

# Health & Safety Policy

Thrumpton Village Hall Management Committee (the Committee) has drawn up this policy to set out procedures and areas of responsibility to ensure in so far as it can the health and safety of volunteers and users of the Village Hall.

The Committee is responsible for running the Village Hall and recognises its duty to ensure the safety of people using it.

## Monitoring of Health and Safety

It is the duty of all hirers and users to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the curtilage to the front, side and rear, safe and fit for purpose.

Should anyone using the Hall come across a fault, damage or other situation which might cause injury and which cannot be rectified they should inform the Booking Clerk or any Committee member as soon as possible so the problem can be dealt with. Where Village Hall equipment is damaged that damage should be reported to the Booking Clerk who should inform the Committee.

## Mitigation of Risk

To mitigate risk the Committee will annually review the risk assessments (e.g. fire and Covid-19), pertaining to the premises and their use or sooner if deemed necessary.

Hazardous substances/materials that must not be used in the Village Hall are:

- Flammable liquids (excluding chafing fuel)
- Naked flames including candles and indoor fireworks (excluding small candles on celebration cakes)

Preventative and protective measures must be taken as follows:

- Smoking, by law, is not permitted inside the Hall
- Emergency exits and routes to them must be kept clear and unlocked when the Hall is in use
- Appropriate Fire Fighting Equipment is provided
- Fire Equipment to be maintained and checked annually
- All users should fully acquaint themselves with the position and mode of operation of all extinguishers.
- If the ovens/hob are in use these should not be left unattended, even for a short time.
- When there are more than 15 people in the Hall the outside door in the kitchen, as an additional precaution, should be unlocked for the duration of the hire and locked at the conclusion of the hire.

## **Children**

- Minors under the age of 18 must be accompanied and supervised by a parent or responsible adult at all times.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.

## **Electrical safety**

The Committee will ensure that:

- the fixed electrical installation is inspected and tested by a suitably qualified person at least once every 5 years
- any portable electrical devices routinely kept in the Hall are “PAT tested” by a suitably qualified person as necessary to be consistent with preventative maintenance.

The following must be adhered to:

- Plug sockets must not be overloaded
- The users/ hirers are responsible for ensuring that any electrical appliances (e.g. a projector) they bring to use in the Hall meet safety standards
- Electrical equipment showing signs of damage, exposure of components, water damage etc must not be touched or operated
- Users have a responsibility to ensure that all electrical appliances are switched off and where possible unplugged when leaving the Hall
- Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility “hazard” tape.

## **Heating**

The Hall has electrical heating. Should users suspect any malfunction then the heater concerned should not be used and the Booking Clerk should be informed. Users are responsible for ensuring that the heating is turned off, via each heater’s isolating wall switch, when leaving the premises.

Users must not allow children to adjust the heating at any time.

## **Housekeeping**

The Hall is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that the Hall is left clean and tidy.

All users must use the rubbish bins and recycling bins as appropriate.

Any major spillage, damage or accident should be reported to the Booking Clerk.

Any left-over items of food and drink must be taken away at the end of each hire.

The curtilage, including the frontage of the Hall, must be kept clear of litter.

## Noise

Hall users should be considerate towards nearby houses and keep noise levels to an acceptable level especially when leaving the Hall.

## Parking

Parking on the forecourt of the Hall is limited and at the users' risk.  
Parking on Church Lane should not obstruct the road or driveways.

## Fire Evacuation Procedures

### “Responsible Person”

*For private hires the hirer is deemed the “Responsible Person” and is designated the person in charge of the Hall during the period of hire.*

*For activities organised by TVH&SC the “Responsible Person” is deemed to be the organiser/promoter if present, otherwise it is the person in charge of the Bar.*

All Responsible Persons should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.

In the event of a Fire, the Responsible Person shall instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible at the front of the Village Hall.

As good practice Responsible Persons should have a method to account for the number of persons present during their hire.

No matter how small the fire, THE FIRE BRIGADE SHOULD BE CALLED ON 999 giving the address: Thrumpton Village Hall, Church Lane, Thrumpton, Nottingham NG11 0AX

**The Memorable 3 words** for TVH's location are : **crazy, forget, slime.**

The Responsible Person shall ensure that, once the Hall is vacated, members of the public do not re-enter the building under any circumstances.

On the arrival of the Fire Brigade, the Responsible Person shall inform the Officer in Charge whether all persons are safe or there are missing persons.

Attempts to extinguish the outbreak of the fire with the appropriate fire fighting equipment within the Hall should only be attempted if it is considered safe to do so.

## **Accident Reporting Procedure**

The following must be reported to the Booking Clerk and an Accident Report entered in the notebook kept in the first aid box located in the kitchen:

- Any injury - minor or serious
- A dangerous occurrence
- A death

In the event of an emergency, the nearest hospital is:

The Queens Medical Centre  
Derby Road  
Nottingham  
NG7 2UH

The nearest **defibrillator** is in the old red Telephone Box adjacent to 51 Church Lane, Thrumpton. **The Memorable 3 words** for the defibrillator's location in the phone box are: **deprives, betrayal, wiring.**

## **Insurance**

A copy of the Certificate of Insurance is displayed in the entrance lobby of the Village Hall.

## **Booking Clerk contact information**

This will be given in writing beforehand to each hirer.

*This policy is to be reviewed by the TVH&SC Management Committee before 30 Sept. 2021.*