

# FILLONGLEY VILLAGE HALL TRUST

Clerk to the Trustees: Mrs Heather Badham,  
Telephone 01676 549193 clerk@fillongleyparishcouncil.co.uk

## Fillongley Village Hall Health and Safety Policy

### Policy Statement.

Our policy is to:

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

It is the intention of Fillongley Village 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.

Fillongley Village Hall Management Committee considers the promotion of the health and safety for 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 all users to engage in the establishment and observance of safe working practices.

All users 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 or ill health to themselves or others.

The Health and Safety Policy is available on the Village Hall website:-  
[www.fillongleyvillagehall.co.uk](http://www.fillongleyvillagehall.co.uk)

**Signed:** (On behalf of the Management Committee) .....

**Name position:** Martin Peebles.

**Position:** Chairman

**Date:** .....

## **Health and Safety in the Village Hall.**

### **Smoking is not allowed in the Village Hall**

The Fillongley Village Hall Management Committee has overall responsibility for health and safety at Fillongley Village Hall.

It is the duty of all users 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 violation which might cause injury and cannot be rectified immediately they should inform 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. Where possible it should be removed to a safe place until it can be mended. Please record details of the fault/damage in the maintenance book (stored in the first aid cupboard in the kitchen).

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

### **License**

North Warwickshire District Council licenses the hall for the following activities: Public Entertainment, Performance of Plays and Premises License. A copy of the license is on the wall in the Village Hall.

### **Evacuation Procedure**

In case of fire or any other event that is likely to cause multiple casualties or panic, leave the hall by any of 6 exits. The exit from the main hall and the front door are suitable for wheelchair exit. Assemble at the fire assembly point located in the field beside the main car park. See also Fire Notice and Hall Plan.

**There is no landline in the Village Hall. Use a mobile to ring emergency services (999).**

### **Company hired to maintain and service fire safety equipment:-**

Warwickshire Fire Protection  
17, Sanders Road,  
Longford,

Coventry CV6 6DH

Tel: - 02476 364729

Location of service record: - in the Operations folder (stored in the cupboard over the kitchen hatch)

**List of equipment and its location.**

<b>Item</b>	<b>Test Interval</b>	<b>Service Date</b>
Residual Current Device	Monthly	November
Emergency Lighting	Monthly	November
Fire exits	Weekly	November
Fire fighting appliances	Annually	March
Electrical installation	3 years	July 2011
Gas Heating etc	Annually	November

The location of the nearest hospital Accident and Emergency/Casualty department is:

**George Elliott Hospital, College Street, Nuneaton. CV10 7DJ Tel:-02476 351351**

The location and telephone number for the nearest doctor's surgery is:

**Park Leys Medical Practice – opposite the Village Hall – Tel no:-02476 332636**

The First Aid box is stored in the cupboard over the kitchen hatch.

The person responsible for keeping this up to date is Mrs. Sue Roberts (Village Hall Management Committee).

The accident book/forms are kept with the first aid box (see above). This must be completed whenever an accident occurs.

Any Serious accident must be reported to the Chairman of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents is the Chairman/Secretary.

**The Committee will carry out all necessary Risk Assessments and safety checks.**

## **Safety Regulations (Hirer)**

The following practices must be followed in order to minimise risks:

- 1 Make sure all Emergency Doors are unlocked and clear of obstructions internally and externally as soon as the hall is to be used and throughout the hiring.
- 2 Ensure no vehicles, mobile homes or caravans are parked within 2 metres of the ramp, kitchen door (fire exit) or any other exits to allow safe access to and from the building.
- 3 In case of fire or any other event likely to cause multiple casualties or panic, leave the hall by any of 6 exits. The exit from the main hall and the front door are suitable for wheelchair exit. Assemble at the fire assembly point located in the field beside the Village Hall main car park. See also Fire Notice and Hall Plan.
- 4 Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- 5 Do not attempt to change light bulbs or tubes or modify or repair any electrical appliance or fitting.
- 6 Do not cover or place any item on or above the heaters.
- 7 Do not bring on to the property any portable electrical appliances that have not been Portable Appliance Tested. All appliances must be displaying a current 'Passed Test' sticker. **(Electricity at Work Act 1989)**
- 8 Do not leave portable electrical appliances operating unattended.
- 9 Portable gas heaters are not allowed anywhere in the hall.
- 10 Do not work on steps, ladders or at height until they are properly secured and another person is present.
- 11 Do not attempt to move heavy or bulky items. Two people are required to lift, move and stack tables. Do not stack chairs more than five high.
- 12 Do not attempt to carry or tip a water boiler when it contains hot water.
- 13 Do not allow children or pets into the kitchen.
- 14 Wear suitable protective clothing when handling cleaning or other toxic materials.



15 Report any evidence of damage or faults to equipment or the building's facilities to the Bookings Secretary and record it in the maintenance book (stored in the cupboard over the kitchen hatch). If the Bookings Secretary is not available please report it to any available member of the Committee.

16 Report every accident in the Accident Book (stored in the cupboard over the kitchen hatch). Report serious accidents,(requiring a medical practitioner), to the Chairman.

17 All hirers must ensure that the main hall capacities are not exceeded. Maximum number of persons allowed in the main hall are:

- |  |     |
|--|-----|
| a) Dancing (unseated)  | 100 |
| b) Close-seated audience, theatre style                            | 80  |
| c) Seated at tables  | 80  |
| d) Dance area & table seating (no more than a 3m x 4m dance floor) | 50  |

18 Fires, pyrotechnics or any naked flame (with the exception of tea lights) are not allowed on any part of the property or playing Field. ***Tea lights must be contained in a semi-enclosed container designed for that purpose.***

19 Tables or chairs must not be taken outside unless by prior written agreement.

20 The hire agreement must be signed and returned to acknowledge acceptance of the Village Hall Health and Safety policy.

## **Insurance**

Name of insurer: Allianz

Telephone No. of insurer: - 0845 600 1682

Date of renewal: - on 31st May annually

**Any subletting to be covered by hirers appropriate public liability insurance, minimum £5,000,000.**

The Management Committee will review this policy annually in November AGM.

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

## **Contractors**

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

- 1 The contract is clear and understood by both contractors and the committee.
- 2 All contractors employed by the Village Hall Management Committee operate a safe system of work and if requested will produce a method statement.
- 3 The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.
- 4 Contractors have adequate public liability insurance cover. This is the responsibility of the project Manager.
- 5 Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
- 6 Contractors have their own Health and Safety policy for their staff.
- 7 The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- 8 Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

## Fillongley Village Hall Procedures

### **FIRE**

- 1 Please make sure your guests are aware of the Fillongley Village Hall Floor Plan which shows the position of fire extinguishers.
- 2 In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest exits and assemble at fire assembly point located in the field beside the main car park. Only the door from the main hall to the field and the front door are suitable for wheelchair exit.
- 3 **CALL THE FIRE BRIGADE using your mobile phone. DIAL 999.** (The nearest public telephone is outside the Manor House Public House, Coventry Road, Fillongley in the centre of the village; turn left out of the Village Hall).

**GIVE THE VILLAGE HALL ADDRESS:-**  
***FILLONGLEY VILLAGE HALL, COVENTRY ROAD, FILLONGLEY,***  
***COVENTRY CV7 8EQ***

- 4 Attendants should ensure that once the Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
- 5 While waiting for the Fire Brigade, telephone one of the Committee:  
**Martin Peebles tel no: - 01676 542234**  
**Heather Badham .Clerk to the Trustees. tel no: - 01676 549193**  
Or any other member known to you.
- 6 On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
- 7 Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.



## Fillongley Village Hall Procedures

# ACCIDENT

- You will find the First Aid Box stored in the cupboard over the kitchen hatch.
- Enter the details of the accident in the Accident Book.
- For Serious Accidents contact the Chairman/Secretary (who may have to contact the Health and Safety Executive).

**Martin Peebles tel no: - 01676 542234**

**Heather Badham. Clerk to the Trustees. tel no: - 01676 549193**

Serious accidents include:

- 1 Any fracture, other than to the fingers, thumbs or toes.
- 2 Any amputation.
- 3 Dislocation of the shoulder, hip, knee or spine.
- 4 Loss of sight (temporary or permanent).
- 5 A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- 6 Any injury resulting from electric shock leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
- 7 Any other injury-
  - a) leading to hypothermia, heat-induced illness or to unconsciousness,
  - b) requiring resuscitation, or
  - c) requiring admittance to hospital for more than 24 hours.
- 8 Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- 9 Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin-
  - a) acute illness requiring medical treatment, or
  - b) loss of consciousness.
- 10 Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.
- 11 Any accident requiring a member of the public to receive hospital treatment or be attended to by an ambulance.



## **Fillongley Village Hall Procedures**

# **END OF SESSION CHECK LIST**

### **BEFORE YOU LEAVE**

- 1 Search for smouldering fires and clear waste paper.
- 2 Check that heaters and cookers are turned off.
- 3 Check that all electrical appliances are turned off and unplugged.
- 4 Turn out all lights not required for security purposes.
- 5 Close and lock all internal doors.
- 6 Secure all outside doors and windows.
- 7 All Hall equipment used must be returned to its proper storage space (plan attached)
- 8 Please leave the Hall as you would expect to find it.

**REMEMBER TO REPLACE THE FRONT DOOR KEY INTO THE KEY SAFE**