

General Statement of Policy

It is the policy of the GVHMC [GVHMC] to make every reasonable effort to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, employees if applicable, hirers, users and other visitors [such as cleaners, contractors and maintenance engineers];
- b) Keep the village hall and equipment in a safe condition for all users;
- c) Provide advice and information as is necessary for Management Committee members, employees if applicable, hirers, users and any other visitors.

It is the intention of the GVHMC to comply with all relevant 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.

GVHMC 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 GVHMC 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, the GVHMC will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the GVHMC, with all safety requirements set out in the Terms and Conditions of hire, and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Additional Note [as of September 2022]

Glangrwyney Village Hall has undergone a substantial refurbishment with an extension and internal remodelling. Much of the fabric of the building is therefore new and the heating and lighting systems are also new. It is important therefore that all users of the hall remain vigilant, as we start the use of the hall more regularly and feedback any issue that might arise with regard to the building or operational systems. We also would want to keep the building in good order for as long as possible, so there should be no activity that affects the hall adversely. There should be nothing stuck to the walls and ceilings and any decorations used should be free standing. Nothing should be pinned to any of the walls or woodwork and the hall should always be 'left as found'. If a user group finds the hall is not in good order on arrival this should be brought to the attention of the GVHMC as soon as is practical so that the matter can be taken up with those responsible.

Review

This Health and Safety Policy will be reviewed by the GVHMC annually at the first Management Committee Meeting following the Annual General Meeting.

This will ensure that any newly elected Committee members can become familiar with the contents of this policy.

Annex 1

Organisation of Health and Safety

The GVHMC has overall responsibility for health and safety at the Village Hall and takes day-to-day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the GVHMC in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the wellbeing of the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately they should inform the Chairman or the Booking Secretary, as soon as possible so that the problem can be dealt with.

Where equipment is damaged, or otherwise faulty, a notice should be placed on it warning that it is not to be used and the Chairman or the Booking Secretary informed as soon as possible.

Please note that:

- the **electricity fuse boxes** and switches are located in: 1 in the corridor above the door to the gents' toilets; and 2 in the CHaT Room above the entrance door to the main hall ;
- the **gas boiler** is situated in the in storeroom to the right off the foyer area;
- the **gas service pipe, meter** and shut off valve are situated in the outside cabinet at the north west corner of the building [visible from the back of the building] behind the locked, wooden, service cabinet door;
- the **electricity meter** and service entry leads are located to the south west of the building [visible from the front of the building] behind the locked, wooden, service cabinet door;
- **emergency exits** are: *from the main hall*, through the front doors and/or to the rear of the hall and are appropriately labelled; *from the meeting room*, through the French doors and/or through the corridors past the toilets to the main entrance doors; *from the CHaT Room*, through the French doors and/or back through to the main hall and via the exists listed above; *from the kitchen*, through the main hall and/or the ChaT Room via the exits listed above; *from the toilets and corridor areas at the front of the building*, through the front doors or back through the Main Hall or Meeting Room
- **fire extinguishers are located in:** 1 The Main Hall – both water and CO² appliances; 2 Outside the Meeting Room by the gent's toilets – both water and CO² appliances; 3 in the CHaT Room – both foam and water appliances; 4 in the Kitchen – both foam and fire blanket appliances;
- a **defibrillator** is located to the front of the building and can be accessed and used in the event of an emergency;
- a **public telephone** is located in the village by the bus stop towards Abergavenny.

A fire/smoke detector warning system has been installed throughout the building.

Alarms are tested weekly to ensure they are fully operational.

Annex 2

Licences

The hall is licensed for music, singing and dancing.

The sale of alcohol is permitted through a Temporary Event Notice and hirers are responsible for the legal implementation of such licences and all the health and safety precautions and operations connected with the use and sale of alcohol.

Hirers who consume alcohol on the premises as part of any 'private' function should also be aware of their responsibilities for the safety and well being of all users during the hire period. All glass or plastic containers should be safely delivered and removed from the premises so that other users are not put at risk.

Hirers should note that all rubbish is to be removed from the premises immediately after the function.

Performing Rights Society Music Certificate is in place.

Annex 3

Fire Precautions and Checks

The GVHMC has completed a Fire Risk Assessment in accordance with statutory regulations.

Users should familiarise themselves with the location of fire exits, fire extinguishers and fire alarm points.

The nearest telephone is located on the main road some 50 yards towards Abergavenny, near the bus stop.

Local Fire Brigade Contact: Crickhowell Fire Station, Beaufort Road, Crickhowell, Powys. NP8 1AE **Tel:** 0370 6060699

Company hired to maintain and service fire safety equipment:

Name: Blackwood Fire Limited, Units 14-15 Penmaen Industrial Estate, Pontllanfraith, Blackwood, Caerphilly NP12 2DQ Tel: 01495 220399

Weekly:

Toilets [all toilets to be flushed once];

All water containers, such as kettles and heaters checked as 'empty';

All areas that have water present checked for organic and/or sludge/slime build-up;

Fridge;

Torch;

Fire alarms.

Monthly:

First Aid Box;

Accident book;

Emergency lighting, fire doors;

Other kitchen appliances;

Half Yearly:

Window cleaning;

Outside gutters.

Yearly:

Fire extinguishers;

Electrical certificate;

Gas boiler.

In addition to these regular checks, users are asked to bring any known issue [defective light for example] to the attention of the GVHMC to rectify as soon as is practical.

Annex 4

Procedure in case of accidents and/or fire

Calls to 999 emergency services where appropriate, can be made from any mobile phone, or from the telephone box situated on the main road 50 yards towards Abergavenny.

In the event of fire, the Village Hall should be evacuated in an orderly manner using the appropriate fire exits.

The fire brigade can then be called by dialling 999.

If appropriate, and at no risk to the operator, there are a number of fire extinguishers located in prominent positions around the premises which could be used to tackle small fires and to reduce the impact of any fire related incident. Users should familiarise themselves beforehand to the location and operation of the fire fighting equipment available in the building.

It is the responsibility of the hirer to note the position of fire exits and to become familiar with opening fire doors in the event of an emergency.

Hirers must inform users of the procedure to exit the building in the event of any emergency.

Any misuse of fire fighting equipment, will result in the necessary cost, to replace and/or repair the damage, being the responsibility of the original hirer.

The location of the nearest hospital Accident and Emergency/Casualty department: Emergency Department, Nevill Hall Hospital, Abergavenny, Monmouthshire NP7 7EG. Tel: 01873 732 073

The location and telephone number for the nearest doctor's surgery is: War memorial Health Centre, Beaufort Street, Crickhowell, Powys. NP8 1AG Tel: 01873 810255

A defibrillator is attached to the front of the building.

A **First Aid Box** is located in the kitchen: ***on the windowsill labelled FIRST AID POINT***

Accident forms are kept by the Chairman and/or Secretary: ***Please note that only some of the information can be entered onto the form by the hirer, and the form must be completed in conjunction with the Chairman [the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations- nominated person] and retained in the Health and Safety file for future reference.***

Any accident [where further action or attendance at a hospital and/or doctor's surgery follows or not] **must** be reported to the GVHMC.

Safety Rules

All hirers will be expected to read the documents Terms and Conditions and Health and Safety Policy and by agreeing the booking are undertaking to ensure all the requirements in these documents are fulfilled.

Hirers should note that all rubbish is to be removed from the premises immediately after the function.

By accepting the booking, all users are agreeing to abide by all statutory, an/or local regulations and rules for public safety.

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 remain on for all public entertainment.

Contractors

The Management Committee 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 Committee;
- The contractors are competent to carry out the work (and have appropriate qualifications, references and/or 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 to a satisfactory / acceptable 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.

Insurance

The Management Committee ensures that Employer's Liability and Public Liability insurance cover is in place and reviewed annually.

Annex 5

Use of the Kitchen

1. Any hirer intending to provide catering beyond hot and cold drinks and light refreshments [from proprietary packaging] must ensure that there is a person responsible for food preparation that currently holds a food hygiene certificate.
2. The Cooker [when fitted] must be switched off when not in use.
3. Care must be exercised when preparing and using boiling water and when handling hot utensils and appliances.
4. The oven/hob [when fitted] should be supervised at all times when in use and care should be used when the power is turned off, as both the oven and hob can remain hot for a considerable period afterwards.
5. Users must remove all food and waste packaging from the hall and its surrounds at the end of the hire period.
6. All kitchen crockery and cutlery should be left in a clean and hygienic state.
7. If the kitchen is found to be in an unhygienic state at the start of the hire period, hirers should immediately report this to the Booking secretary or Chairman, who will take any necessary action before the hire period continues.
8. The Management Committee does not arrange cleaning between bookings so it is the responsibility of the hirers to ensure that the Hall is left clean and tidy, 'as found', in an appropriate condition for the next users.
9. Fridge: **The fridge will normally be kept off.** Users, of course, can use the fridge but will need to turn it on at the mains switch. After use however, users will be required to turn the fridge off, wipe the appliance clean inside, and then leave the door ajar. [By placing a tea towel over the top of the door, which is how you should find it, at the start of your session.]

ANNEX 6

Legionella and Legionnaires' Disease

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. The risk increases with age but some people are at higher risk including: people over 45 years of age; smokers and heavy drinkers; people suffering from chronic respiratory or kidney disease; diabetes, lung and heart disease; anyone with an impaired immune system. The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and spa pools. If conditions are favourable, the bacteria may grow, increasing the risks of Legionnaires' disease and it is therefore important to control the risks by introducing appropriate measures.

People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella if:

- the water temperature in all or some parts of the system may be between 20-45 °C, which is suitable for growth;
- it is possible for breathable water droplets to be created and dispersed e.g. aerosol created by a cooling tower, or water outlets;
- water is stored and/or re-circulated;
- there are deposits that can support bacterial growth providing a source of nutrients for the organism e.g. rust, sludge, scale, and organic matter.

Given these risks above, the GVHMC note that there are currently no high-risk water collection or water storage tanks within the Village Hall with water stored within the temperature range specified above that present a direct risk to users of the hall. However, to ensure that the risk is maintained at a low level the following procedures have been put in place:

1. During weekly cleaning and maintenance activities all cold-water cisterns attached to toilets will be flushed to ensure regular water circulation, and to minimise stagnant water build up.
2. Other regular checks on systems using water will try to ensure that there is no opportunity for organic deposits [such as sludge, scale or other organic matter] to build up near sinks and toilets or other areas where water might be present.
3. All other containers within the Hall, such as kettles and hot water boilers, must be emptied at the end of the hire period, so that no water is allowed to be stored at room temperature.
4. All users and hirers are directed to this Health and Safety Policy document so that if their activities require the use of water, then they can ensure that appropriate risk assessments are conducted.

Annex 7

Further General Points

1. All hirers and guests using the Hall are reminded that **it is illegal** to smoke in any way, within the building. 'The building', is defined as all internal areas and those external areas immediately outside all entrances and exits. [I.E. patio areas at the back of the building and to the east and west side and the whole of the front entrance area including ramps and covered areas.] Smokers should also dispose of smoking materials safely and should not leave these anywhere near the building some of which is now of a wooden construction. The hall hirer is responsible for making arrangements to accommodate smokers if necessary and to remove and dispose of their rubbish in the same way as specified [on page 3 and 6] for all rubbish.

No Smoking or Vaping is allowed therefore **within the building or within the areas outside the building near exits and entrances.**

2. Guests and users of the Hall are expected to vacate the premises within a reasonable time following the end of the function and in a quiet fashion. [Taking due regard to local residents.] Clean up time should be allowed for, within the hirer's overall booking period.
3. By arrangement, further 'clean up' time can be allocated, the following morning, within the overall booking period, but the Hall must be secured appropriately, and left in a safe condition overnight.
4. Central heating. This is controlled remotely and the main controls and individual radiators cannot be regulated by users. Temperature of individual areas in the building can be controlled by the thermostats which are located 1] in the meeting room 2] in the main hall and 3] in the CHaT Room.
5. **CAR PARKING.** The Village Hall car park is provided for the use of hirers only. The car park can accommodate a good number of cars and hirers and users should be directed to park their cars in an orderly fashion. Parking on the grass areas is permitted but users are reminded that these areas can become very wet during inclement weather. All parking is at the vehicle owner's own risk and no responsibility can be taken by the GVHMC for any accidents, or any loss or damage to vehicles left in the car park. **The area directly in front of the field gate on the right hand side as you enter the car park MUST BE KEPT CLEAR AT ALL TIMES DURING BOTH DAY AND NIGHT.**
6. The Village Hall is a registered charity [Charity Commission number: 523 659] and as such operates under Charity Commission rules and regulations. The Village Hall management Committee accounts can be found on the Charity Commission website. As a charity, all monetary donations are welcomed and can be made directly to any member of the Management Committee or left in the locked post box attached to the Hall, which is checked and emptied on a daily basis.

Annex 8

Glangrwyney Village Hall: Capacity and related factors.

The Hall's capacity [i.e. the maximum number of people that should be in the hall at any one time] will vary according to the type and nature of the function or activity. These guidelines have been established with reference to fire risk and emergency evacuation procedures. In establishing these guidelines, there are a number of factors to consider. Firstly the size of the Hall itself and a calculation of the 'useable' floor space as well as a consideration of how that space will be used. [For example, are people sitting at tables, standing, dancing etc.?] Secondly, and most importantly, there must be an assessment of the capacity of the fire exits and how many people can move through them to the safety. The building should be evacuated within a time frame of 2 to 3 minutes as a maximum.

The GVHMC has undertaken a risk assessment of the Hall, floor space and evacuation capacity of the four fire exits to the front, sides and rear of the building. To evacuate the building in the event of an emergency, within the time frame specified **there can be no more than 125 people in the building** at any one time. This is the maximum number allowed and should never be exceeded. It is the hirer's responsibility to ensure that the capacity of the Hall remains within these safe margins.

Further consideration however, must be given to the type of activity and also the number of tables and chairs in use, as this will also affect the overall capacity allowed. The capacity margins are listed below for characteristic types of use. It is a condition of hire that these numbers are not exceeded under any circumstances. If you are planning an activity in the hall that is outside the list below, and are not sure about maximum numbers allowed, then you will need to discuss your plans with the GVHMC before proceeding with the booking agreement. Further individual risk assessments might be necessary.

Types of Activity	Furniture Involved	Maximum Numbers Allowed		
		Main Hall	Meeting Room	CHaT Room
Standing, dancing.	None	125	N/A	N/A
Audience in 'cinema' rows for a presentation, or performance	Chairs in the main Hall plus use.	125 to include audience and all other performers and supervisors.	20	20
Combination of sitting and dancing [with bar or drinks]	Some tables and chairs with dance area	120		
Fitness session	None	30	10	N/A
Meeting / conference	Tables and chairs	75-125 depending on set up.	20	20
Wedding and/or banquet	Tables and chairs with catering	125		
Children's Party with catering	Tables and chairs	50	20	20