

High Kelling Village Hall

Health and Safety Policy Statement

The health and safety of any users of the High Kelling Village Hall is of primary importance to the Trustees.

The Trustees objective is to prevent accidents by identifying all significant risks and eliminating or reducing them to the lowest level reasonably practicable.

The Trustees are committed to meeting or exceeding the requirements of applicable health and safety legislation and other requirements through their policies and procedures.

The Trustees undertake to monitor and review health and safety policies at least annually.

The Trustees will ensure that there are sufficient resources available to effectively manage health and safety.

Everyone has responsibilities for health and safety. In particular clubs and other hirers are responsible for ensuring the safety of any activities that they organize on the premises.

Village Hall Management Committee

Dated 9th December 2022

High Kelling Village Hall

Health & Safety Policy

In order to maintain the satisfactory standards expected of our Hall patrons and/or to comply with Health and Safety Regulations, the co-operation of all Patrons is sought by the Hall Trustees.

The Trustees will take reasonable measures to help ensure that everyone using the Hall is kept safe. When appropriate, additional measures are taken in order to follow Government guidance and any temporary legal requirements that may be in addition to normal Health and Safety Laws. In addition to the Health & Safety Policy Statement and the steps taken by the Trustees as set out in this policy, anyone on the premises (which includes the car park and outside space) is expected to take reasonable precautions regarding their own and others health and safety.

EMERGENCY TELEPHONE - The Hall has a telephone which is intended for use in emergencies. It can be found in the main hall on the wall near the fire bell.

EMERGENCY EXITS must be kept clear at all times (including the Committee Room and kitchen).

ACCIDENTS – All accidents must be reported. An accident book is kept in the corner of the kitchen closest to the door to the Committee Room and in the event of an accident a report should be written in the book and the page removed, to comply with the Data Protection regulations (GDPR), the report being sent to the Chairman. Full instructions for completion of the form are with the book.

The **First Aid kit** is kept in the kitchen and its contents are reviewed and items replaced as required not less than annually.

FURNITURE

Chairs – before leaving the Hall at the end of a letting, chairs should always be placed singly around the Hall. **PLEASE DO NOT LEAVE CHAIRS STACKED ON TOP OF EACH OTHER WITHIN THE HALL OR COMMITTEE ROOM.** If additional chairs have been brought into the main hall from the Committee Room or the entrance hall they should be returned from whence they came after the event. The Constance Gray Room chairs should be returned to the Constance Gray Room.

Piano & Staging – The piano is very heavy and should never be moved without using the piano trolley which is in the furniture store. Similarly, the staging is very heavy and, although it is on wheels, special care should be taken when moving it.

Tables – All tables are kept in the furniture store and after use should be carefully stacked where they were found. A tool is available in the furniture store to help with folding back table legs, its use reduced reduces risks to fingers.

KITCHEN

Refrigerator – The refrigerator is provided for use only during a function. Always take home any milk etc. on leaving the Hall.

Dishwasher – Please **READ AND ADHERE** to the instructions. Always remove the tray of crockery and drain the water from the machine before leaving. Knives should be stacked with the blade down.

Worktops – Wipe down with the anti-bacterial cleaner provided as and when necessary. **The kitchen must be kept hygienically clean for food preparation** and never be used for any activity which could introduce any health hazards. **NO BLEACH PRODUCTS** should be used in food preparation areas.

LADDERS

Any activity requiring the use of a ladder should have a minimum of two persons present. Routine activities include erecting bunting and maintenance of the Hall such as, but not limited to, clearing leaves from guttering and climbing on to the roof to clear leaves and debris. Anyone using a ladder where one's feet are above chest height should only do so with someone standing at and securing the bottom of the ladder for increased stability.

DEFIBRILLATOR

A defibrillator is situated outside the Hall to the right-hand side of the main entrance (looking from the front car park). This is maintained as required and this is monitored using the Maintenance and Work Plan. A number of Trustees and hall users have received training on how to use the defibrillator. Training sessions can be arranged by contacting the Norfolk Accident Responders Service on www.nars.org.uk/cpr-norfolk.

LIGHTING

External lighting is provided at the front and rear of the hall. At the front this is on a timer, which is adjusted weekly for the changes in the length of day. Lighting at the rear and side of the Hall are triggered by motion sensors. (The light above the rear exit operates differently and options for best means of operation are being considered - Aug 2022.)

An emergency lighting system is in place should the mains electricity supply fail. This is triggered by any failure of the power supply. This is tested regularly as per the Maintenance and Work Plan.

Fluorescent warning signs have been placed on key pillars of the Hall's structure to help ensure that they are clearly visible at night to those using the car parks.

FIRE SAFETY

There are two fire bells and there are a number of fire exits in addition to the normal points of entry and exit. Muster points are in the front and rear car parks. In the event of fire, Patrons should take reasonable steps, without prejudicing their personal safety, to ensure that nobody is left inside the building.

There is a no smoking policy covering the Hall and its grounds. Details of these and of other fire safety precautions including checks, testing and servicing of gas and electrical appliances are contained within the Fire Safety Assessment which is reviewed periodically. These activities are monitored using the Maintenance and Work Plan. The Fire Safety Assessment was last reviewed and approved by the Trustees in February 2022, and can be found on the Hall's website at <https://highkellingvillagehall.weebly.com>

RISK ASSESSMENTS

Event specific risk assessments are undertaken by the Trustees before events which fall outside the normal usage of the Hall and its grounds. These assessments will be reviewed by the Chair, or in their absence the vice-chair, who will countersign the document or otherwise indicate electronically that they are happy with it. Risk assessments will be retained for future reference.

BUILDING MAINTENANCE

Suitably qualified tradesmen and other persons are engaged by the Trustees, as they see fit, to assist them in undertaking routine and periodic maintenance tasks.

SECURITY

The main entrance door and the other doors to the Hall are locked whenever the Hall is not occupied. A key for each lock is contained within a key safe mounted on the door, the code for which is known to hirers. Further details are provided on the Hall Security Page in this Induction Pack.

HEATING

The Hall Central Heating is controlled by a programmer in the cupboard in the foyer. The heating is set on a weekly basis by a designated Committee Member. Please do not alter the controls. There is a thermostat in the Constance Gray room and one in the main Hall. They are preset but can be over-ridden by raising or lowering the target temperature. The temperature reverts to the pre-set level after that heating period.

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9th December 2022