

The logo consists of a dark green oval with the text "ROTHERFIELD VILLAGE HALL" written in white, bold, uppercase letters inside it.

**ROTHERFIELD  
VILLAGE HALL**

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**HEALTH AND SAFETY POLICY**

**January 2013**

## **Health and Safety Policy**

### **Part 1 - General Statement of Policy**

This document is the Health and Safety Policy of Rotherfield Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Rotherfield Village Hall Management Committee to comply with all relevant 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.

Rotherfield Village Hall Management Committee considers the promotion of the health and safety of 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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.

Name: Jane Stevens

Position: Chairman

(On behalf of the Management Committee)

Date: January 2013

## **Part 2: Organisation of Health and Safety**

The Rotherfield Village Hall Management Committee has overall responsibility for health and safety at Rotherfield Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

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 Chairman or the Bookings Secretary, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box: House Chairman  
Reporting of Accidents: Chairman  
Fire precautions and checks: Chairman  
Risk Assessment and Inspections: Chairman  
Information to contractors : Chairman  
Information to hirers: Booking Clerk  
Insurance: Honorary Treasurer

A plan of the hall is attached showing the location of electricity switch room, gas boiler and gas main tap, emergency exits and fire doors, and fire extinguishers.

A carbon monoxide detector and warning system has been installed in the under stage cellar.

## **Part 3: Arrangements and Procedures**

### **3.1 Licence**

The hall is licensed for music, singing and dancing by Wealden District Council.

The sale of alcohol is permitted through a Temporary Event Notice.

Performing Rights Society Music Certificate – 6<sup>th</sup> December 2012 to 5<sup>th</sup> December 2013

### **3.2 Fire Precautions and Checks**

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is attached. The nearest telephone is located opposite the main entrance next to the school on the corner of Hornshurst Road.

Person with responsibility for testing equipment and keeping log book:  
Chairman

Local Fire Brigade Contact: Crowborough Fire Station, Beacon Road, Crowborough. Tel No. 0303 999 1000

Company hired to maintain and service fire safety equipment:

Name: Performance Fire Protection Ltd

Address: The Danes, Highcroft Crescent, Heathfield, East Sussex, TN21 8HA

Location of service record: Main foyer

Checking of Equipment, Fittings and Services

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

Monthly: First Aid Box, ladders and steps, locks and sockets

Half Yearly: Diffusers, window cleaning, outside gutters,

Yearly: Fire extinguishers, electrical certificate, gas boiler

### **3.3 Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty dept is Tunbridge Wells Hospital, Tonbridge Road, Pembury, Tunbridge Wells Kent, TN2 4QJ Tel: 0845 155 1000

The location and telephone number for the nearest doctor's surgery is Rotherfield Surgery, Court Meadow, Rotherfield. Tel: 01892 852415

The First Aid Box is located in the kitchen

The person responsible for keeping this up to date is the Chairman

The accident forms are kept on the main hall noticeboard. These must be completed whenever an accident occurs.

Any accident must be reported to the Chairman of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Chairman.

### **3.4 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.

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Particular health and safety instructions apply to Theatrical and Entertainment Events.

A Risk Assessment is carried out monthly and any risks reported to the Management Committee.

### **3.5 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 (eg 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 (eg 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 policy 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 or the Institute of Electrical Engineers Code of Practice

### **3.6 Insurance**

Company providing the hall's Employer's Liability and Public Liability insurance cover:

Zurich Municipal : Policy no. VVH 2720392023

Date of renewal: 10 November 2013

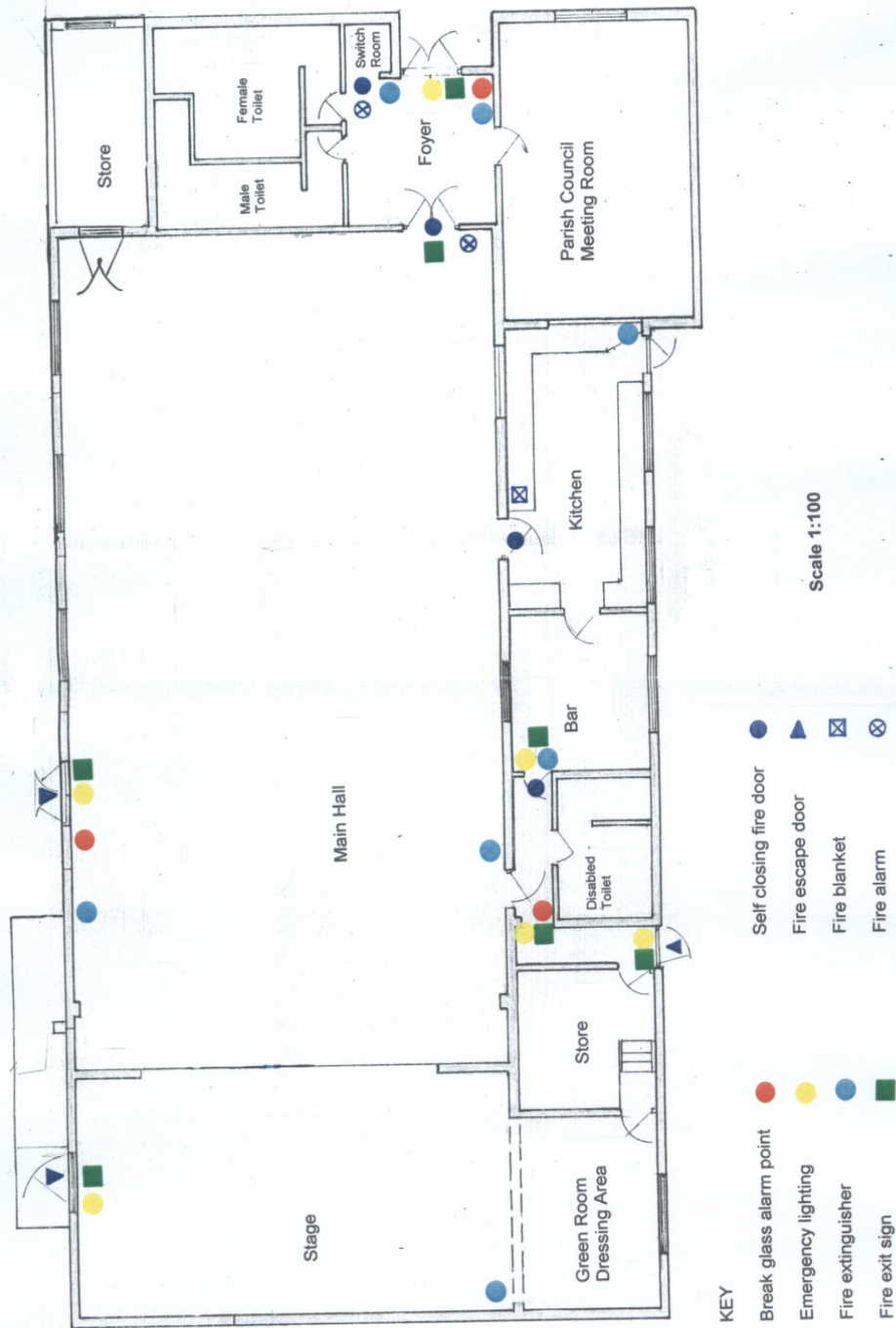
### **3.7 Review of Health and Safety Policy**

The Management Committee will review this policy annually. The next review is due in January 2014.

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

Health and Safety Executive, The Council Offices, Station Road East,  
Oxted, Surrey RH8 0BT Tel: 0188373 2400  
Crowborough Fire Station, Beacon Road, Crowborough. Tel: 03039991000  
Wealden District Council Environmental Health, Vicarage Lane, Hailsham.  
Tel: 01323 442666

ROTHERFIELD VILLAGE HALL



Notes: (1) The main gas boiler is located in the cellar under the stage. There are also gas boilers in the bar and in the ladies toilet. (2) The Green Room is now called The Lingen-Watson Room (3) PV solar panels are located on the south side of the main roof.