

## **HEALTH, SAFETY, HYGIENE and FIRE POLICY**

### **General Statement of Policy**

This document is the Health and Safety Policy of IBWVH

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), 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 staff, volunteers and users.

It is the intention IBWVH 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.

IBWVH Management Committee considers the promotion of the health and safety of its employees at work and 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, 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:

Name: Mr O Yeatman

Position: Hall Chairman

Date: 6/2/2024

## Organisation of Health and Safety

IBWVH Management Committee has overall responsibility for health and safety at Ibberton and Belchalwell Village Hall.

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

Name: Mrs A Newman

Telephone No: 01258 817269

Address: Woolland View, Ibberton, Blandford, Dorset DT11 0EJ

It is the duty of all employees, 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 and it should be placed in the storage building.

The persons above have responsibility for specific items:

First Aid box

Reporting of Accidents

Fire precautions and checks

Training in use of hazardous substances and equipment

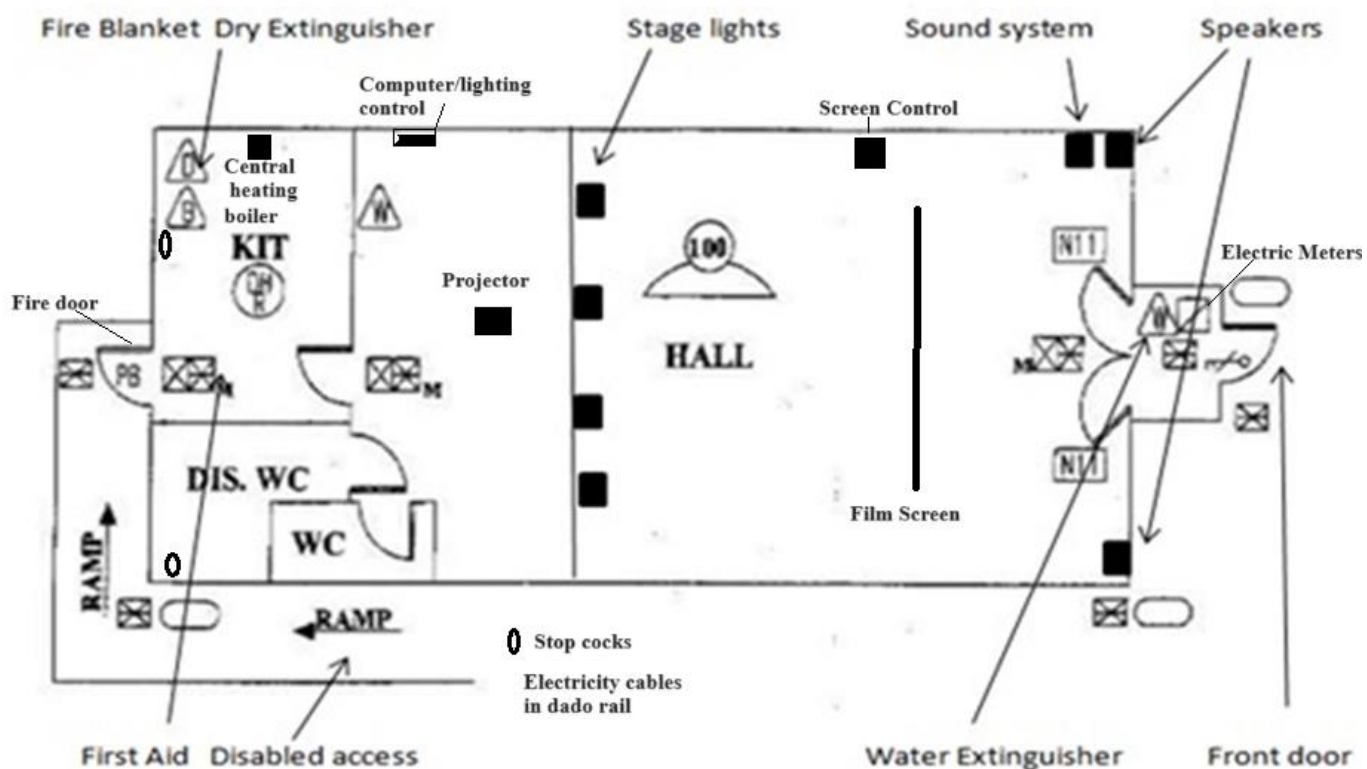
Risk Assessment and Inspections

Information to contractors

Information to hirers

Insurance

A plan of the hall is attached showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, 10ft access:



## Appendix 1

### Arrangements and Procedures

#### 3.1 Licence

The hall is licensed for the following activities by Dorset County Council:  
Licensing Act 2003 Premises Licence NDPL0552

#### Licensable Activities Authorised by The Licence

All allowed indoors/outdoors

a performance of a play

an exhibition of a film - indoors

an indoor sporting event

a performance of live music

any playing of recorded music

a performance of dance

entertainment of a similar description to that falling within a performance of live music,

any playing of recorded music or a performance of dance

the supply of alcohol

Date licence was last renewed: 23<sup>rd</sup> March 2023

### 3.2 Fire Precautions and Checks

Person with responsibility for testing equipment and keeping log book: Mrs Annette Newman

Local Fire Brigade Contact:

Dorset & Wiltshire Fire and Rescue Service, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury, SP1 3NR / 01722 691000.

Fire Certificate/Entertainment Licence issue date: n/a

Company hired to maintain and service fire safety equipment:

Name: John Skinner T/A Vale Fire Safety

Address: Unit 7, Richmar Trading Centre, Butts Pond Industrial Estate, Sturminster Newton, Dorset DT10 1AZ

Tel No.01258 471871

Location of service record: **First Cupboard-Hall Kitchen**

List of Equipment and its location:

Item	Test interval (weekly/monthly/annual)	Location	Service Date
Emergency Lighting	monthly	Inside - above the exit doors / disabled toilet Outside - corners of building	February, 2027
Fire exits-main hall	weekly	Either end of hall	February, 2027
Firefighting appliances	annually	Entrance Porch Kitchen	February, 2025
Electrical installation	1/3/5 years	Entrance Porch	February, 2027

### 3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is: Dorchester 0845 600 10 13

The location and telephone no. for the nearest doctor's surgery is:

The Blandford Group Practice,  
Child Okeford 01258 452501

The First Aid Box is located in: **First Kitchen Cupboard**

The person responsible for keeping this up to date is: **Mrs Newman**

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

**IBBERTON, BELCHALWELL & WOOLLAND VILLAGE HALL**

**Reg. Charity No. 1095817**  
[www.ibbertonvillagehall.co.uk](http://www.ibbertonvillagehall.co.uk)

**ACCIDENT FORM**

**GENERAL DETAILS OF INCIDENT**

**Date of incident:**

**Time of incident:**

**Exact location of incident:**

**Which organisation was in control of the premises at the time of the incident (who was the hirer?)**

**PERSON WHO HAD THE ACCIDENT**

**Full Name:**

**Age: Sex: M / F**

**Address:**

**(If applicable) Nature of injury (state left or right as appropriate)**

**Status of injured person (tick as appropriate)**

**volunteer on village hall business (includes members of village hall committee)**

**employee of another organisation**

**individual hirer**

**member of organisation hiring hall**

**self-employed person**

**contractor**

**member of general public attending management hall function**

**Other (please specify)**

**Description of how accident/incident occurred**

<b>What was injured person doing at time of the incident?</b>
<b>Was this something they were authorised to do? (If applicable) Yes No</b>
<b>Were they authorised to be where the incident occurred? (If applicable) Yes No</b>
<b>By whom was it reported?</b>
<b>Was this incident witnessed by someone else? Yes No</b>
<b>Details (if applicable)</b>
<b>Was first aid given on site? Yes No</b>
<b>Details (if applicable)</b>
<b>Was hospital treatment obtained? Yes No</b>
<b>Details (if applicable)</b>
<b>Anticipated absence from work: No time lost Less than 3 days 3 days or more</b>
<b>Any further details of accident:</b>
<b>Action required to prevent recurrence:</b>
<b>Signed by:</b>
<b>Date:</b>

Name:
Address:

Any accident must be reported to the member of the management committee responsible, who is: **Mrs Newman**

The person responsible for completing RIDDOR forms and reporting accidents is: **Mrs Newman**

The following major injuries or incidents must be reported on RIDDOR forms:

fracture, other than to fingers, thumbs or toes;

amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), any penetrating injury to the eye (including chemical, injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;

any other injury leading to hypothermia, heat -induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours

unconsciousness caused by asphyxia or exposure to harmful substance or biological agent acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include: electrical short circuit or overload causing fire or explosion collapse or partial collapse of a scaffold over 5m high unintended collapse of a building under construction or alteration, or of a wall or floor explosion or fire

### **3.4 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. All new hirers will also be given information/training by the Booking Secretary about safety procedures at the hall which they will be expected to follow (e.g., fire evacuation procedures, use of trolleys to move equipment, use of equipment.) and will be shown the location of the accident book and Health and Safety file.

## Appendix 2

### Risk Assessments for fire and hazards:

It is the intention of IBWVH 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.

Employees, 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.

The committee has carried out Risk Assessments. The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- **Do not leave electrical sockets switched on when not in use**
- **Do not store of combustible material near a source of ignition**
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) -use the trolleys provided
- Do not stack more than 10 chairs.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen except under close supervision (e.g., for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions) Avoid over-crowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to Mrs A Newman
- Report every accident in the accident book and to Mrs A Newman

Be aware and seek to avoid the following risks:

- ~ Creating slipping hazards on stairs, polished or wet floors -mop spills immediately
- ~ Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- ~ Use adequate lighting to avoid tripping in poorly lit areas
- ~ Risk to individuals while in sole occupancy of the building



- ~ Risks involved in handling kitchen equipment e.g., cooker, water heater and knives
- ~ Creating toppling hazards by piling equipment e.g., in store cupboards.

**Smoking is forbidden inside and outside the hall.**

### **3.5 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 e.g., have appropriate qualifications, references, 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 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.

### **3.6 Insurance**

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer Allied Westminster (Insurance Services) Ltd, Allied House, Holgate Lane, Boston Spa, LS23 6BN

Telephone no of insurer 01937 845245

Policy No. VH 88/0047440/BS64416

Date of Renewal 24/12/2025

AVIVA Certificate of Employers' Liability Insurance 24166446CHC 24/12/2019

### **3.7 Review of Health and Safety Policy**

The management committee will review this policy annually. The next review is due in February, 2025.

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 which could affect the health and safety of users or employees.

### **3.8 Address and telephone number of organisations that can give advice on health and safety:**

IBWVH Health, Safety and Hygiene Policy 2024

The Health and Safety Executive (See Appendix 7 -The HSE also have regional centres whose contact details can be obtained from their telephone line)

The Fire Authority: Dorset & Wiltshire Fire and Rescue Service, Five Rivers Health & Wellbeing Centre, Hulse Road, Salisbury, SP1 3NR / 01722 691000.

The local Environmental Health dept. - Dorset Council, First Floor Princes House Princes Street, Dorchester. DT1 1TP Phone: 01305 224 400

## **Food Hygiene Regulations 2006**

This is a wide-ranging set of regulations and affects everyone working in the food business however small. Regulation (EC) No 852/2004 on the hygiene of food stuffs and regulation (EC) 178/202 on general food law are the main pieces of legislation with which the Village Hall has to comply.

The regulations are to ensure that food sold is fit for human consumption and free from contamination or adulteration.

The regulations lay down a minimum legal standard that local Authority Environmental Health have a duty to enforce.

**Guidance of basic principles of food hygiene are available in the kitchen of the Village Hall.**

## **The Children's Act 1989**

The purpose of the Act is to promote and safeguard the welfare of children

Organisers of care provision for children that lasts more than 2 hrs. must register with the Local Authority Social Services Department and are subject to inspection by the Office for Standards in Education (Ofsted).

The Village Hall Committee welcome inspection as a useful means of identifying points that need attention to ensure that the premises is safe

## **Water Supply (Water Fitting) Regulations 1999**

All plumbing systems, water fittings and equipment supplied or to be supplied from the public water supply must conform to these regulations. The Village Hall Committee ensure that they do so.

# **Important issues associated with the Health, Hygiene and Safety in IBWVH**

## **Working Alone**

Volunteers, hires, contractors or tradesmen should not work alone on the property particularly if they are using ladders, chemicals or equipment that might pose a danger. When jobs are less risky checks should be made. A mobile phone and telephone number of someone who can administer first aid should be available.

## **Children in kitchens**

Supervised cookery by children is allowed or older children helping with serving at charitable functions. Small children are not be allowed in the kitchen when caterers or volunteers are busy serving hot food or drink. This is to avoid the risk of scalds, burns cuts and other injuries occurring.

## **The Accident Book**

An HSE Accident Book is located in the Kitchen Cupboard with FIRST AID sign. Its purpose is to record minor incidents and accidents. Under the Data Protection Act 2004 accident books should not enable people to read personal information of others. To ensure that this does not occur individual records are removed and held separately by the Secretary. The cause of accidents will be investigated so as to reduce the risk of re occurrence.

## **Hiring Procedure**

Every hirer of the premises must have a written hire agreement. This must make clear Health and Safety Policies that hirers are obliged to follow. A hard copy of the Halls Hire Agreement is located in the Documents Folder on the display table.

## **Role of the Booking Clerk**

The Booking Clerk plays an important role in implementing the health and safety policy and carries this out by:

- \* Ensuring all hires complete a booking form.
- \* Ensuring that they are aware of the Health and Safety Policy as well as the hiring agreement
- \* Ensuring that they are aware of the fire exits and the evacuation procedure
- \* The location of the First Aid Box and Accident form
- \* That any portable electrical equipment brought into the hall must be PAT tested.
- \* To report any damage or faults.

Reference ACRE 2006 Health and Safety Legislation in Village Halls

## Appendix 3

### ACCESSIBILITY CHECKLIST

Checkpoint	
<b>A. Approaching and entering</b>	
1. Can disabled people park near your premises?	Yes-beside ramp-area can be coned off when necessary.
2. Is the entrance easy to find from the street or car park?	Yes-beside Hall in car park
3. Is the entrance wide enough for all users?	Yes
4. Is the front door at street level?	Back door used-approached by ramp from car park
5. Is the door easy to open?	Back door is a fire door-opened from inside/front door has levered handle but doesn't have disabled ramp.
<b>B. Moving around</b>	
1. Is it easy to get around the premises?	All main facilities-kitchen, hall and toilets on 1 level-only front porch on different level
2. Is signage clear?	yes
3. Is the lighting as good as it could be?	yes
4. Are floors, walls, ceilings and doors easily distinguishable?	Yes-all wooden in main hall, kitchen & toilets white walls and blue non-slip floor
5. Is the alarm system and procedure effective?	Yes-smoke detector fitted in kitchen
<b>C. Using facilities</b>	
1. Do your staff know how to serve disabled customers effectively?	yes
2. Can all customers access goods and services?	yes
3. Is seating available if necessary?	yes
4. If public WC facilities are necessary, are they accessible to all?	Yes-1 disabled toilet
5. Are alternative facilities available if modifications cannot be made?	N/A

## APPENDIX 4

### RISK ASSESSMENTS IN VILLAGE HALLS - HAZARDS

Area	Hazards
Car park	<ol style="list-style-type: none"> <li>1. Tripping and falling-lighting adequate</li> <li>2. Tripping and falling-surface maintained</li> </ol>
Exterior -footpaths and steps	<ol style="list-style-type: none"> <li>1. Tripping and falling-lighting adequate</li> <li>2. Tripping and falling- surface/walls maintained</li> <li>3. Access to other hazards-main road-close gate during children's activities</li> </ol>
Entrance Area	<ul style="list-style-type: none"> <li>• Electric shock from main fuse/trip switch-housed within cupboard-checked 6 yearly.</li> <li>• Tripping and falling-step into hall has white edge/black board displaying Careful step! when exhibitions in hall</li> </ul>
Main Hall	<ol style="list-style-type: none"> <li>1. Moving heavy items-(eg chairs and tables)-only consenting adults move heavy furniture</li> <li>2. Electric shock from portable equipment-checked 6 yearly</li> <li>3. Too many people-limited to 100</li> <li>4. Electric sockets (accessed by children) - plug covers used if hirer groups children under 5 years-others warned</li> <li>5. Fire exits, blocked-checked clear at all events</li> <li>6. Fire equipment not working-checked yearly-January</li> </ol>
Kitchen	<ul style="list-style-type: none"> <li>• Hot surfaces (esp children) - no children in kitchen when cooker is being used unless cooking in group of 2 with adult</li> <li>• Sharp implements (esp children) sharp knives stored under sink in a locked cube, children are not allowed in kitchen when sharp knives being used</li> <li>• Cleaning materials stored under sink in a locked cube. (Key is on the window ledge near the water boiler)</li> <li>• Hot water boiler-(esp children/infirm users) -boiler plumbed in-positioned in corner of kitchen</li> </ul>

	<ul style="list-style-type: none"> <li>• Dangling leads-sockets in corner of kitchen-all equipment used on top of surfaces</li> <li>• Slipping on floor-non-slip flooring.</li> </ul>
Toilets	<ol style="list-style-type: none"> <li>1. Slipping on floor-non-slip flooring</li> <li>2. Cleaning materials-no cleaning materials in toilets-equipment stored in disabled toilet-non-dangerous</li> </ol>
Maintenance	<ol style="list-style-type: none"> <li>1. Falls from ladders - only contractors need to use ladders outside-inside ladders only used by consenting adults with a second adult in attendance</li> <li>2. Working alone-work in pairs</li> <li>3. Electric shock from appliances-all hall equipment checked 6 yearly</li> <li>4. Incorrect moving of heavy items (eg furniture) only moved by consenting adults</li> </ol>
Stores	<ol style="list-style-type: none"> <li>1. Stacked equipment-only 10 chairs to be stacked- -tables to be stacked tops to tops and backs to backs-wall labelled</li> <li>2. People moving heavy items-only consenting adults to move equipment.</li> </ol>
Stage	<ol style="list-style-type: none"> <li>1. Loose steps and units-assembled correctly following instructions</li> <li>2. Stage edges not clearly visible-masking tape used to mark edges</li> </ol>
Rear disabled entrance	<ol style="list-style-type: none"> <li>1. Condition of ramp-wheel chairs users to have access to clear ramp</li> <li>2. Entrance through kitchen - passage kept clear and no hot drinks and food being carried around when disabled people entering hall.</li> </ol>

## **Appendix 5 Cleaning Rota Details for Ibberton, Belchalwell & Woolland Village Hall.**

Thank you for offering to clean the village hall during one month in the year. When it is your month just decide when you are able to clean check with Derek Old or Annette Newman when the hall is in use that month (in case you turn up during a let!) and either see Kay Old (817349) or myself to collect the key. The cleaning materials are kept in the kitchen under the sink (Key to metal box under sink on window ledge beside boiler). If we are running low on any materials or you wish to comment on any observations, good or bad! Please tell Kay or me when you return the key or drop a message into my door, Annette Newman, Woolland View, email [newman638@btinternet.com](mailto:newman638@btinternet.com) or phone 01258 (817269). Let Annette know if you have a problem with your month and she will cover.

### General cleaning.

Please sweep up the flies from floors and windowsills everywhere!

Kitchen-clean sink, cooker hob (note use sealed hot plate restorer if necessary), fridge and surfaces, floor may need washing. Check that the water boiler has been drained and is switched off.

KEEP UP THE HATCH BOARDS it helps to keep flies and dust from the kitchen.

Toilets- clean toilets and wash basins. Put bleach in the toilets.

Hall- Check tables and wipe over if necessary. (When borrowed the tables sometimes come back sticky).

Entrance- mats need a good shake and brush.

Please take rubbish home.

<b>January</b>	<b>February</b>
Iris Patterson	Mary Leamon
<b>March</b>	<b>April</b>
Lydia Wurfbain	Lisa
<b>May</b>	<b>June</b>
Lucinda & Kitty Fraser	Jason Franklin
<b>July</b>	<b>August</b>
Val Weeks	Annette Newman
<b>September</b>	<b>October</b>
Belinda Simpson	Stacey
<b>November</b>	<b>December</b>
Nigel & Heather	Annette Newman

Thank you again, yours Annette Newman.

**Appendix 6 General Risk Assessment Information additional document**

## **Appendix 7 Control of Substances Hazardous to Health Regulations (COSHH) Ibberton, Belchalwell & Woolland Village Hall Risk Assessment.**

The law requires a business, which uses substances that might cause harm to health, to control the risk to its employees. Ibberton, Belchalwell & Woolland Village Hall has no employees and therefore there is no obligation to record a formal risk assessment but, it makes sense to write down what steps Ibberton, Belchalwell & Woolland Village Hall Management Committee (IBWVH) have taken to identify the risks and list any actions they have taken to control the risks to health.

The risk assessment will be reviewed annually to ensure that it is kept up to date and takes into account any changes in the village hall.

### **Identification of the hazards**

The only substances used in the village hall are cleaning products. These include

- Floor Cleaner
- Toilet Cleaner
- Washing Up Liquid
- Surface Cleaner
- Bleach
- Polish

Manufacturer or distributor data sheets have been obtained for each substance and providing the substances are used in accordance with the manufacturer's instruction, risks are minimal. All the substances are commonly used in domestic settings and will therefore be familiar to anyone using them in the village hall.

### **Who might be harmed and how?**

The regular user of all these substances is limited to the contract cleaner, which could be several times per week. Hall users might come into contact with some substances on an irregular once per week basis or less.

Substances could splash onto skin, into eyes or mouth. Liquids could be consumed orally.

Small splashes onto the skin can be washed off with water without harm being suffered.

Small splashes into the eye can be irrigated with water and small splashes into the mouth can be washed out with water. Small levels of exposure onto the skin, into the mouth or into eyes will have no lasting detrimental effect on the users if washed or irrigated immediately.

Wilful misuse could lead to much more serious harm resulting in hospitalisation

### **What are the risks and precautions taken?**

If used in accordance with the manufacturer's instruction, users will not be exposed to risk.

As the substances being used in the village hall are commonly found in domestic settings, their risk will be familiar to anyone using them. However, as all products are different and can have their own specific risks, an exclusive list of products to be used in the village hall has been agreed by IBWVH. These are

- Flash Floor Cleaner
- Duck Toilet Cleaner



- Fairy Liquid
- Dettol Surface Cleaner
- Tesco Bleach
- Mr Sheen Polish

### **Systems of work**

Washing up liquid are kept in the kitchen. As they could be used, albeit occasionally, by a variety of hall users they need to be accessible.

Other substances are kept in the locked cupboard under the sink. As all products are domestic in nature, purchased from the local supermarket, they remain in the manufacturers packaging with clear instructions on use and potential hazards. No chemicals or substances are purchased in bulk and transferred into small containers.

When all products are used and only packaging is disposed in the bin in accordance with local authority recycling requirements.

Substance COSHH Data Sheets are available on request. summary is posted on the H&S notice Board in the village hall.

### **COSHH Product Data Sheet Summary**

Only approved cleaning products should be used in this village hall. If used in accordance with the manufacturer's instructions, approved cleaning products will be safe and not hazardous to health. If cleaning products get onto the skin, they affected area should be washed with soap and water as soon as possible.

If cleaning products are splashed into the eyes, they should be irrigated with water as soon as possible.

If cleaning products are ingested, they should be diluted by drinking copious volumes of water as soon as possible.

Any one concerned about any misuse of a cleaning product or suffering symptoms after a misuse, they should seek urgent medical attention

## **COSHH - Control of Substances Hazardous to Health Chemical Safety Statement Policy**

When working with chemicals it is important to consider if the chemical is harmful. Obtain the safety data sheet from the supplier of each harmful chemical, display the data sheet and decide if any precautions need to be taken when using it, for instance does the supplier recommend users wear gloves, goggles. Consideration should be given to substituting the harmful chemical for a less harmful one or restricting its use.

Safety data sheets are helpful in considering what precautions are needed and are also an essential piece of information if medical treatment is required, if a chemical splashes in someone's eye, is swallowed or contacts the skin. Chemicals must be stored securely and must not be accessible to people who don't know how to use them, and particularly to children.

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) sets out basic measures for employers and employees to take to control exposure to hazardous substances and to prevent ill health.



## **FIRE EMERGENCY POLICY AND PROCEDURE**

### **It is our policy to:**

- Provide adequate control of the fire safety risks arising from our activities;
- Consult with our users on matters affecting their health and safety
- Provide information, instruction and supervision for Hall users;
- Review and revise this policy as necessary at regular intervals.

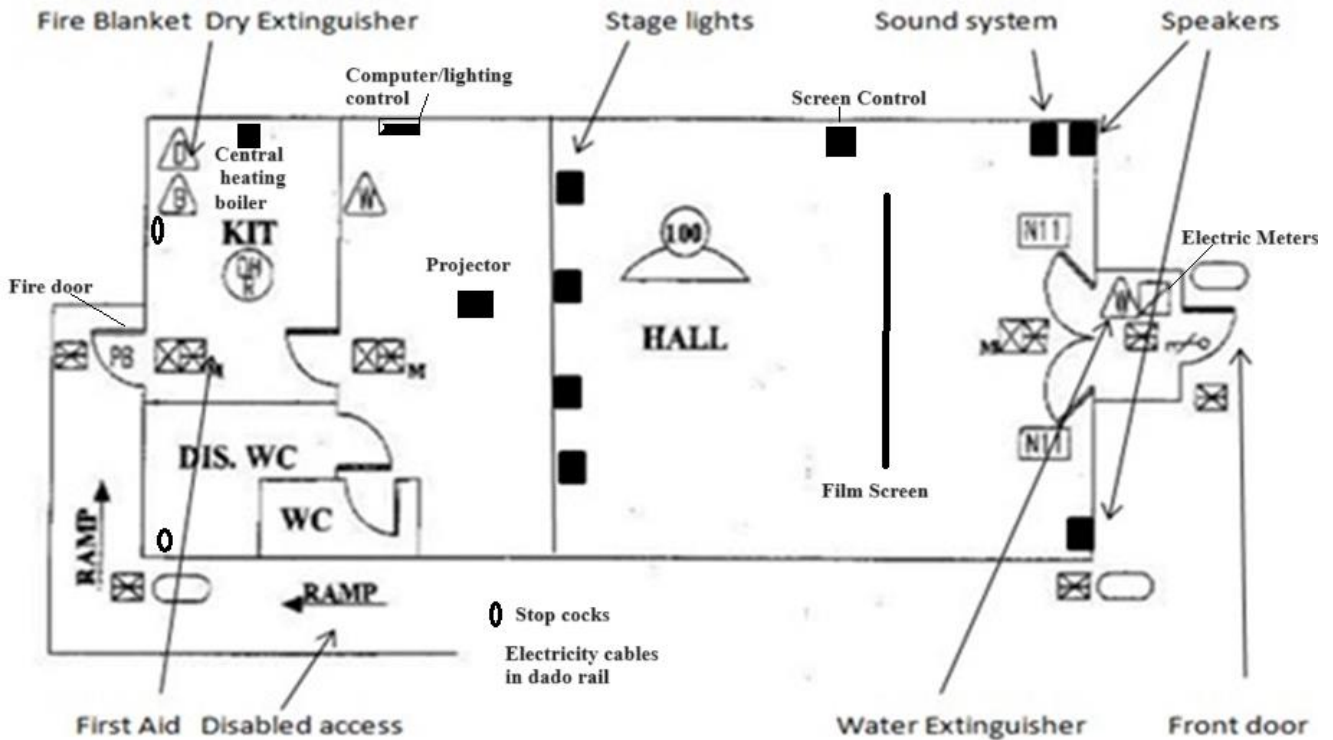
Overall and final responsibility for fire safety within the building is that of Mrs A Newman

### **All Users are required to:**

- Co-operate with the management on fire safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Follow any system of work implemented to protect their health and safety and generally take care of their own health and safety; and
- Report all fire safety concerns to **Mrs A Newman**

To reduce the risks of fire occurring and ensure a safe and effective response to any incident that should break out all Users should be familiar with the following:

- The location of all exit routes from the building.
- The requirement to ensure that all routes remain unobstructed at all times.
- The arrangements for ensuring that full evacuation of the premises has taken place.
- The location and method of use of firefighting equipment
- The action to be taken on discovering a fire (These are detailed below)
- The need to report any defects or concern with regard to fire safety to **Mrs A Newman**
- The no smoking policy within the building.
- All items of portable electrical equipment introduced into the establishment must be tested by a competent person to ensure compliance with current regulations.
- Any defective electrical items must be brought to the attention of the designated member of the management team and taken out of service until an authorised repair has been made.



## Evacuation Policy

### Action on discovering a fire

- In a loud clear voice shout FIRE, FIRE, FIRE to attract the attention of nearby persons.
- Tackle the fire only if you feel confident to do so.
- The senior member of staff/person in charge present is responsible for ensuring the Fire Brigade has been called using the 999 system.
- Encourage evacuation of the building via the nearest available route.
- Do not put yourself at risk.
- If smoke is seen seeping from around any door, or the door feels hot to the touch, do not open the door as this could endanger yourself and cause the fire to spread.
- Action on hearing the shout of fire
- **KEEP CALM - DO NOT RUN**
- Stop what you are doing.
- Leave the building by the nearest available route

### NOMINATED PERSON IN CHARGE ACTION GUIDE

1. Call the emergency services using the 999 system.  
If possible, give details of the size and nature of the incident and the current situation.
2. Meet the Fire Brigade and direct them to the affected area.

## Appendix A

### Periodic fire safety checklist

This is not intended to take the place of a fire risk assessment, but should be used as a means of ensuring that safety standards, established after the fire risk assessment, are being maintained. It might be appropriate to run over the list at the time of committee meetings, provided they are held at least once a quarter.

- Has the structural fire resistance been impaired by alterations and repairs?
- Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
- Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?
- Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties?
- Are curtains clear of the ground?
- Are the self-closing mechanisms of fire doors operating and closing the doors properly?
- Are emergency exit push-bar devices functioning correctly?
- Are fire exits and escape routes clearly marked and illuminated?
- Are the lighting, and emergency lighting, systems adequate and functioning correctly?
- Is an approved seating plan on display?
- Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating?
- Are the gangway limits being adhered to?
- Are floor coverings and stair nosing's in good condition?

## **Fire Safety in village halls**

- Has the electrical equipment and supply been professionally checked?
- Has the fire fighting equipment been serviced?
- Has the detection system and battery been checked?
- Are the smoking rules being adhered to?
- Is stage scenery being checked for flammability?
- Are the areas open to the public, free of combustible stores?
- Is rubbish being kept safely and removed frequently?
- Are the security measures functioning?
- Do all committee members know how to use the fire fighting equipment?
- Are there any hazards anticipated or overlooked?

## **Appendix B**

### **Checklist for hirers**

#### **Before admission of the public**

1. All exit doors are unlocked, any fastenings removed, and the push-bar mechanism tested and in good working order.
2. Any door on an escape route not opening in the direction of travel and any sliding door, are locked in the open position.
3. Escape routes are free from obstruction and available for use.
4. Any fire doors are closed and not wedged or propped open.
5. Fire fighting equipment is in place and unobstructed
6. Any freestanding stoves or heaters are fixed in position.
7. There is no combustible storage in areas open to the public.
8. Manual fire alarm is operable.
10. Exit signs are illuminated.
11. There is no obvious fire hazard in, or near, the building

#### **End of function**

12. Search for smoldering fires or cigarettes left burning outside.
13. Check that heaters and cookers are turned off.
14. Check that all electrical appliances are turned off and unplugged.
15. Turn out all lights.
16. Close all internal doors.
17. Secure all outside doors and windows.