



Registered Charity No

Taffs Well
Village Hall

1186875

Health and Safety and Fire Evacuation Policy

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Premises Address	Cardiff Road Taff's Well CF15 7PL
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This document is the Health and Safety policy of the Taff's Well Village Hall Management Committee.

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for our volunteers, visitors, hirers, contractors and employees.
- Keep Taff's Well Village Hall and its curtilage ("the premises") and equipment in a safe condition for all volunteers, visitors, hirers, contractors and employees.
- Provide such training and information as is necessary to all volunteers, visitors, hirers, contractors and employees.

It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations within the premises.

The Trustees recognise that the effective prevention of accidents depends as much on a commitment to safety as on the operation and maintenance of equipment and safe systems of work. To this end, they will seek to encourage all volunteers, visitors, hirers, contractors and employees to engage in the establishment and observance of safe working practices.

All volunteers, visitors, hirers, contractors and employees are expected to recognise that they have a duty to comply (i) with the policies and practices prescribed by the Trustees, (ii) with all safety requirements set out in the hiring agreement, (iii) with safety notices displayed on the premises - and to do everything they reasonably can to prevent injury to themselves and others.

Signed:

Chairman

On behalf of Taff's Well Village Hall Committee

Date:

1.0 Responsibilities for Health and Safety

The Trustees have overall responsibility for health and safety on the premises and for the implementation of this policy. It is the intention of the Trustees to comply with all Health and safety legislation and to adopt policies and practices wherever they can reasonably do so to prevent injury, ill health or any danger arising from the premises and the activities carried out within them.

All Hirers are expected to read this Health and Safety Policy statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices on the premises. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.

It is the duty of all contractors, employees, hirers, volunteers and visitors to:

- i. take care of themselves and others who may be affected by their activities
- ii. do everything they reasonably can to prevent injury to themselves and others
- iii. co-operate with the Trustees in keeping the premises safe

Should anyone using the premises discover a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the Chairman or Bookings Administrator 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 reported immediately to the Bookings Administrator.

Routine reviews, checks and safety inspections of safety procedures and equipment are conducted by appointed Trustees or their nominees. Further information can be obtained from the Bookings Administrator upon request.

2.0 Safety Information

Fire Precautions and Checks

A copy of the Hall Emergency evacuation procedure is attached at Appendix 1 and is also displayed on the Hall notice-board. In addition, each group that meets regularly in the Hall may have its own evacuation procedure and fire drill procedure. A guide to the emergency arrangements is provided to all hirers and is attached at Appendix 2.

Risk Assessments

The Trustees carry out regular risk assessments. Copies of the risk assessments are available from the Bookings Secretary on request. The risk assessments, together with the actions they identify, are kept under review in order to minimise risk. However, the Trustees recognise that risk can never be eliminated completely. Further risk assessments are carried out if new or changed circumstances are identified.

SAFETY PRACTICES

The following practices must be followed:

- Ensure that all emergency exits doors are clear and unlocked throughout every hiring.
- Do not operate or touch any electrical equipment where there are signs of damage, or water ingress.
- Hirers must not work on steps, ladders or at a height unless this has been agreed in advance and 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 premises any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs)

- Do not stack chairs more than ten high, or six if the chairs are not stacked in the facing inward method
- Do not carry or tip a water boiler when it contains hot water. Leave it to cool.
- Do not allow children in the kitchen.
- Do not allow the premises to become over-crowded.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- All defects or repairs should be reported promptly to the Bookings Administrator.

Be aware of the following risks:

- slip hazards on steps or wet floors – clean up spills immediately
- trip hazards such as buggies, umbrellas, bags, mops and other items left in the kitchen, main hall and storage areas
- trip hazards can be mitigated by using adequate lighting
- Risk to individuals whilst alone in the building.
- Risk in using kitchen equipment e.g. cooker, water heater and knives
- Toppling hazards by piling equipment e.g. in store cupboards
- Manual handling hazards by avoiding storage of heavy or bulky items at height

ACCIDENTS

- The nearest Accident and Emergency/Casualty department is Royal Glamorgan Hospital
- The First Aid Box is located in the kitchen and the cupboard marked.
- The accident book is kept in the kitchen in the same cupboard. This must be completed whenever an accident occurs – including any use of the first aid box. All accidents, however minor, must be reported to the Bookings Administrator.
- The following major injuries or incidents must be reported to the Bookings Administrator within 24 hours so that a RIDDOR report can be filed:

- Resuscitation or admittance to hospital for more than 24 hours.
- unconsciousness or requiring resuscitation or requiring admission to hospital for more than 24 hours.
- biological agent.
- from absorption, of any substance by inhalation, ingestion or through skin.
- biological agent or its toxins or infected material.

INSURANCE

A copy of the Employers' Liability and Public Liability Insurance certificate for the premises is displayed on the hall notice board and can also be obtained from the Accounts Manager upon request.

Before any contractor or person on site begins any work they should:

- a) Carry out their own risk assessment
- b) Ensure they have third party liability cover of not less than £5million
- c) Familiarise themselves with this Health and Safety Policy

REVIEW OF HEALTH AND SAFETY POLICY

The Trustees will review this policy annually after each AGM and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the Trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of Trustees' meetings.

APPENDIX 1

EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

The Fire Assembly Point is the tarmacked area in front of the Health Centre

Responsibilities of the Village Hall Management Committee

- The Village Hall Management Committee are responsible for all fire safety at the hall in line with the Regulatory Reform (Fire Safety) Order, 2005. The Committee conduct fire risk assessments and take necessary steps to reduce the risk of fire to being as low as possible.
- The Village Hall Management Committee will receive advice and support from companies who service and maintain the fire systems within the hall and take all preventative measures required following assessments. We have a responsibility to ensure that all users and hirers of the hall are aware of the fire regulations and that each user ensures that someone is responsible for fire safety at each hire event. For larger events several people will need to be appointed to ensure that emergencies can be dealt with effectively.
- Any users should be provided with written instructions as to how to comply with fire safety including procedures and use of equipment. A signed copy of these instructions is held by the Management Committee and forms part of our hire agreement.
- The Committee will ensure that all fire fighting equipment is maintained and serviced and remains in position to be used if required.
- The fire alarm is tested on a regular basis and annual risk assessments are completed with findings documented and actions taken to rectify any issues raised.
All Trustees and Staff are responsible for reporting any obstructions to the fire doors or fire evacuation points.

APPENDIX 2

Instructions for any users of the hall in the event of a fire

As the Hirer for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event. Before the event you should be aware of:-

- Ensure that the fire alarm has been sounded by breaking the glass of the nearest fire alarm sounding point.
- Contact the fire brigade by dialling 999.
- Ensure that anyone using the hall at the time is aware of the emergency.
- Ensure that everyone leaves the hall in a timely manner by the nearest available exit (not collecting personal belongings on the way) and that the doors are closed once everyone has evacuated the building
- Ensure that no-one remains in the building and that everyone is accounted for at the agreed assembly point which is the tarmacked area in front of the Health Centre
- The person responsible for the event needs to liaise with the fire brigade and notify them of the circumstances around the fire and of anyone who cannot be accounted for.
- The responsible person needs to notify a member of the Village Hall Committee of the emergency as soon as is reasonably possible
- All user groups are responsible for understanding how to handle fire equipment in place at the hall, practising and promoting fire prevention and knowing the right actions to take if a fire breaks out at the hall or smoke is detected. All need to be familiar with the evacuation process and escape routes appropriate to their location and should practice these evacuation processes on a regular basis.
- If the fire alarm sounds continuously then the above process needs to be followed and no user is to re-enter the hall until the Fire Officer has confirmed it is safe to do so.

