

KEELBY VILLAGE HALL



A Grade II listed historic building

King Street
Keelby
Grimsby
Lincolnshire
DN41 8EE

Keelby Village Hall Health and Safety Policy (including Fire Safety & Procedures)

Part 1: General Statement of Policy

This document is the Health and Safety Policy of Keelby Village Hall.
Our policy is to:

- Provide healthy and safe working conditions, equipment, and systems of work for our employee(s), volunteers, committee members and hirers.
- Keep the Village Hall and equipment in a safe condition for all users.
- Provide such training and information as is necessary to staff, volunteers and users.
- Conduct regular Health and Safety risk assessments and follow up all required action points.

It is the intention of Keelby 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.

Keelby 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.

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.

Signed: (On behalf of the Management Committee)

Name:

Position: Chairman

Date:

Part 2: Organisation of Health and Safety

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

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

**The Booking Secretary/Caretaker:
Telephone No: 01469 560492**

It is the duty of all employees, 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 other situation which might cause injury and cannot be rectified immediately they should inform the person above, or any member of the Management Committee, as soon as possible so that the problem can be dealt with. Current Management Committee members are listed on the main notice board in the Hall entrance. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The following persons have responsibility for specific items:

First Aid boxes:	Booking Secretary/Caretaker
Reporting of accidents:	The Chairman/Management Committee
Fire precautions and checks:	The Chairman/Management Committee
Training in use of hazardous	
Substances and equipment:	The Booking Secretary/Caretaker
Risk assessment and inspections:	The Chairman/Management Committee
Information to contractors:	The Booking Secretary/Caretaker
Information to hirers:	The Booking Secretary/Caretaker
Insurance:	The Treasurer/Secretary
Licences:	The Treasurer/ Secretary

Part 3: Arrangements and Procedures

3.1 Licence

Licence Code	Activity	Times for which the activity is licenced
	Keelby Village Hall currently does have a Premises License authorising the following regulated entertainment and licensable activities at the times indicated.	
a.	The performance of play (Indoors)	Every day 1000 - 0200
c.	Indoor sporting events	Every day 1000 - 0200
e.	The playing of live music (indoors)	Every day 1000 - 0200
f.	The performance recorded music (indoors)	Every day 1000 - 0200
g.	Performance of dance (indoors)	Every day 1000 - 0200
i.	Provision of facilities for making music (indoors)	Every day 1000 - 0200
j.	Provision of facilities for dance (indoors)	Every day 1000 - 0200
m.	The sale by retail of alcohol for consumption On and Off the premises	Every day 1000 - 0200

A copy of the current licence is posted on the main notice board.

3.2 Fire Precautions and Checks

See appendix 1: Fire Risk Assessment

See appendix 2: Instructions in case of Fire

Responsibility for the fire risk assessment:

The Chairman/Management Committee

Companies hired to maintain and service fire safety equipment and carry out electrical installation testing:

- **Electrical/Smoke alarms/fire alarm system/Electrical Installation Checks – Safelec Ltd
Tel No.**
- **Extinguishers - Nitro – Certificates posted**

Item	Test Interval	Note
Residual Current Device on stage	5 Yearly	1
Portable Appliance Testing	Annually	1
Stage Lighting	At least 2 yearly but depending upon usage	6
Electrical Installation in building	5 Yearly Due March 2024)	1
Fire Extinguishers	Annually	2
Fire Alarm System	Weekly call point checks	3
Emergency Lighting	Annually but neons checked weekly	4
Fire Exits	Visually checked weekly	3
Smoke Alarms	Monthly or as required.	5

Notes:

1. These will be carried out by an appropriate qualified electrician. The Certificates will be held in the Health and Safety File.
2. This will be carried out by a competent company eg Nitro.
3. Weekly checks will be carried out by the Caretaker or a Member of the Management Committee or delegated staff, with the dates and locations names being kept by the Caretaker and presented for audit.
4. Powered down annually and checked for operation.
5. Mains powered with battery back up.
6. Stage lighting checked at least 2 yearly by a competent electrician. This will primarily be dependent upon usage.

3.3 Procedure in case of accidents

- The location of the nearest hospital Accident and Emergency/Casualty dept is: Diana, Princess of Wales Hospital, Scartho Road, Grimsby, DN33 2BA. Tel. (01472) 874111
- The location and telephone no. for the nearest doctor's surgery is: The Health Centre, Pelham Crescent, Keelby, or Pilgrim Primary Care Centre Centre, Pelham Road, Immingham. Tel: 01469 572058
- A defibrillator unit is installed on the external wall adjacent to the main entrance door. **It can be accessed and operated to assist in an emergency as instructed by emergency services.**
- The First Aid Boxes are located in: The Main Kitchen and upstairs landing
- The accident book completed pages are kept in the Village Hall. This must be completed whenever an accident occurs.
- Any accident or "near miss" incident must be reported to the **Village Hall Management Committee**

The following major injuries or incidents must be reported on RIDDOR 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 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 that 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.

3.4 Safety Rules

All hirers will be expected to read the whole of the Standard Hiring Conditions and should sign the hiring form as evidence that they agree to the Standard hiring conditions.

The hiring conditions should inform all new hirers 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 describe the location of the accident book and health and safety file.

All the hiring documents carry the following wording:

“It is the intention of Keelby 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 and from them the following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are kept clear at all times 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, where testing is required (ie earthed equipment).
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided.
- Do not stack more than five 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.
- Take note of the Basic Food Guidance Notice in the kitchen.
- 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:
 - **The Booking Secretary/Caretaker**
- 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.

3.5 Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- Any contract or work required is clear and understood by both the contractors and the committee (this does not necessarily have to be in writing but instruction must be clearly conveyed to the contractor).
 - **The Booking Secretary/Caretaker will ensure that all Contractors are initially met on site.**
- 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 Village Hall Health and Safety Policy, and are aware of any hazards that might arise (e.g. electricity cables).
- 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 and provide a method statement on the works to be undertaken.
- 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 current national electrical regulations.

3.6 Control of Respiratory Infection. (Including COVID 19)

Guidance for the appropriate use of the Village Hall premises to reduce the risk of spread of respiratory diseases (Including COVID 19) is in place. This guidance is reviewed in line with government guidance as required.

3.7 Electrical Appliance Safety

The Village Hall shall carry out regular PAT testing on any equipment provided in the Hall (kettles etc.). **This shall be carried at least yearly depending upon usage etc.** Hirers shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Appropriate equipment must be PAT tested. Any damage caused to the Village Hall as the result of electrical appliances brought into the village hall shall be the responsibility of the hirer.

All trailing leads and extensions should be covered in a safety trunking, covered with a safety mat, or taped down.

3.8 Gas Safety

Servicing and safety checks will be carried out annually. These will be carried out by a suitably qualified Contractor. Certificates will be held on the premises.

Suitable company for gas safety work – Margarsons

3.9 Insurance

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

Current name of insurer: Ansvar Insurance
 Ansvar House
 Eastbourne
 BN21 3UR
 0845 60 20 999
Agent: Norris and Fisher
 34A Hildingbury Road
 Chandlers Ford
 Eastleigh SO53 5SS

Policy No: CP2249400 A copy of the current policy is posted on the main notice board.

4.0 Review of Health and Safety Policy

- The monthly meeting of the Management Committee will include a standard "Health and Safety" item. 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.
- The management committee will review this policy as required at any time.
- Annual risk assessment audits will be undertaken, and the overall generic risk assessment for the Village Hall will be amended as required.
- A 3 yearly review of health and safety policies will be carried out by an experienced and appropriately qualified person/organisation.

Appendix 1: Keelby Village Hall Fire Risk Assessment & Procedures

1.0 THE PREMISES

1.1: CONSTRUCTION DETAILS

The Building is a two-storey structure built of brick, with tiled roof.

There are no parking spaces on the premises; all vehicles will have to park on the road. There is a separate area attached to the main building used for the purpose of a nursery. The Village Hall has fully accessible toilet and welfare facilities. The main hall and main meeting room are fully accessible on the ground floor.

1.2: FLOOR AREAS (sq. metres)

Main hall: approx 88 m². Upstairs dancing room approx 45m².

2.0 THE OCCUPANTS

2.1: NUMBER

The maximum numbers of people allowed to use the Main Hall for the various types of functions are set out below:-

Closely seated	125
Music, Concerts, Dancing	120 Including Alcove Area

Some events will require lower numbers to be agreed depending, for example, on the layout of tables and any space required for a dance floor, or whether the stage apron is in use. **This must be agreed with hirers/event organisers.**

The overriding principle is that adequate spacing is left for gangways between tables or between seats to permit free access and movement at all times. Gangways must be at least 1m. wide and wheelchair access requirements must be fully considered for all events.

The maximum number of occupants that shall use the upstairs dancing room at any time shall be 50. This is especially important as there is only one means of escape (down the main staircase) and numbers must be limited to allow a timely exit. Hirers using this room must be aware at all times of any alarms raised and ensure a prompt exit in case of fire.

Snooker Room -	6
Downstairs Meeting Room -	25

3.0 OCCUPANTS AT SPECIAL RISK

3.1: DISABLED OCCUPANTS

People in wheel chairs or other mobility problems may attend functions in the Main Hall. Numbers are likely to be low and any seating can be moved to accommodate wheelchairs.

4.0 FIRE LOSS EXPERIENCE

No recent experience of Fire.

5.0 RELEVANT FIRE SAFETY LEGISLATION

5.1: The Regulatory Reform (Fire Safety) Order 2005 is applicable

5.2: The above legislation is enforced by the Lincolnshire Fire and Rescue Service

6.0 FIRE RISK ASSESSMENT

Annual fire risk assessment audits will be undertaken and the overall generic risk assessment for the Village Hall relating to fire risk will be updated/amended as required. Any required amendments required to policies and procedures will be implemented.

8.0 SMOKING

NO SMOKING is allowed anywhere inside the Village Hall or the Hall Porch area.

9.0 ARSON

Basic security against arson by outsiders reasonable.

10.0 PORTABLE HEATERS AND HEATING INSTALLATION

No unauthorised heating appliances shall be used on the premises without the prior consent of the Keelby Village Hall Management Committee.

PORTABLE LIQUEFIED PROPANE GAS (LPG) HEATING APPLIANCES SHALL NOT BE USED.

Hot water is provided within the premises.

11.0 FLAMMABLE SUBSTANCES

Any HIRER shall ensure that highly flammable substances are not brought into or used in any part of the premises and that No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters

12.0 COOKING

All hirers must ensure they are conversant with the operation of the kitchen equipment before using them. Only competent persons should use the kitchen equipment. Instruction must be provided by the Booking Secretary/Caretaker, and the hiring agreement signed to indicate that instruction has been received.

13.0 LIGHTNING PROTECTION

There is currently no lightning protection on the building.

14.0 HOUSEKEEPING

Instructions and advice shall be given to HIRERS or USER GROUPS regarding use, care and removal of combustible materials used in events.

All COSHH items (cleaning fluids etc.) shall be stored in locked cupboards. Data sheets for these are kept in the storage location and a copy held by the Caretaker/Booking Secretary

15.0 MEANS OF ESCAPE

HIRERS must not at any time place equipment, tables, chairs etc. in such a way that fire exits cannot be freely accessed at all times.

In advance of any form of event, entertainment or play the HIRER, for a private booking, or Village Hall Committee members for a Village Hall event, shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order
- That all escape routes are free of obstruction and can be safely used
- That there is no obvious fire hazards on the premises

The Village Hall licence also provides more information with regard to checks before, during and after events, where the public access the Hall.

16.0 FIRE SERVICE CONTACT:

Lincolnshire Fire and Rescue Service. Address: Lincolnshire Fire and Rescue Headquarters, Deepdale Lane, Nettleham, Lincoln. LN2 2LT. Telephone: 01522 555777

Appendix 2: Keelby Village Hall Instructions in case of a fire

FIRE NOTICE

THE HIRER IS DEEMED THE "RESPONSIBLE PERSON" AS IS DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.

Fire Notices are placed in each room giving advice on raising the alarm, evacuation, assembly points, use of fire extinguishers (if safe to do so) etc.

It is advisable to take a note of the name of everyone attending your event (see Roll Call).

1: In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible by the church wall on the opposite side of the road. A Roll Call should be taken if possible. A manual fire alarm Bell is located in the Main Hall. Shouting to raise the alarm is also appropriate, but should be done in a clear and controlled manner.

2: NO MATTER HOW SMALL THE FIRE !

CALL THE FIRE BRIGADE

Use a mobile phone if at all possible. Keelby Village has full Internet access.

Dial 999 and give this address:

Keelby Village Hall, King Street, Keelby, DN41 8EE

3: The Responsible Person should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.

4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing and their last known position

5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If in any doubt get out of the building

6: All incidents no matter how small have to be reported to the Booking Secretary/Caretaker.

Management Committee Contacts are posted on the main notice board.

Version Control

The Committee adopted this document on Tuesday, 13th June 2023, with the next formal review being due in May 2024.