensure the food is piping hot throughout to kill any bacteria which have managed to grow. Therefore, food must be heated and reach the core temperature of 75 °C.

6. Avoid Contact Between Raw Foods and Cooked Foods

Cooked food should not come into contact with raw food. For example, using a chopping board to cut raw meat and then using the same chopping board to prepare cooked food, will allow bacteria from raw meat to transfer to the cooked food, resulting in cross-contamination. This can be very dangerous.

It is important to wash hands prior to cooking, in-between cooking tasks and after cooking, to reduce the opportunity for bacteria from the hands to be transferred to the food. Hand sanitizer can be useful to wash hands, but it is not as effective as soap and hot water. Ensure you are washing your hands properly and thoroughly.

7. Keep All Kitchen Surfaces Clean

All surfaces, equipment, utensils and areas which food comes into contact with, must be thoroughly cleaned to ensure cross-contamination between foods cannot occur, and to ensure germs from the surrounding area cannot contaminate the food.

8. Protect Foods from Insects, Rodents, and other Animals

Ensure your workplace does not allow insects, rodents or animals to enter the premises. Food must be stored in areas where no insects or other animals can enter, such as closed containers.

9. Use Safe Water

Safe water is essential. Water is needed when preparing food, from washing fruit and vegetables to boiling foods.

Therefore, understanding the WHO's ten rules can help food businesses to conduct food practices safely and hygienically.