

Coaley Village Hall Protocol Relating to the Organisation of Health and Safety

The Coaley Village Hall trustees have overall responsibility for health and safety at Coaley Village Hall. The persons delegated by the management committee to have day to day responsibility for the implementation of this policy are: The Coaley Village Hall Finance Committee under the Chairmanship of:

Mr. A. R. EVE
Field End, Coaley, GL11 5EL
01453 860 510

It is the duty of all contractors, sub-contractors, employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the finance committee in keeping the premises and grounds safe and healthy.

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 the Bookings Clerk on 01453890788, as soon as possible so that the problem can be addressed. Where equipment is damaged a notice should be placed on it warning that it is not to be used and, if moveable, it should be placed in the small table store room.

The following persons have responsibility for specific items:

First Aid box:-	Secretary
Reporting of accidents:-	Secretary
Fire precautions and checks:-	Chairman
Training in use of hazardous substances and equipment:-	not applicable
Risk assessment and inspections:-	Chairman and Secretary
Information to contractors:-	Chairman
Information to hirers:-	Booking Clerk
Insurance:-	Treasurer

A plan of the hall is attached showing the location of, emergency fire exits and first aid fire extinguishers. The first aid kit is located in the kitchen. The electrical circuit trips are located in the main power cabinet in the Gentleman's cloakroom with ancillary controls located in the kitchen, on the stage and in the Jubilee Room. Electrical circuit diagrams are also located in the main power cabinet. The stop cock for the cold water rising main is located in the Ladies cloakroom.

Arrangements and Procedures

Licence

The village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated, this information is also publically displayed on the main notice board and the Village Hall web site at www.coaleyvillagehall.org.uk

Activity	Coaley Village Hall is licensed for	Times for which the activity is licensed
PROVISION OF REGULATED ENTERTAINMENT		
a	Plays	Every day from 08:00 to 24:00 (Midnight)
b	Films	Every day from 08:00 to 24:00 (Midnight)
c	Indoor sporting events	Every day from 08:00 to 24:00 (Midnight)
d	Boxing or Wrestling	N/A - TENS REQUIRED
e	The performance of live music	Every day from 08:00 to 24:00 (Midnight)
f	The playing of recorded music	Every day from 08:00 to 24:00 (Midnight)
g	Performance of dance	Every day from 08:00 to 24:00 (Midnight)
h	Activities similar in nature to e, f & g (live or recorded music and dance)	Every day from 08:00 to 24:00 (Midnight)
PROVESION OF ENTERTAINMENT FACILITIES		
i	Facilities for making music	Every day from 08:00 to 24:00 (Midnight)
j	Facilities for dancing	Every day from 08:00 to 24:00 (Midnight)
k	Facilities for entertainment of a similar description to i or j (music and dancing)	Every day from 08:00 to 24:00 (Midnight)
l	Provision of late night refreshment	N/A - TENS REQUIRED
m	Sale by retail of Alcohol	Every day from 12:00 to 23:30

N.B. Under activity (m), consumption in the Village Hall grounds must cease at 23:00 and whenever it is expected that drinks will be taken out of the building into the Village Hall grounds all drinks, with the exception of tea and coffee shall be dispensed into acrylic / plastic type containers.

Procedure in case of accidents

The location of the nearest 24 Hour Hospital Accident and Emergency/Casualty dept is:

GLOUCESTER ROYAL HOSPITAL

**In the event of any medical emergency dial 999
This building is located at:-**

“The Street, Coaley, GL11 - 5EG”

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

The person responsible for keeping this up to date is: **The Secretary**

The accident book is kept with the First Aid Box in which a detailed entry must be completed whenever an accident occurs.

Any accident must be reported to the Secretary who is the member of the management committee responsible for investigating the root cause and making recommendations for prevention of recurrence.

The Secretary is also responsible for completing RIDDOR forms and reporting accidents to the Health and Safety Executive.

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 which 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

Safety Rules

All hirers will be expected to read the whole of the "Contract of Hire" and shall sign both copies as evidence that they agree to abide by the hire conditions. When the deposit is paid and the contract of hire signed in duplicate, the hirer shall retain one copy of the contract and the second copy shall be retained by the Booking Clerk. All new hirers will also be given information/training by the booking clerk about safety procedures at the Hall as posted in the main hall and jubilee room and listed on the reverse of the hire contract, which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment particularly chairs, use of equipment including water heaters, main hall and jubilee room heaters and piano heaters) and will be shown the location of the accident book and this Health and Safety protocol.

No hazardous substances of any description shall be brought into the Village Hall without the express permission of a management committee officer. A fire risk assessment has been completed and the latest amendment can be viewed in the electrical safety record manual stored in the main electrical distribution cabinet or at www.coaleyvillagehall.org.uk

The hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk are also included.

It is the intention of Coaley Village Hall trustees 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 of care on them to comply with the practices set out by the trustees, with all safety requirements set out in the Contract of Hire agreement and with safety notices on the premises. Further, to accept responsibility to do everything they can to prevent injury to themselves or others. To this end the trustees will issue guidance for best practice to be used by the hirer when organising an event and a form suitable for organisers to carry out their own risk assessment for their particular event. This documentation will be issued by the booking clerk with the signed contract.

The trustees have 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 including unlocking both sections of the front door**
- **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 chairs) - use the handling trolley provided
- **Do not** stack more than six chairs high and ensure legs rest squarely on the chair legs below in the stack.
- **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.
- **Do not** permit drinks to be served in glass containers when consumption, in the Hall grounds, outside the confines of the village hall building is expected
- **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 clerk
- **Report** every accident in the accident book and to the booking clerk

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop up spills immediately
- creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- hanging outdoor clothing over the back of chairs, (tripping hazard), store in cloakrooms
- tripping in poorly lit areas, always use adequate 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 up equipment e.g. in store cupboards.
- creating toppling hazards by piling up chairs more than six high

Food Preparation

The use of the kitchen facilities for food preparation is restricted to hirers who can demonstrate compliance with Environmental Health and Safety standards laid down by the Local Authority and have satisfied the Booking Clerk of their training and competence.

Contractors

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

- the contract is clear and understood by both the contractor and the committee
- the contractor is competent to carry out the work e.g. have appropriate qualifications, references, experience and tooling for the task in hand
- the contractor has adequate public liability insurance cover
- the contractor has seen this health and safety protocol and is aware of any hazards which might arise (e.g. electricity cables, soil drains or gas pipes)
- the contractor does not work alone on ladders at height (if necessary a volunteer should be present)
- the contractor has 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.

Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is as displayed on the main notice board:

**Ansvar Insurance Company Limited,
Ansvar House,
St. Leonards Road,
Eastbourne,
East Sussex
BN21 3UR**

Telephone no of insurer: **08456020999 or 01323737541**
Policy No. **CCP2209955**
Date of Renewal **July 31st**

Special conditions


The policy satisfies the requirements of the relevant law applicable in Great Britain.
The minimum amount of cover provided by the policy is no less than £5 million.

Review of Health and Safety Policy

The trustees will review this policy annually. The review is due in the first calendar month of each year and will be minuted.

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

Contact addresses of organisations that can give advice on health and safety:

The Health and Safety Executive,
4th Floor, The Pithay, All Saints Street
BRISTOL BS1 2ND
Fax: 01179 262998
[Bristol street map](#) 
www.hse.gov.uk

The Fire Authority
Gloucestershire Fire & Rescue Service
Fire Service HQ
Waterwells Drive, Quedgeley
Gloucester **GL2 2AX**
Telephone: 01452 753333
Email: fire@glosfire.gov.uk
www.southglos.gov.uk/

The local environmental health department
Stroud District Council
Ebley Mill, Stroud
Gloucestershire **GL5 4UB**
Telephone: 01453 754478
Email: environmental.health@stroud.gov.uk

South Gloucestershire Environmental Health
Telephone: 01454 868001
Email: environmental.protection@southglos.gov.uk

Signed:

Date: Chairman Coaley Village Hall Trustees