



# Health and Safety Policy

## The Brunton Memorial Hall

Riverside Rise

Allington

Wiltshire

SP4 0AF

### Our policy:

1. Provides healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
2. Keeps the village hall and equipment in a safe condition for all users
3. Provides such training and information as is necessary to staff, volunteers and users.

It is the intention of The Brunton Memorial Hall 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 operations.

The Brunton Memorial Hall Management Committee considers the promotion of the health and safety of its employees at work and 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, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, 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 with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

|          |  |
|----------|--|
| Signed:  | <b>On behalf of the Management Committee</b> |
| Name     | <b>John Hill</b>                             |
| Position | <b>Chairman and Trustee</b>                  |
| Date     | <b>01/01/2024</b>                            |

## Organisation of Health and Safety

The Brunton Memorial Hall Management Committee has overall responsibility for health and safety at The Brunton Memorial Hall.

The person (s) delegated by the management committee to have day-to-day responsibility for the implementation of this policy is/are:

|               |   |
|---------------|---|
| Name          | <b>John Hill</b>                        |
| email address | villagehall@allingtonandboscombe.org.uk |

It is the duty of all employees, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the management committee in keeping the premises safe and healthy, including the grounds.

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 person above, or the Bookings Secretary, as soon as possible so 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 it should be placed in the Store Room.

The following persons have responsibility for specific items:

|   |                       |
|---|-----------------------|
| First Aid Box                                       | <b>David Stanford</b> |
| Reporting of accidents                              | <b>John Hill</b>      |
| Fire precautions & checks                           | <b>David Stanford</b> |
| Training in use of hazardous substances & equipment | <b>John Hill</b>      |
| Risk assessment & inspections                       | <b>John Hill</b>      |
| Information to contractors                          | <b>John Hill</b>      |
| Information to hirers                               | <b>John Hill</b>      |
| Insurance   | <b>Janet Stanford</b> |

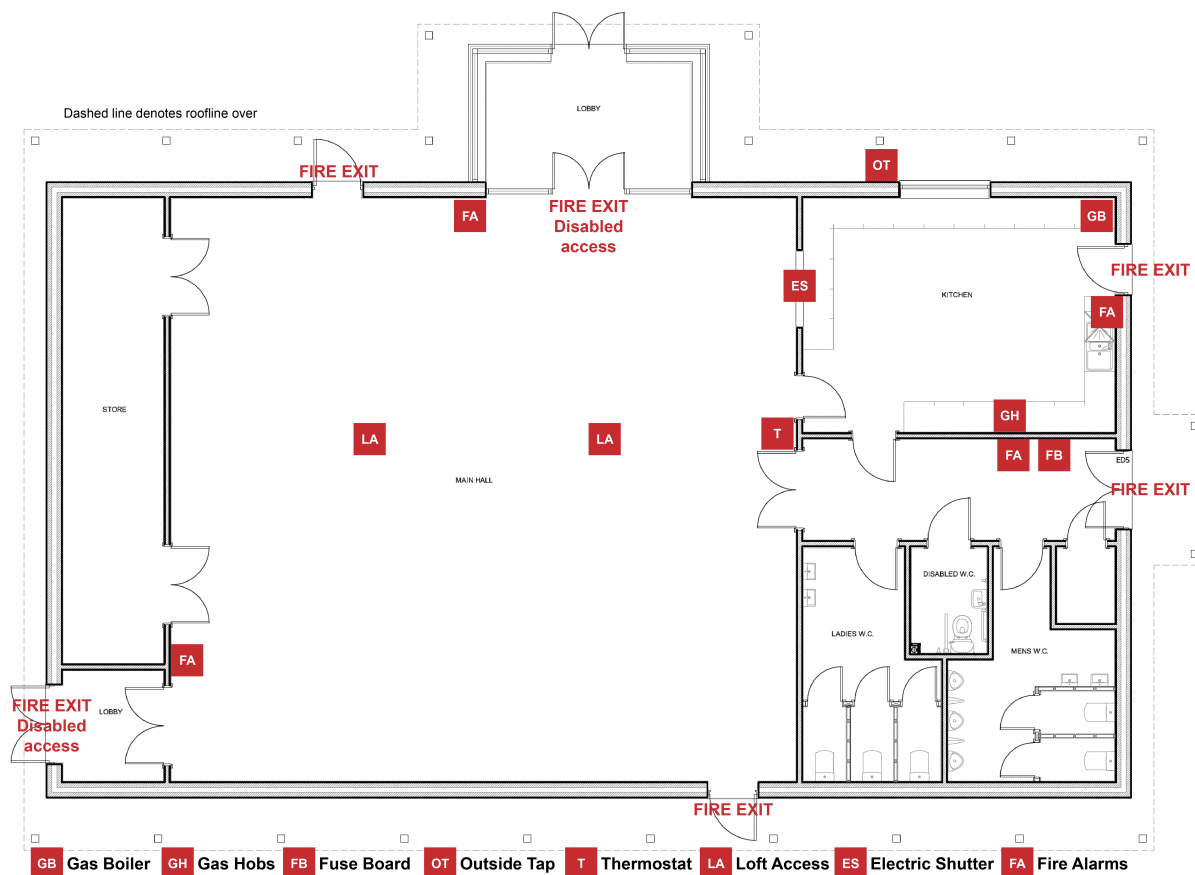
## Plan of the Memorial Hall

The plan below of the hall shows the location of fire exits, fire extinguishers, fire alarms, fuse board, gas boiler and hobs, outside tap, thermostat, electric shutter and loft access.

Brunton Memorial Hall floor plan

## Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in January 2025.



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

## Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:

**Salisbury District Hospital Accident and Emergency**

Contact: **999**

Telephone: **01722 336262**

Address: **Odstock Road, Odstock, Salisbury, Wiltshire, SP2 8BJ**

The location and telephone no. for the nearest doctor's surgery is:

**Three Chequers Medical Practice**

Telephone: **01722 336441**

Address: **Porton Surgery, 32 Winterslow Road, Porton, Salisbury, Wiltshire, SP4 0LR**

| Item / Issue  | Location / Responsible person                       |
|---|---|
| The First Aid Box   | In the kitchen                                      |
| The person responsible for keeping this up to date                                  | The Caretaker                                       |
| The accident book/forms are kept with this document                                 | This must be completed whenever an accident occurs. |
| Any accident must be reported to the member of the management committee responsible | The Chairperson                                     |
| The person responsible for completing RIDDOR forms and reporting accidents          | The Chairperson                                     |

The following major injuries or incidents 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 the hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a 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 the skin
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of a scaffold over 5m high
- The unintended collapse of a building under construction or alteration, or of a wall or floor
- Explosion or fire.

## Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the booking secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. These could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

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

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration, etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical or gas appliances operating while unattended
- Do not bring onto the property any portable electrical appliances which have not been Portable Appliance Tested
- Do not attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
- Do not stack chairs more than six high
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for the supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to The Caretaker
- Report every accident in the accident book and to the Chairperson.

Be aware and seek to avoid the following risks:

- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- Use adequate lighting to avoid tripping in poorly lit areas
- Risk to individuals while in sole occupancy of the building
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- Creating toppling hazards by piling equipment e.g. in store cupboards.

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

**The Fire Authority:** Dorset & Wiltshire Fire and Rescue Authority, Safety Drive, Poole, BH17 7FR. Contact 01305 252718.

**The local environmental health department:** Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN. Contact 0300 456 0107 or e-mail at [publicprotectionwest@wiltshire.gov.uk](mailto:publicprotectionwest@wiltshire.gov.uk)

**The Health and Safety Executive:** [www.hse.gov.uk](http://www.hse.gov.uk)

**Health & Safety Executive Bookfinder:** [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

**Control of Substances Hazardous to Health (COSHH):** [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk) carries out a free online risk assessment to give smaller organisations practical solutions to reduce the risks of exposure to dangerous substances.

**Health & Safety Executive Direct:** This is a subscription service provided by the HSE and LexisNexis Butterworths which provides up-to-date information about legislation and guidance. View information at [www.hse.gov.uk/contact/faqs/subscribe.htm](http://www.hse.gov.uk/contact/faqs/subscribe.htm)

**Safetyshop:** Free catalogue of safety management products, notices, etc. Freephone: 0800 132 323 or [www.safetyshop.com](http://www.safetyshop.com) or email: [sales@safetyshop.com](mailto:sales@safetyshop.com)

**Water Regulations UK:** Address: Unit 13, Willow Road, Pen-y-Fan Industrial Estate, Crumlin, Gwent, NP11 4EG Tel: 01495 983010 or [www.waterregsuk.co.uk](http://www.waterregsuk.co.uk) or email: [info@waterregsuk.co.uk](mailto:info@waterregsuk.co.uk)

## 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 have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health and safety policies for their staff
- 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 the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

## Insurance

Details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

|  |  |
|--|--|
| Name of Insurer  | <b>Zurich</b>  |
| Address of Insurer for liability claims                          | UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.                                       |
| Telephone number   | 0800 876 6984 (Liability Claim) / 0800 028 0336 (Property Claim)   |
| Policy Number  | VVH2720278283  |
| Date of renewal  | 02/05/2025 (We have a 3 yr long term undertaking so renewals at 2025 & 2026 will be also be with Zurich with decreasing policy cost) |
| Any risks excluded or special conditions user should be aware of | Computer and 'employer's responsibility' not covered.  |

## Acknowledgement

The Brunton Memorial Hall management Committee is pleased to acknowledge Action with Communities in Rural England (ACRE) for the use of this information for the Brunton Memorial Hall.