

## **Aldbury Memorial Hall Management Committee**

### **Health and Safety Policies and Procedures**

#### **POLICY STATEMENT**

Aldbury Memorial Hall Management Committee seeks 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.

The Committee's Health & Safety policy is:

1. As far as is reasonably practicable, to eliminate accidents and minimise the likelihood of ill-health being caused by operating conditions in the Hall.
2. As far as is reasonably practicable, to ensure that the Hall is maintained in a safe condition, that means of entry and exit are without risk.
3. To regularly assess the risks inherent in using the Hall facilities for different activities and take all reasonable steps to minimise these risks.
4. To review the operation of the Policy on a regular basis and take any actions necessary to improve it.
5. To inform users, contractors, volunteers and staff of their obligations with regard to health and safety and as far as is reasonably possible ensure that they comply with these requirements.

#### **AIMS**

The Management Committee aims to maintain The Hall as a safe and healthy environment to provide flexible meeting space for the local community and to enable all age groups of the local community to enjoy a wide variety of social, sporting and other communal activities.

The Management Committee considers the promotion of the health and safety of those who use its premises to be importance. All will be encouraged to observe and comply with safe practices.

Hirers will be expected to comply with safety requirements set out in the Hiring Agreement as laid out in the booking form and observe the safety notices at the premises. Hirers are expected to do everything they can to prevent injury to themselves and others.

The 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.

#### **RESPONSIBILITIES**

The Management Committee has overall responsibility for health and safety at Aldbury Memorial Hall and takes day to day responsibility for the implementation of this policy to:

- Audit Hall safety, covering all aspects of fire prevention and safety for Hall activities
- Examine overall health and safety issues as they affect the Hall and ensure the development and introduction of improved assessment methods.
- Take all reasonably practicable steps and allocate sufficient resources to ensure that the premises in which community activity is carried out are operated and maintained so as to ensure a safe and healthy system of working.
- Take all reasonable steps to inform sub-contractors and Hall users about materials, equipment or processes, which are known to be potentially hazardous to health or safety.
- Keep all operations and methods of work under review so that they can, if necessary, be revised in the light of experience and up to date knowledge.
- Provide appropriate facilities for first aid.
- Investigate accidents and correct faults.

**Hirers are responsible for:**

- Reading the whole of the booking form and signing the form as evidence that they agree to the hiring conditions.
- Ensuring fire and safety equipment is not misused or removed from its designated location.
- Ensuring fire and other exits are not obstructed

#### **ORGANISATION OF HEALTH & SAFETY**

- 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 Executive Management Committee in keeping the premises safe and healthy.
- Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairperson or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items/activities:

First Aid box: - Booking Secretary

Reporting of Accidents: - Booking Secretary ([bookingsaldburymemorialhall@gmail.com](mailto:bookingsaldburymemorialhall@gmail.com)) or the Secretary (aldburymemorialhall@gmail.com)

Fire precautions and checks: - Chairperson

Risk Assessment and Inspections: - Chairperson

Information to and supervision of contractors: - Allocated Project Committee Member

Information to hirers: - Bookings Secretary

Insurance/Licences: - Treasurer

Updating Policy - Chairperson.

#### **SPECIFIC ARRANGEMENTS & PROCEDURES**

##### **Insurance**

- Aldbury Management Committee holds Public Liability Insurance for the hall.
- Hirers of the Hall shall be responsible for making arrangements to insure against any third party claims that may lie against them (or the organisation if acting as a representative) whilst using the premises.

##### **Licences**

- The hall is licensed for music, singing and dancing by Dacorum Borough Council
- Aldbury Memorial Hall is not licensed for the sale of alcohol
- A Performing Rights Society Music Certificate is held.

##### **Food Hygiene**

- Hirers of the Hall should ensure they comply with relevant Food Hygiene legislation in relation to their activities.
- For advice regarding food hygiene in village halls- see the Food Standards Agency Document, Community and Charity Food Provision

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

- The Management Committee conducts an annual Fire Risk included within 'The HSE's - 'Health and safety checklist for village and community halls'
- Fire Safety equipment is regularly checked by a competent company

- Fire exits are checked routinely to ensure exit in an emergency is not obstructed and exit signs are illuminated as needed.

#### **Checking of Equipment, Fittings and Services**

- Weekly: Toilets, kitchen and hot water are checked during the weekly clean
- Monthly: First Aid Box.
- Yearly: Fire extinguishers, boiler service, PAT testing in line with maintenance schedule

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

The First Aid Box is located on the mantel in the anteroom to right of main entrance.

Any accident must be recorded in the accident book (located in the kitchen) and reported to the Booking Secretary of the Management Committee (or Secretary ). Contact details are on the outside of the front door of the hall and in the accident reporting book.

Evacuation procedure and Emergency Service details are displayed in the entrance foyer of the Hall. – See Appendix 1 – Evacuation and Emergency

#### **Hazardous Substances**

Provision is made to secure hazardous cleaning materials and limit access to them in the anteroom.

#### **Housekeeping**

Rubbish and waste materials are disposed of safely by hirers.

Instructions for equipment is made available to users

The premises will be maintained in a clean and clutter free manner

#### **Arrangements for 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 Management 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 do not work alone on ladders at height (if necessary a Committee Member 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.

Effective from: Sept 2019

Review due: Sept 2022 or sooner if risk assessments require update.

## EVACUATION AND EMERGENCY

**Aldbury Memorial Hall location is:** The Green, Station Road, Aldbury, Herts HP23 5RR and located to the right of the Post Office.

The What 3 Words location description that emergency services are familiar with is :” *visions, disbanded, collides*”.

### If you detect fire or smoke

1. Ring 999 and give the location above:
2. Evacuate the building via the nearest and safest exit. Front door and/or rear door to left of the stage. Instruct all people to gather on the grass triangle in front of the hall.
3. Only if safe to do so, deploy the fire extinguisher or fire blanket in the room where they are located. The location of fire exits and extinguishers are displayed on the wall in the kitchen.

### In case of a medical emergency

1. Ring 999 and give the location as above:
2. Local 24 hr A&E
  - a. Stoke Mandeville, 8.6 miles - Mandeville Rd, Aylesbury, HP21 8AL  
Telephone 01296 315000
  - b. Luton and Dunstable, 8.5 miles – Lewsey Rd, Luton, LU4 0DZ  
Telephone 01582 491166
3. The community defibrillator is in a telephone box about 200 yds from the Hall. Exit and turn right. Turn right again onto Trooper Road. The telephone box is on the right and opposite the garage.
4. If you need medical help but it’s not an emergency ring 111

### For the Police

1. Ring 999 for an emergency and give your location as above.
2. Describe the threat and follow advice given.
3. For non emergencies contact Hertfordshire Constabulary 01707 354000