

# SANDHURST VILLAGE HALL

## HEALTH AND SAFETY POLICY

The Sandhurst Village Hall Management Committee (The Committee) is ultimately responsible for the Health and Safety Policy. The Policy will be reviewed annually.

The delegated member is responsible to The Committee for implementing the Health and Safety Policy on The Premises.

The terms defined below apply throughout this document:

<b>Village Hall</b>	Sandhurst Village Hall
<b>The Premises</b>	Sandhurst Village Hall and the surrounding land within the boundary fence
<b>The Committee</b>	Sandhurst Village Hall Management Committee
<b>The Hirer</b>	The person hiring the hall and with whom the Hire Agreement is made
<b>User</b>	Anyone attending a function at the Hall or who is working on The Premises
<b>Authorised Representative</b>	The person authorised by The Hirer to be in charge of the event/proceedings during the period of hire
<b>Volunteers</b>	The people who assist the Committee on the occasion with running an event organised by the committee
<b>The Premises Supervisor</b>	Sandhurst Village Hall's Premises Supervisor

### COMMITTEE RESPONSIBILITIES

The Committee recognises its duty to staff, users of the hall, volunteers, and others who may be affected by its activities, and aims to protect them from risks to their health and safety as far as reasonably practicable whilst they are on The Premises.

This will be achieved by ensuring that:

1. all Users receive instructions on the procedures to follow for locking The Premises, and ensuring all appliances are switched off;
2. all Users receive instructions on in the use of heating and the water boiler;
3. the fabric of the Village Hall is maintained in a good condition;
4. regular maintenance and safety checks are carried out on electrical equipment, the fire safety appliances, heating systems, portable appliances kept in The Hall;
5. cleaning products used by the cleaner are stored and locked away safely;
6. appropriate Employer's and Public Liability insurance cover is in place for events organised by The Committee.

### USERS, VOLUNTEERS AND STAFF RESPONSIBILITIES

Every User in the building has a responsibility to take reasonable care for the health and safety of himself/herself and any other person who may be affected by his/her acts or omissions on The Premises. Users in the Village Hall and on The Premises should co-operate with the Committee in efforts to comply with statutory requirements in the field of Health and Safety.

In particular, all Users should:

1. use any equipment provided according to the instructions;
2. report and record all incidents on The Premises that have , or may have, lead to an injury or damage;
3. ensure agreed measurers are introduced to reduce or manage identified health and safety risks;
4. ensure appropriate Employer's and Public Liability insurance cover is in place for events organised by them.

# SANDHURST VILLAGE HALL

## FIRE SAFETY

**The Committee** A delegated member of The Committee is responsible for ensuring the installation and maintenance of fire extinguishers, for ensuring the maintenance of the fire alarm and for ensuring the clear marking of escape routes. The fire extinguishers and fire alarm are checked once a year. A record of the checks and any work required is logged in the schedule held by The Committee. The Committee have produced a Fire Risk Register that is reviewed annually.

**The Hirer** The Hirer, or Authorised Representative, should ensure that a record of who is in the building at any given time is known and recorded. At the very least the number of people in the building should be recorded so in the event of an evacuation it is possible to determine that all people have left the building.

**Users** All Users should be made familiar with the fire exits.

## Action in the Event of a Fire

In the event of a fire:

- Shout fire
- Activate the fire alarm by using the nearest breakglass point
- Evacuate the building and assemble everyone on the cricket field
- Call the Fire Brigade.  
**DO NOT** tackle the fire.

**The Hirer** The Hirer, or Authorised Representative, should ensure that all rooms in the hall are unoccupied. They should meet the Fire Brigade when they arrive.

The Fire Brigade must be called out to all outbreaks of fire, however slight. Details of any outbreaks must be given to The Premises Supervisor.

## Calling the Fire Brigade

Call 999 from the plug in phone located in the bar – plug into router socket in corner of hall (the mobile signal in, and around, the Village Hall is poor) and ask for 'Fire'. Give the location as Sandhurst Village Hall, Sandhurst Lane, Sandhurst, Gloucester, GL2 9NP.

## Fire Alarm

**The Hirer** If the fire alarm sounds, assume it is a fire and act as indicated above.

The Fire Alarm control panel is located in the lobby. In the event of having to silence the alarm, enter the four digit code (3112), followed by the silence key (1) and then the reset key (2). The code and instructions are written on the front of the control panel.

## Smoke Detectors

Smoke detectors are located:

- in the main hall (6)
- in the lobby (1)
- in the disabled toilet (1)
- in the bar (1)
- in the kitchen (1)

These automatically sound the fire alarm if they detect smoke. If this happens, assume it is a fire and act as indicated above.

These detectors must not be disabled.

# SANDHURST VILLAGE HALL

## Fire Exits

The official fire exits are the main external doors in the lobby and the external door from the bar area. No tables or chairs are allowed on the concrete areas outside these doors and smokers should not be allowed congregate in these areas.

There is a third fire exit on the wall opposite to the entrance but the route to safety from that door is directly alongside the hall.

The external kitchen door is not an official fire exit but should it need to be used, the key is always kept in the lock for immediate use.

**The Committee** A delegated member of The Committee is responsible for ensuring the exit doors remain fully operational.

**The Hirer** The Hirer, or Authorised Representative, should ensure that all fire exits, and access to them, are kept clear and free from obstruction, and are immediately available for instant free public exit, during the period of hire.

## Evacuation Procedure

The Village Hall's evacuation procedure is displayed at each fire point in the hall and in the Hirer's Safety Information on the website [www.sandhurstvillagehall.co.uk](http://www.sandhurstvillagehall.co.uk).

The assembly point is the cricket field. Leave the Hall's access ramp, the cricket club car park and the road clear for access by the emergency vehicles.

## Fire Fighting Equipment

Fire extinguishers are located:

- in the lobby by the entrance doors (water)
- in the kitchen opposite the entrance door (powder)
- in the main hall by each doors to the lobby (water) and the door to the bar (carbon dioxide).

Fire blankets are located:

- in the kitchen.

These should only be used by fully trained and qualified fire wardens. It is not expected that Users should ever use them.

## GENERAL ARRANGEMENTS

There is a no smoking policy for all rooms on the Premises. Smokers should not be allowed to congregate in the areas immediately outside the fire exits.

**The Hirer** On leaving the Village Hall, The Hirer, or their Authorised Representative, shall ensure that:

- all windows are closed (but NOT locked);
- the heating is switched off;
- the wall mounted water boiler is empty and switched off;
- the hot water is switched off, both in the kitchen and the bar;
- the front doors are bolted and locked.

## Accidents

Basic First Aid boxes are located in the kitchen and the bar.

A nominated Committee member has responsibility for maintaining the First Aid boxes.

# SANDHURST VILLAGE HALL

**The Hirer** The Hirer, or their Authorised Representative, is responsible for reporting incidents and accidents. An accident/incident record book is kept in the glass fronted wall case for details to be logged and the accident/incident should be reported to a Committee member as soon as possible.

## Emergency Lighting

The emergency lights come on automatically if there is a mains power failure

## Heating

No unauthorised heating appliances shall be used on The Premises without the consent of The Committee. Portable Liquid Propane Gas (LPG) heating appliances shall not be used.

## Water leaks

Where the water is not needed for fire fighting, turn off the main stop cock in the kitchen, under the sink. And inform a member of the Committee immediately.

## Supervision of Public Entertainment

**The Hirer** The Hirer, or Authorised Representative, is responsible for ensuring that the maximum capacity of 100 people, or a lower capacity if so advised, in The Hall at any one time is not exceeded. They also need to be aware of their responsibilities in the event of a fire or other emergencies, including attention to disabled people, how to call the Fire Brigade, and the evacuation procedure.

## HAZARDS

**The Committee** The Committee undertake risk assessments of the premises that includes potential hazards such as trailing cables, waste disposal, use of equipment, storage etc. The risk assessment is reviewed annually. The Committee also undertakes a specific risk assessment for each event it organises.

## Portable Electrical Appliances

**The Committee** All portable appliances owned by The Hall are checked annually. Any portable appliances found to be faulty will be taken out of use and either repaired or replaced. A delegated member of The Committee is responsible for logging a record of the checks in the schedule held by The Committee. If a faulty appliance is reported to a Committee member, the member will ensure they appliance is either removed from the Premises or labelled as 'Out of Order'.

**The Hirer** The Hirer, or Authorised Representative, is responsible for ensuring that all portable appliances brought onto The Premises for use during the period of hire are formally Portable Appliance Tested (PAT).

**Users** If a User finds a fault with any portable appliance kept in The Hall, they should report the fault to a Committee member immediately.

## Food Hygiene

There is no provision in The Hall to refrigerate food.

**The Hirer** There is no provision on The Premises for the disposal of food waste. The Hirer is responsible for ensuring that food waste is removed from The Premises at the end of the period of hire. If preparing, serving or selling food, The Hirer should observe all relevant food health and hygiene legislation and regulations.