



## Health and Safety Policy for Strumpshaw Community Hall.

### Part 1 - General Statement of Policy

The policy of the Strumpshaw Community Hall Management Committee ( the “CHC”) is to take reasonably practicable measures in relation to the management of Strumpshaw Community Hall ( the “Hall”) to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- a) provide healthy and safe working conditions, equipment and systems of work for CHC members, hirers, users and other visitors.
- b) keep the Hall and equipment in a safe condition for all users.
- c) provide such advice and information as is necessary for CHC members, hirers, users and other visitors.

The CHC will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements

The CHC considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of paramount importance.

All CHC Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) as regards any duty imposed on the CHC, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

Name: Sarah Cartwright

Position: Chair of the Community Hall Committee

(On behalf of the CHC)

Date: 3/2/22

### Part 2: Organisation of Health and Safety

#### (a) General Responsibilities:

- i) All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii) Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents in the Incident Book for the attention of the CHC.

iii) Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to note such action in the Incident Book for the attention of the CHC.

**(b) Hirers** are responsible for:

- i) complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
- ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.
- iv) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- v) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested

**(c) Contractors** are responsible for:

- i) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- ii) having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- iii) advising the CHC of any flammable or toxic substances that may be used in the course of work on the premises.

**(d) The CHC** are responsible for:

- i) ensuring that all CHC Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- ii) ensuring that the Health and Safety Policy is fully implemented;
- iii) monitoring compliance with Health and Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;
- v) keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- vi) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) making such representations to CHC Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- ix) cooperating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirements.

The CHC has adopted a policy of rotating primary responsibility for management of some of the tasks associated with running the Hall between CHC members on a regular basis. These tasks will include the following:-

First Aid box: Check and replenish monthly

Reporting of Accidents/ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.(“RIDDOR “) : Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary. Checking Accident Book and Incident Book at least weekly or as advised of incidents. Advise CHC of any actions necessary to remove risks

Information to hirers: For each booking check that new hirers have read and agreed to 'Terms and Conditions'. When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.

In addition, the following persons have been delegated by the CHC to be the primary manager for the following:-

Information to contractors: Liaise with contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities – Hilary Hammond 01603 717749

Insurance: Liaise with the Parish Council to ensure the insurance covering any liabilities that may arise from use of the Hall is adequate and appropriate – Hilary Hammond 01603 717749

Safety Notices : Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans – Hilary Hammond 01603 717749

Fire precautions and checks: Arrange for annual and periodic inspections of electrical and fire equipment. Keep relevant certificates and display copies on notice board as required. Advise CHC of any actions necessary - Mark Hopkins 07825 568092.

Implementation of Policy: Co-ordinate overall management of policy, including amendments and annual review. Responsible for updating policies and risk assessments and presenting them to the CHC for approval. - Mark Hopkins 07825 568092.

### **Part 3: - Procedures**

The H&S policy document will available to download from the Hall website.

All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents). All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities. All aspects of Health & Safety will be reported to the CHC at each full

committee meeting. The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to CHC Members, Hirers, Contractors and Users of the Hall.

#### **Part 4: - General guidelines to be adhered to:-**

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

##### **Premises**

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.
- Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
- The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced.
- Water should not be heated above 60 degrees Centigrade.
- Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated. A notice should be placed on it warning that it is not to be used.
- All hirers should acquaint themselves with the position of the fuse box/main switch.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- Kettles should not be over-filled, nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children.
- Due care should be exercised in the car park area.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.

- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

### **Working Practices**

It is an individuals personal responsibility to protect themselves from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything believed to be beyond individuals capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend knees and keep the back straight, ask for assistance if necessary.

Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is the individuals responsibility to protect themselves from injury, as well as to safeguard others by acting responsibly.

In order to do this the following guidelines should be followed:

- Ensure that there is sufficient elevation to see what is being done and do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to improve reach, do not stand on chairs - not only could a resultant fall cause injury but could also lead to the injury of others nearby.
- Ask for help if necessary.
- Do not work at height, on steps or ladders until they are properly secured and another person is present.

Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

### **Hygiene**

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels must be provided.
- Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.

### **First Aid**

A well stocked and appropriately labelled First Aid Box is available in the kitchen

### **Accident Book**

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the main kitchen.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred

- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

### **Incident Book**

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident Book for the attention of the CHC. The book is kept in the main kitchen. Any person discovering a faulty or broken piece of equipment should take appropriate action to remove such equipment where practicable and leave a notice on it advising it is not to be used. They should also record all details in the Incident Book for the attention of the CHC.

### **Part 5: Relevant Information**

#### **1. Fire Precautions and Checks:**

A Fire Risk Assessment was carried out on 20 March 2020 by Andrew Goodall, EA Safety Limited on behalf of Flameskill Limited, Flameskill House, Morton Peto Rd, Great Yarmouth NR31 0LT in accordance with the Regulatory Reform (Fire Safety) Order 2005.

This will be updated annually.

A plan of the Hall showing the fire alarm points, fire exits and fire fighting equipment is attached.

#### **2. Checking of Equipment, Fittings and Services:**

Weekly: Door mats and stops, clocks, toilets, water boilers/heaters, accident book, fridges, outside lights, emergency lighting, fire doors, all lights, torch, water boilers and fire alarm.

Monthly: First Aid Box, locks and sockets

Half Yearly: Window cleaning, outside gutters,

Yearly: Fire extinguishers, electrical certificate.

#### **3.. Procedure in case of accidents:**

There is no phone available at the Hall. In an emergency, telephone 999 and request the appropriate service(s).

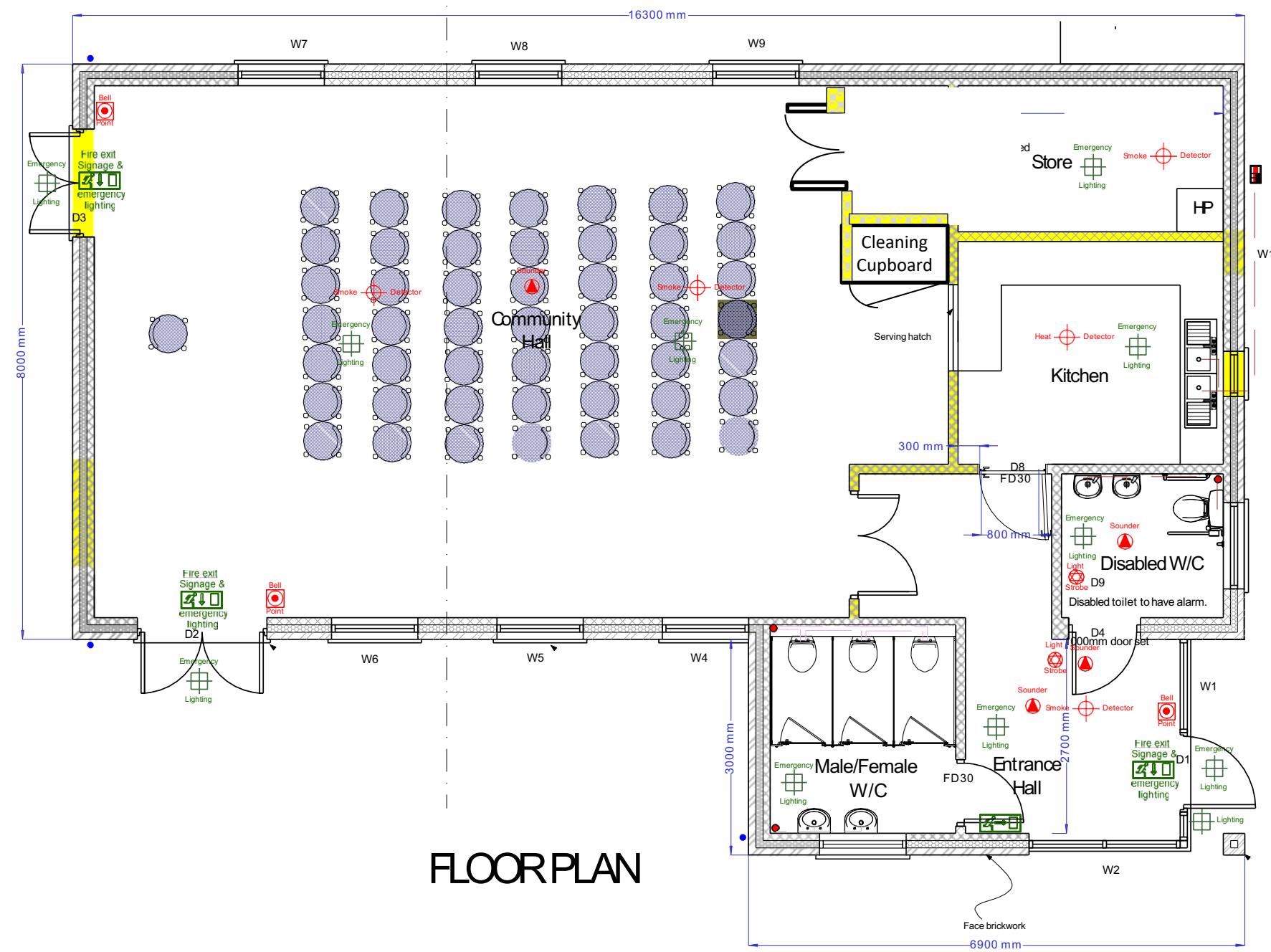
The address of the Hall is:-

Strumpshaw Community Hall, Mill Road, Strumpshaw, Norwich. NR13 4FS.

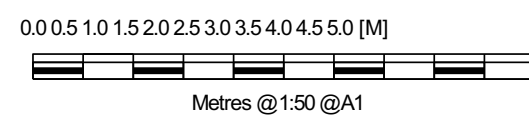
What3Words- Ruling; Ruling; Butchers.

The location of the nearest hospital Accident and Emergency/Casualty Department is Norfolk and Norwich University Hospital, Colney Lane, Norwich, NR4 7UY. (01603 286286)

The location and telephone number for the nearest doctor's surgery is Brundall Medical Partnership, 27 The Dales, Brundall, Norwich NR13 5RP (01603 712255)



FLOOR PLAN



Village Hall Committee revised layout 15.03.19 1421-1-CI highlighted in yellow  
 Building Regulation Amendments 1421-1-BI highlighted in yellow

01603 616884 [www.kearnham.co.uk](http://www.kearnham.co.uk)  
[info@kearnham.co.uk](mailto:info@kearnham.co.uk)

Project - Proposed Development Client - Crabtree Living Limited.  
 Of Community Hall  
 At Land Off Mill Road,  
 Strumpshaw, Norfolk.  
 Scale - as dwg  
 Drawn By - KEG  
 Date - 28.01.2018  
 Drawing Number - 1421  
 Sheet Number - 1  
 Revision Number - C

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