

GLANGRWYNEY Village Hall

Management Committee

Health and Safety Policy

General Statement of Policy

It is the policy of this Committee 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 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 Glangrwyney Village Hall Management Committee 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.

Glangrwyney Village Hall Management Committee 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 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, the Committee 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 Committee, 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.

Review

This Health and Safety Policy will be reviewed by the Village Hall Management Committee 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 Glangrwyney Village Hall Management Committee 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 Management Committee 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 box and main switch are located in the storeroom off the kitchen;
- the gas boiler and gas main tap are also located in the storeroom off the kitchen;
- emergency exits are through the front doors and to the rear of the hall and are labelled;
- fire extinguishers are located near the stage and to the rear of the hall;
- a defibrillator is located on 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 carbon monoxide detector and warning system has been installed in the room containing the gas boiler. [Through KITCHEN door and turn left.] This is tested at least once a month to ensure it is 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 Management Committee 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:

Door mats and stops;

Clocks, toilets [all toilets to be flushed once], water heaters;

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;

Stage, accident book, fridges and other kitchen appliances;

Outside lights, emergency lighting, fire doors, all lights;

Torch and fire alarm.

Monthly:

First Aid Box;

Carbon Monoxide detector;

Ladders and steps, locks and sockets.

Half Yearly:

Diffusers, window cleaning, outside gutters.

Yearly:

Fire extinguishers;

Electrical certificate;

Gas boiler;

Defibrillator.

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 Hall 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 Hall.

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 outside wall of the Hall, near the front doors to the left.

The **First Aid Box** is located in the kitchen: ***Near the hand washing sink.***

The accident forms are kept: ***On the clipboards to the left of the stage.***
These must be completed whenever an accident occurs and a form completed and returned to the Chairman.

Any accident [where further action or attendance at a hospital and/or doctor's surgery follows or not] **must** be reported to the Chairman of the Management Committee. The person responsible for completing RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations] forms and reporting accidents in accordance with the regulations is the Chairman.

Safety Rules

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

The hiring agreement states that all statutory, an/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 remain on for all public entertainment. A Risk Assessment is carried out monthly and any risks reported to the Management Committee.

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.

Review of Health and Safety Policy

The Management Committee will review this policy 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 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 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.

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.

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. However, to ensure that the risk is maintained at a low level the following procedures have been put in place. ***[Note: the shower facilities in the lower part of the Hall have been disconnected and are non-functional.]***

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 reminder that there is **No Smoking** allowed within the building or surrounding car park area. This must be strictly observed.
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 quite 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 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 controls are located in the storeroom to the left of the kitchen near the boiler. Please do not alter these unless there is an agreement with the Booking Secretary to do so. Please do not alter the controls of individual radiators.
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 Management Committee 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.
Cars in general, should be parked at right angles to the roadside wall or the Village Hall itself. Cars should not be parked parallel to the wall or building as this severely restricts the number of vehicles that can be parked in the car park. The Management Committee is in the process of organising marked guidelines for car parking, including a dedicated bay for disabled users, and when these are in place users should park within these guidelines and observe any additional guidance notices in place. TEMPORARY Parking during times when the Hall is not 'on hire' can only be made through prior arrangement with the Management Committee.
6. The Village Hall is a registered charity [Charity Commission number: 523659] and as such operates under Charity Commission rules and regulations. The Village Hall management Committee accounts can be found on the Charity Commission website:
<https://www.gov.uk/government/organisations/charity-commission>
and other documents and details on the Village Hall website:
<https://www.glangrwynevillagehall.co.uk>
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 Glangrwyney Village Hall Management Committee has undertaken a risk assessment of the Hall, floor space and evacuation capacity of the two fire exits to the front 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 120 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 Chairman of the Committee before proceeding with the booking agreement. Further individual risk assessments might be necessary.

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