

## **FRITTENDEN MEMORIAL HALL**

### **HEALTH & SAFETY POLICY**

#### **Part 1 – General Statement of Policy**

This document is the Health and Safety Policy of Frittenden Memorial Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to volunteers and users.

It is the intention of Frittenden Memorial 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.

Frittenden Memorial 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, it will seek to encourage committee members and users to engage in the establishment and observance of safe working practices.

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 .....Rosalind Riley.....

Position..... Chair.....

Date ..... 31 March 2023.....

## **Part 2 – Organisation of Health and Safety**

The Management Committee has overall responsibility for health and safety at Frittenden Memorial Hall.

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

Name .....Andrew Dack.....

Contact .....01580 852460.....

It is the duty of all volunteers, 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 the Bookings Secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

The committee takes responsibility for providing and maintaining:

- First aid box
- Reporting of accidents procedure
- Fire precautions and checks
- Training in use of hazardous substances and equipment where necessary
- Risk assessment and inspections
- Information to contractors
- Information to hirers
- Insurance

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock and boiler.

## **Part 3 – Arrangements and Procedures**

### **3.1 Licences**

The Memorial Hall holds licences for:

- The sale and consumption of alcohol
- The performing of live music
- The playing of recorded music
- The showing of films

### **3.2 Fire Precautions and Checks**

A Fire Risk Assessment drawn up by the Management Committee is at Appendix A. It includes a layout of the premises with the location of fire exits and extinguishers marked.

Checks on equipment are made as follows:

Emergency lighting	monthly
Emergency exits	monthly
Fire appliances	annually
Electrical equipment (PAT testing)	every two years
Electrical installation	every five years

The company used for testing fire appliances is

Extinguisher Doctor Ltd  
01634 241546

A copy of the annual service record is posted on the notice board.

### **3.3 Procedure in Case of Accidents**

For minor incidents a first aid box is located in the kitchen together with an accident record book.

For more serious incidents there is a defibrillator, with instructions on its use, on the outside wall next to the front door. Emergency services should be called directly if necessary.

All accidents, however minor, should be reported to the Health and Safety Officer named in Part 2, or any other member of the Management Committee. The Management Committee has the responsibility for making a RIDDOR notification if appropriate.

### **3.4 Contractors**

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

They are competent to carry out the work e.g. have appropriate qualifications, references, experience

They have adequate public liability insurance cover

They have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)

They do not work alone on ladders at height (if necessary a volunteer should be present)

They have their own health and safety policy for their staff

They know 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

### 3.5 Insurance

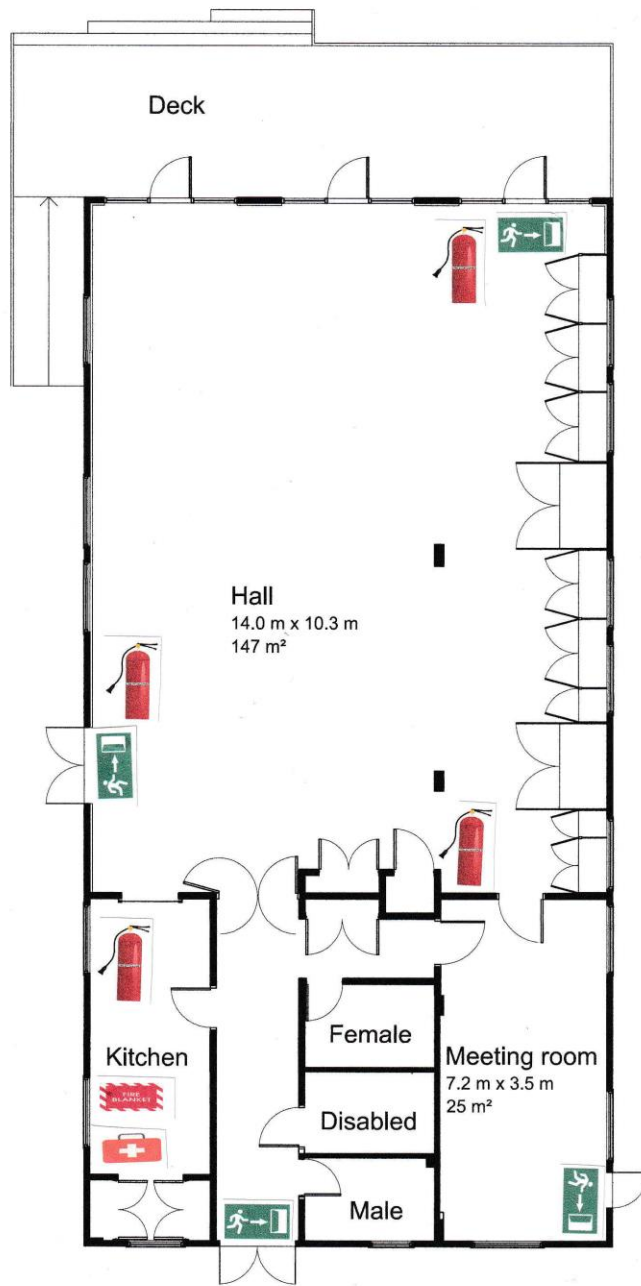
Frittenden Memorial Hall's public liability and employer's liability insurance cover is provided by:

Ansvar via Norris & Fisher  
023 8026 9009

A copy of the Employer's Liability Certificate is posted on the notice board.

### 3.6 Review

This policy is reviewed annually in September by the Management Committee.



Frittenden Memorial Hall



0 1 2 3 4 5 6 7 8 9 10m