

## Health and Safety Policy

### Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Chichester Hall, Witley.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, employees, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, employees, hirers, users and other visitors.

It is the intention of Chichester 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.

Chichester 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 employees, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Employees, 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.

Signed (on behalf of the Management Committee):

Name: Ian Johnson

A handwritten signature in black ink, appearing to read 'Ian Johnson', with a long horizontal flourish extending to the right.

Position: Chairperson

Date: May 2015

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

The Chichester Hall Management Committee has overall responsibility for health and safety at Chichester Hall and takes day-to-day responsibility for the implementation of this policy.

The person delegated by the Management Committee to have day-to-day responsibility for the implementation of this policy (and who is also the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005) is the Chairperson.

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. Safety rules are included in the terms and conditions of hire.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 Chairperson, 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 Chairperson informed as soon as possible.

The Hall is cleaned once every week and typically door mats and stops, toilets and kitchen facilities will be checked for correct operation.

A key plan of the hall is attached showing the location of electricity switch room, gas boiler and gas main tap, emergency exits and fire doors, and fire extinguishers.

## **Part 3: Arrangements and Procedures**

### **3.1 Licence**

The Hall has a premises licence from Waverly Borough Council for the following activities:

- Performance of plays
- Indoor sporting events
- Performance of live music
- Playing of recorded music
- Performance of dance

Date licence was last renewed: January 2006

The sale of alcohol is permitted through a Temporary Event Notice.

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

The Management Committee has completed a Fire Safety Risk Assessment (attached) in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Local Fire Brigade Contact: Godalming Fire Station, Bridge Road, Godalming, GU7 3DU. Tel No. 01737 242444

### **3.3 Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty dept is Royal Surrey County Hospital, Egerton Road, Guildford GU2 7XX Tel: 01483 571122.

The location and telephone number for the nearest doctor's surgery is Witley Surgery, Wheeler Lane, Godalming GU8 5QR Tel: 01428 682218.

The First Aid Box is located in the kitchen.

The accident book is kept in the kitchen. This must be completed whenever an accident occurs.

Any accident must be reported to the Chairperson, who will complete RIDDOR forms and report accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Any occurrences of fire are to be reported to the licensing authority, Waverley Borough Council.

### **3.4 Safety Rules**

All hirers will be expected to read the whole of the terms and conditions of hire and are required to sign the license as evidence that they agree to said terms and conditions. The terms and conditions of hire state that all statutory or local regulations and rules for public safety must be strictly observed by hirers.

A risk assessment is carried out periodically (latest version attached) and any risks are highlighted to users.

### **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 are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- 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 gas or electrical installations or equipment must conform to the current regulations.

### **3.6 Insurance**

Company providing the hall's Employer's Liability and Public Liability insurance cover:

Ecclesiastical Insurance.

Date of renewal: 1 May 2016

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

The Management Committee will review this policy annually. The next review is due in May 2016.

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

Health and Safety Executive, The Council Offices, Station Road East, Oxted, Surrey RH8 0BT Tel: 01883732400.

Surrey Fire & Rescue Service, Croydon Road, Reigate, Surrey, RH2 0EJ Tel: 03456 009 009.

Waverley Borough Council Environmental Health Service Waverley Borough Council, The Burys, Godalming, Surrey GU7 1HR Tel: 01483 523333