

DIAL POST VILLAGE HALL ASSOCIATION



Registered Charity Number: 228655

**Dial Post Village Hall
Worthing Road
Dial Post
West Sussex
RH13 8NS**

**Margaret Childs
Treasurer
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Chairman
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www.dialpostvillagehall.co.uk

Dial Post Village Hall – Health & Safety Policy

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems for our employees, committee members, volunteers and hirers
- Keep the village hall and equipment in a safe condition for all users
- Provide such training and information as is necessary to achieve our aims to anyone who works in uses or visits the village hall.

It is the intention of the Dial Policy Village Hall Association 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

The Dial Post Village Hall Management Association Committee considers the promotion of the health and safety of its employees and those who use its premises, including contractors who work there to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a commitment to safety as on the operation and maintenance of equipment and safe systems of work. To this end the members will themselves engage in the establishment and observance of safe working practices and will seek to encourage employees, hirers, visitors and contractors to do the same.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with all safety requirements set out in the hiring agreement, the Operating Instructions and Emergency Procedures together with any instructions in the hall and to accept responsibility to do everything they can to prevent injury.

Signed (on behalf of the Management Committee)

Name *A Childs*

Position *Chairman D.P.V.H.A*

Date *28.1.2011*

ORGANISATION

Dial Post Village Hall Management Association. The Committee has overall responsibility for health and safety at Dial Post Village Hall. Health and safety is reported on and discussed at every meeting of the Management Committee.

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

IMPLEMENTATION

Premises Licence

The hall is licensed for the following activities: entertainment and/or performances including live music, recorded music, dance and films, and sport except boxing and wrestling. Operating hours are from 8:00am to 11:00. The premises are also licensed for the sale of alcohol between 11am and 11.30pm (9.30pm on Sundays). See Booking Request Form.

Main Risks

A risk assessment has been prepared which identifies risks that could cause harm to people using the hall, the actions we already take to mitigate these risks and the additional actions necessary. This review will be updated every year (last update 1/1/2011). Where appropriate hirers are informed of their responsibilities and required actions when they hire the hall (see below)

Appendix 1 details the regular inspections undertaken to ensure the hall equipment are safe for use.

Fire Safety

A fire risk assessment was first approved in Jan 2011, and is reviewed annually by the Management Committee copy of the summary is attached together with the action plan is attached (appendix 2). The maintenance officer is responsible for updating the risk assessment.

Inspections/tests are carried out by either a member of the management committee or the MO on all fire safety equipment on a regular basis (Appendix 1).

Hirers

Before they hire the hall all hirers are required to sign that they have read: the Operating Instructions (covering fire prevention, the safe use of electrical equipment, noise, and use of the car park (Appendix 3), instructions for the use of specific pieces of equipment in the hall (Appendix 4), and the Emergency Procedures (Appendix 5), which detail what to do in the event of a fire or accident. Copies of all these documents are also placed in the Foyer and will be updated each time the risk review is updated.

Contractors

The management committee will check with contractors before they start work that

- The contract is clear and understood by both parties
- The contractors are competent to carry out the work
- Contractors have adequate public liability insurance
- Contractors are aware of any hazards in the hall—e.g. electricity cables
- Contractors do not work alone on ladders at height
- Contractors have their own health and safety policy for their staff
- Contractor knows which member of the Management Committee is responsible for overseeing their work
- Any alterations to the electrical installations or equipment must conform to the current regulations of the IEE regs.

Accidents

There is a first aid box in the Foyer, (and a burns box in the Kitchen), which also contains the accident report book. Any accident must be reported to a member of the Village Hall Management Committee.

The accident book is inspected quarterly by the MO and annually by the committee.

The maintenance officer is responsible for completing RIDDOR forms and reporting accidents when required.

Insurance

Hall is insured by: Allied Westminster (Insurance Services) Ltd

Policy Number: VH 88/0047440/BS6800

Organisations providing advice

Horsham District Council 01403 215100

West Sussex Fire & Rescue Service Horsham 01403 213280

Health & Safety Executive 0845 345 0055

Policy Review

This health and safety policy will be reviewed annually with the next review due in January 2012

Appendix 1.

Fire Safety Risk Assessment

Fire Safety Risk Assessment - Dial Post Village Hall

Headings	Potential Fire Hazard Areas	Comments & Actions
1. Identify Fire Hazards	<p>Electrical Heating & Lighting</p> <p>Timber Framed Building</p> <p>Cooker</p>	<p>The Fire Alarm system, (which comprises of detectors in all areas), is checked weekly and all Emergency Lights are checked monthly.</p> <p>New Build 2009. Electrical Test was carried out Jan 2010.</p> <p>All external wood has been treated with fire retardant chemicals. Fire retardant insulation in all walls.</p> <p>Fire Blanket and First Aid Kit are located adjacent to cooker.</p>
2. Identify People at Risk	<p>Users are easy to evacuate through four wide exit doors to Assemble Point in car park.</p> <p>Disabled people can leave by though the two front doors and via the disabled ramp at the rear.</p> <p>Children are always to be accompanied by adults.</p>	<p>Inside exit routes are clearly identified.</p> <p>Outside-exits are lit with emergency lights.</p> <p>In the event of a power cut, the emergency lights come on for a minimum of 3 hours.</p> <p>Disabled toilet has an emergency pull cord and is also fitted with an emergency light.</p>
3. Evaluate & Deal with Risks	<p>Fire Equipment- There are NO Fire Extinguishers as we can not guarantee that there will be trained users on site.</p> <p>Fire blanket and first aid Kit in kitchen</p> <p>Smoke/Heat detectors located in all areas</p> <p>All exits are kept clear.</p>	<p>Weekly – fire equipment visually inspected and tested</p> <p>Monthly, emergency lights and exit doors inspected and tested.</p>
4. Record. Plan, Inform, etc	<p>Plan of equipment included on Village Hall booking form and on display on the Foyer wall.</p> <p>Users informed of exits and fire procedures at the beginning of events.</p>	
5. Review	Annually-before AGM	

Appendix 2

<u>Fire Risk Appraisal – Carried out 17-1-2011</u>	
1. Has a fire risk assessment been carried out?	Yes 17-1-2011
2. Has the maximum occupancy of the premises been determined?	200 people
3. Are all escape routes properly maintained and free from obstructions, goods or any materials that constitute a hazard to the route?	Yes
4. Are all steps, corridors and lobbies kept free from combustible storage and furniture etc. at all times?	Yes
5. Are all ramps and steps, comprising part of the means of escape maintained in a safe condition with even and non-slippery surfaces, with all floor coverings secured in position?	Yes
6. Are all exit doors, through which a person may have to pass, unlocked and free to open for persons leaving the premises?	Yes
7. Are arrangements in place so that persons with mobility difficulties are able to leave the premises safely in the event of fire?	Yes
8. Are all floors, walls and ceilings kept in a satisfactory state of repair?	Yes
9. Are all surface finishing's on walls, partitions and ceilings of such a standard to minimize fire spread?	Yes
10. Is the fire alarm and fire blanket readily available for use?	Yes
11. Is the fire alarm tested and maintained in efficient working order according to the appropriate standard?	Yes Weekly
12. Smoke detectors checked regularly	Yes
13. Is the escape lighting tested and maintained in efficient working order according to the appropriate standard?	Yes
14. Are all persons employed in the premises given instruction and training in the action to be taken in case of fire?	N/A
15. Are records of all electrical tests maintained?	Yes – In file in Tank Cupboard
16. Are all notices, signs and fire exit signs legible and unobstructed?	Yes
17. Is the electrical installation in a good state of repair?	Yes – Tested 1-1-2010
18. If special effects such as lasers, pyrotechnics, smoke machines, foam machines etc, are to be used, what additional fire safety measures have been provided?	Yes - Responsibility of hirer/performer
19. Are adequate gangway widths (1.06m) and seat way widths (305 mm) provided?	Yes - Responsibility of hirer

Appendix 3

OPERATING INSTRUCTIONS

EMERGENCY PROCEDURES

There are copies of the emergency procedures in the Foyer.
This includes a plan of the hall showing the location of fire exits.

FIRE PRECAUTIONS

NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS ARE ALLOWED IN THE HALL.

DECORATIONS MUST NOT BE PLACED NEAR OR TIED TO LIGHTS. NO ADDITIONAL HEATERS CAN BE BOUGHT INTO THE HALL.

You should point out the location of the fire exits to your guests/other users of the hall before any event begins.
You must ensure that fire exits are not blocked or obstructed at any time both inside and outside the hall.

ELECTRICAL EQUIPMENT

Any electrical equipment bought into the hall must be in good condition and used in a safe manner.

Do not attempt to use or repair damaged or faulty Village Hall equipment and report all faults to the Maintenance Officer.

Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

ELECTRIC COOKER Never leave the cooker unattended, and turn off when not in use.

NOISE

If possible, please keep windows and the entrance doors closed when music is being played. Extra ventilation can be obtained by opening the windows in the roof. Fire exits must be kept closed at all times.

Please keep noise levels down outside the hall e.g. in the car park particularly during and at the end of functions.

CAR PARK

DO NOT TAKE ALCOHOLIC DRINKS INTO THE CAR PARK

Any vehicles left overnight must be removed by 9am the following morning.
If the car park is full, guests should park so as not to inconvenience local residents.

GENERAL

Mop up spills on the floor as soon as possible with the mop provided in the Lobby.

Do not use the ladders

Please read and adhere to the instructions for operating equipment in the hall

Report any equipment failure or damage to the Maintenance Officer as soon as possible

WHEN YOU HAVE FINISHED

Stack all chairs neatly back in the Storeroom. Please stack no more than 10 at a time (to avoid unsafe stacks)

Fold up any tables used and stack them in the Storeroom.

Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the Lobby).

Ensure that the work surfaces, oven and fridges are left clean.

LEAVING

1. **Switch off all lights* including disabled toilet and ensure taps in the toilet areas are turned off and cooker and extractor in the kitchen are turned off.**
2. **Ensure all windows and rear emergency exit doors are securely shut.**
3. **Set Intruder Alarm Panel**
4. **Lock the door and return the keys to the safe box and clear entry code.**

*Please note that the down lights outside the main door will turn off automatically after 5mins

Appendix 4

INSTRUCTIONS FOR OPERATING EQUIPMENT IN THE HALL

FIRE ALARM

To stop the fire Bells (in the event of a false alarm). Press Silence Bells as instructed on the Fire Alarm Panel in the Foyer.

ELECTRIC COOKER

There are instructions for using the cooker on the wall—please read and adhere to them carefully. Do not force the cooker knobs.

DISHWASHER

If you are going to use Village Hall glasses or plates and cutlery we would prefer you to use the dishwasher. There is an instruction book in the cutlery draw.

HEATING IN ALL AREAS (except Storeroom)

The under floor heating is controlled via a thermostat in each area. The figure displayed is the current temperature in the area. Press the Up/Down Arrow to change the thermostat setting. To quickly reduce the temperature in the room it is best to open the windows for a short period providing that it is safe to do so.

VELUX WINDOWS

The remote control for the Velux windows in the Main Hall is in the top left cupboard in the kitchen, please ensure that this is replaced after use. Also note that the Velux windows will automatically close if it should rain. These windows also contain Blackout Blinds operated via the remote control.

ALARM IN DISABLED TOILET

Alarm will sound and light will flash if alarm cord is pulled. Pressing either the reset pad below the flashing light or on the control panel on the wall outside the disabled toilet will reset alarm.

LIGHTING

The lighting throughout the hall is from High Frequency, (energy efficient), fluorescent lighting fittings. The lighting in the Main Hall is on four circuits. One switch for the lights on **each** of the short walls, One switch for half the lighting fittings on the long walls, and a dimmer switch, (press and hold), to control the lighting level of the remainder of the lighting fittings. This system allows for complete control of the lighting level from full output to very dim, (as maybe required for a films show etc).

TOILETS

The light switch for each of the toilets is located on the wall outside the toilet. A ventilation fan in the toilets will come on automatically when you walk in and will turn off a few minutes after you leave. The flush for the urinals in the gents is automatic and the cistern will stop filling about 30 minutes after the last person leaves the room.

PA SYSTEM

Please contact Maintenance Officer to get access to PA system and for training.

LIGHTING & POWER CIRCUIT FAILURE

In the event of a failure in any or all of the lighting circuits the emergency lights for the relevant circuits will come on immediately. The Fuse Trips for Lighting & Power are located in the Electrical Cupboard.

EQUIPMENT BREAKDOWN

If any equipment stops working, please report to the Maintenance Officer as soon as possible.

MAINTENANCE OFFICERS – 01403 710670 or 01403 710388 or 01403 710908

Appendix 5

EMERGENCY PROCEDURES

If you discover a Fire (No matter how small)

1. Immediately raise the alarm by activating the fire alarm call point . The Fire Alarm Control Panel is situated in the Foyer.
2. Ask people to leave the hall using the exit(s) furthest away from the fire and to assemble in the car park assembly point.
3. Telephone the emergency services
4. Attack the fire if possible, only if you know how to use the appliances provided, but without taking personal risk.
5. Once you are sure everyone is safely out of the building shut all external doors.
6. Ensure clear access for the emergency vehicles.

On hearing the fire alarm or being told there is a fire

- Don't panic!
- DO NOT STOP TO COLLECT BELONGINGS.
- Immediately leave the building by the nearest exit (see plan overleaf), and encourage/help others to do the same
- Assemble in the car park
- Telephone the fire brigade

First Aid/Accidents

There is a first aid box in the Foyer and a burns box in the Kitchen.
Worthing is the nearest hospital with A & E facilities.

Reporting

If there is an accident or incident of any type please fill in the accident book that is in the first aid box. A member of the Village Hall Management Committee must also be informed as soon as possible. Depending on the seriousness of the accident a formal report form may be required.