

## **BISHOPS FROME VILLAGE CENTRE MANAGEMENT COMMITTEE**

### **HEALTH AND SAFETY, GENERAL STATEMENT OF POLICY**

1. Health and safety is everybody's responsibility and is the first consideration of the Management Committee in the management and operation of this community facility.
2. As a Management Committee it is our policy to:
  - a. Provide safe and healthy environmental conditions, equipment and systems of work/operation for our committee members, volunteers, hirers and visitors as well as for contractors and casual labour that may from time-to-time work in or around the Village Centre.
  - b. Keep all equipment in a safe condition for all users.
  - c. Provide such training and information as is necessary to committee members, volunteers, users and visitors.
3. It is the intention of the 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 operation.
4. The Management Committee considers the promotion of the health and safety of all those who use or work at its premises to be of great importance. The Management Committee recognises that the effective prevention of accidents and injury depends as much on a committed 'attitude of mind to safety' as on the operation and maintenance of facilities, equipment and safe systems of work. To this end, it will seek to encourage committee members, volunteers, users, visitors and contractors/casual employees to engage positively in the establishment, observance and promotion of thoroughly safe working practices.
5. All those who use, operate, work or visit the Village Hall will be expected to recognise that there is a duty on them to:
  - comply with the policies and practices set out by the Committee;
  - conform with all safety requirements set out either directly or indirectly in the Hiring Agreement and with safety notices on the premises;
  - to accept their individual responsibility to do be vigilant and do everything they can to prevent injury to themselves or others and ensure that persons are not exposed to unacceptable risk to their health, safety and welfare.
6. The Management Committee will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of all.

Adopted: 14th April 2016

Signed: Jeanie Falconer (Chairman)

Last updated 4<sup>th</sup> November 2022 by Tony Davis

Next review: October 2023

Reviewed: January 2024

## Organisation of Health & Safety (Part Two)

### Responsibilities

The Bishops Frome Management Committee has overall responsibility for Health & Safety of people using Bishops Frome Village Centre. The person delegated by the Management Committee to have day to day responsibility for providing safe conditions, equipment and systems for all users is:

Name: Malcolm Penny e: [malcolmpenny75@gmail.com](mailto:malcolmpenny75@gmail.com)

The person(s) delegated by the Management Committee to have responsibility for ensuring all centre users are aware of this policy and accept their own responsibility to observe safe working practices, including carrying out their own risk assessment where required, is the Bookings Secretary as follows;

Name: Wendy Roberts t: [01885 490327](tel:01885490327)

Or if unavailable, Isabel Aitken e: [bishfromecentre@aol.com](mailto:bishfromecentre@aol.com)

It is the duty of all village hall users, visitors and contractors to take care of themselves and others who may be affected by their activities and to co-operate with Bishops Frome Village Centre Management Committee in keeping the premises and its grounds in a safe and healthy condition.

Where appropriate they will be expected to carry out their own risk assessment and hand a copy to the Bookings Secretary in advance of the activity taking place.

Any external bodies including contractors who intend carrying out maintenance or repair work inside or outside the building are expected to carry out their own risk assessments and provide the person with responsibility for Health & Safety (see above) with a copy before commencing work.

Should a village hall user, visitor or contractor come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, then the person with responsibility for Health & Safety (see above) or the Bookings Secretary (see above) should be informed as soon as possible in order 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 if possible, it should be moved to the Kitchen.

In the event of an accident there is a first aid box in the kitchen. Externally there is a defibrillator for use in emergencies.

The following persons have responsibility for specific items:

Fire precautions and checks: Malcolm Penny

Insurance: Tony Davis

First Aid: Charlie Russell

Information to Contractors: Anthony Morel

Information to Hirers: Wendy Roberts & Isabel Aitken

COSHH Regulations: Tony Davis

Risk Assessments: Tony Davis/Isabel Aitken

Risk assessment Review: Tony Davis

Reviewing Health & Safety Policy: Jeanie Falconer

## **Arrangement and Procedures (Part three)**

### **Licence**

The Village hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated:

- a) The performance of plays
- b) The exhibition of films
- c) Performance of live music
- d) Playing of recorded music
- e) Performance of dance
- f) Entertainment similar to those in a-g above
- g) Making music
- h) Dancing
- i) On premises sale of alcohol

### **Fire Precautions, Checks and Procedure**

In case of fire notices are positioned on the wall adjacent to all fire exits.

Fire equipment should be checked regularly and a register of checks maintained.

The company hired to check, maintain and service fire safety equipment is:

BeSecure Protection Systems Ltd

Hereford Fire Protection Protection Services Ltd

### **List of equipment and the frequency of checks:**

Frequency

Fire alarm system Weekly

Emergency lighting Monthly

Residual current device Monthly

Portable appliance testing yearly

Electrical installation 5 yearly

Fire exits Monthly

Fire- fighting equipment Annually

## **Safety Rules (Part Four)**

### **Hirers and visitors**

All hirers will be expected to read the whole of the Hiring Agreement and should formally accept the hiring form either on paper or by email as evidence that they agree to the hiring conditions. All new hirers will also be given information about safety procedures on village centre premises and grounds which they will be expected to follow and will be advised of the location of the Accident Book.

## **Evacuation Procedure.**

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 safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others. Where appropriate, if the activities of users might carry risks which are not included in the general risk assessment, they will be expected to carry out their own risk assessment and hand a copy to the Bookings Secretary in advance of the activity taking place.

The Committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- All emergency exit doors must be clear and unlocked throughout the hiring;
- Electrical equipment must not be operated or touched where there are signs of damage;
- Steps or ladders must not be used unless properly secured and another person present;
- Portable electrical appliances must not be left operating while unattended;
- Portable electrical items which have not been PAT tested must not be brought onto the premises;
- No attempt must be made to move heavy or bulky items- trolleys must be used;
- Chairs must not be stacked more than 8 high;
- No attempt should be made to carry or tip a water boiler when it contains hot water- it must first be left to cool;
- Children must not be allowed into the kitchen except under close supervision (e.g. for supervised cookery lessons or, for older children, supervised serving of food at functions).
- Overcrowding should be avoided and running should not be allowed;
- Suitable protective clothing must be worn when handling cleaning materials;
- In order to guard against slipping hazards, all spills must be mopped immediately.
- In order to guard against tripping hazards, items such as buggies, umbrellas etc must not be left in halls, and especially not in corridors;
- Adequate lighting must be used to avoid tripping in poorly lit areas;
- Any evidence of damage or faults to equipment or the building's facilities must be reported to the Booking Secretary;
- Accidents must be recorded in the Accident Book which is located with the First Aid kit in the kitchen and also reported to the Booking Secretary.

## **Contractors**

The person with day to day responsibility for providing safe conditions (see above) will always check with the contractors (including self-employed persons) before they start to work that they and their employees are

- clear and understand the health & safety arrangements for working on Bishops Frome Village Centre premises
- competent to carry out the work, eg have appropriate qualifications, references, experience;
- have adequate Public Liability insurance cover;
- do not work alone on ladders at height (if necessary, a volunteer should be present);
- have their own Health and Safety Policy for their staff and have carried out their own risk assessment;
- know which member of the Committee is responsible for overseeing that their work is carried out as requested and is completed to a satisfactory standard

It is expected that all work carried out on village centre premises will be to the latest legally required standard and conform to current industry safe practice.

## **Procedure in Case of Accidents (Part Five)**

### **Assistance**

The location of the nearest hospital Accident and Emergency/Casualty Dept is The County Hospital, Stonebow Road, Hereford, Herefordshire, HR1 2BN

### **First Aid**

The First Aid Box is located on a wall in the Kitchen.

### **Accident Reporting**

The Accident Book is kept in the wall box containing the first aid box - this must be completed whenever an accident occurs.

Any accident must be reported to the Secretary (see above)

The person responsible for completing the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is the Secretary.

The following major incidents or injuries 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.

## **Risk Assessments and Inspections (Part Six)**

It is the responsibility of every Management Committee member to identify and report any unsafe or unhealthy practice or condition they may observe. The person delegated by the Management Committee to have day to day responsibility for providing safe conditions, equipment and systems for all users (see above) is responsible for organising regulatory inspections by approved external bodies, carrying out formal inspections and reviewing and where necessary revising, the health and safety risk assessment.

Equipment for regulatory inspection includes fire alarms, electrical services and electrical appliances. Equipment for informal inspection includes step ladders, smoke alarms and heat detectors.

## **Control of Substances Hazardous to Health (COSHH) Regulations (Part Seven)**

All substances that are hazardous to health must be handled correctly and stored safely and securely.

## **Protective Clothing (Part Eight)**

Contractors will be responsible for providing their own health and safety clothing and equipment. Where work is carried out on village centre premises by a volunteer, should it be necessary that items of protective, clothing and apparatus are required, the Village Centre Management Committee will provide it in order that no job is undertaken unsafe.

## **Coronavirus (Part Nine)**

Bishops Frome Village Centre Management Committee will do everything that is reasonably practicable to protect the health, safety and welfare of both our employees and any other person affected by our activities from COVID-19.

BFVC have a limited number of Covid 19 lateral flow tests for use by users and are available on request.

### **Information about the virus**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID- 19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The best way to avoid serious illness is to be vaccinated. Vaccinations are widely available through the NHS

### **Signs and symptoms of COVID-19**

The following symptoms may develop in the 14 days after exposure to someone who has COVID- 19 infection:

- cough
- difficulty in breathing
- fever

These symptoms are not the definitive list and sufferers may have other symptoms particularly as new variants emerge

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

### **Preventing spread of infection**

People who have symptoms of Covid 19 are requested not to use any of the BFVC facilities until their symptoms have completely ended and/or they have had a negative Covid 19 test. This request also extends to people who have been in close contact with someone who has tested positive for Covid 19 for 7 days after the contact

### **Guidance on facemasks**

The Committee recognise that the wearing facemasks (also known as surgical masks or respirators) is an individual choice to protect against the virus. Facemasks are only recommended to be worn by symptomatic individuals to reduce the risk of transmitting the infection to other people.

## **Training and information (Part Ten)**

The Committee will organise training where appropriate to ensure the safe use of the Centre.

## **Review of Health and Safety Policy (Part Eleven)**

The Management Committee will review this Policy annually.

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