

HOPTON VILLAGE HALL

VISITOR MANUAL

**information relevant to any persons entering the hall
or its grounds for whatever purpose**

Version 1 CREATED SEPTEMBER 2018

Sylvia Gibson

Parish Clerk and Booking Secretary



HOPTON VILLAGE HALL

WILMORE HILL LANE, HOPTON, STAFFORDSHIRE, ST18 0AW

Part 1: Health and Safety Policy of Hopton Village Hall

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.

It is the intention of Hopton Village 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.

Hopton Village 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 Safety Rules set out by the committee and mentioned 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.

Part 2: Organisation of Health and Safety

The Hopton Village Hall Management Committee has overall responsibility for health and safety at Hopton Village Hall.

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

Name: Councillor Paul Evans - Chairman of the village hall
Telephone No 07414802314
Address: 4 Ivy Cottage Within Lane Hopton Stafford ST18 0AP

Name: Sylvia Gibson
Position: Booking Secretary
Telephone no: 07943 1507 13

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 co-operate 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 Booking 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 Storeroom if portable.

The following persons have responsibility for specific items:

First Aid box	The cleaner
Reporting of accidents	Group Leaders
Consolidating fire precautions and checks	The Booking Secretary
Training in use of hazardous substances and equipment	NOT APPLICABLE
Risk assessment and inspections	The Booking Secretary
Information to contractors	The Booking Secretary
Information to hirers	The Booking Secretary
Insurance	The Booking Secretary

A plan of the hall is at the end of this manual showing the location of the fire exit, fire extinguishers, fuse box, stop cocks and other aspects which may have a bearing on safety. (Appendix 1).

Part 3: Arrangements and Procedures

3.1 Fire Precautions and Checks

All users of the hall, in whatever capacity, should familiarize themselves with Appendices 1, 2 and 3 of this document, that contain information in respect of fire precautions, emergency procedures and information useful for emergency services.

THERE IS NO NEARBY PUBLIC TELEPHONE. ALL USERS SHOULD ENSURE THEY CARRY A MOBILE PHONE TO ENABLE THEM TO SUMMON ASSISTANCE IF NECESSARY.

Local Fire Brigade
Fire Brigade contact tel: 0300 330 1000, or in an emergency, 999
Pirehill, Stone, Staffordshire ST15 0BS

Company hired to maintain and service fire safety equipment:
Name: North Staffs Fire
Address: Flame House, Bagnall Road, Milton, Stoke-on-Trent ST12 7NE
last tested: December 2017
Tel number: 01902 722721
Location of service record: please refer to the Booking Secretary

List of Equipment and frequency of testing:

Item to test	Periodicity	Person responsible for testing
Emergency Lighting	Annually	Stafford Electricals
Fire Exits	Monthly	Sylvia Gibson
Firefighting appliances	Annually	North Staffs Fire
Electrical installation	5 years	Stafford Electricals
last tested:	April 2016	

Procedure in case of accidents

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

Name: Stafford Hospital
Tel: 01785 257731
Address: Weston Road, Stafford, ST16 3SA

Name: University Hospital of North Staffordshire
Tel: 01782 71544
Address: Princes Road, Hartshill Stoke-on-Trent, ST4 7LN
Web site: www.uhns.nhs.uk

The nearest Minor Injury Unit is:

Name: Cannock Chase Hospital,
Tel: 01543 57 27 57
Address: Brunswick Road Cannock WS11 5XY
Opening hours: 8.00 a.m. until midnight, 7 days a week

The First Aid Box is located in one of the kitchen cupboard base units immediately opposite the entrance to the kitchen

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

The accident book is located just inside the entrance to the hall, on a table underneath the coat pegs. A full record of any accident must be completed whenever an accident occurs. The person responsible for this is the person who has hired the hall, or another committee member or cleaner who may be using the hall for a non-hiring purpose.

Any accident must be reported to the booking Secretary, Sylvia Gibson, or in the case that she cannot be contacted, to any other member of the management committee.

You can contact Sylvia Gibson on
Tel. 07943 1507 13
Email: hoptonclerk@gmail.com
Web site: www.hoptonandcotonparishcouncil.org.uk
(use the "Contact Us" section)

The person responsible for completing RIDDOR forms and reporting accidents is Sylvia Gibson, who will do so if and when any such accident has been reported to her using one of the methods suggested above and with a record made in the Accident Book

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 hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to 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 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
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

3.3 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 by the Booking Secretary about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures) and will be informed of the location of the Accident Book.

Safety Responsibilities as referred to in the Hiring Terms and Conditions:

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.

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

- **Make sure that the emergency exit door is 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
- **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 (e.g. stacked tables or chairs)
- **Do not** stack more than five chairs
- **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 supervised serving of food at functions). Avoid overcrowding 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 Sylvia Gibson
- **Report** every accident in the accident book and to Sylvia Gibson
- **Be aware and seek to avoid** the following risks:
 creating slipping hazards on 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.

IN THE EVENT OF A FIRE, TELEPHONE THE FIRE SERVICE AND EVACUATE ALL PERSONS FROM THE HALL.

IN THE EVENT OF ANY INCIDENT REQUIRING EVACUATION OF THE HALL, THE ASSEMBLY POINT IS THE FURTHEST CORNER OF THE CAR PARK FROM THE HALL ENTRANCE. ORGANISERS MUST TAKE A ROLL-CALL OF EVENT ATTENDEES.

Part 4.0 Contractors

When a repair / extension is needed the Management Committee will employ an expert to raise a specification and this same expert will check the work when completed

Members of 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 and experience
- contractors have adequate public liability insurance cover
- contractors have seen the Hopton Village Hall Visitor Manual and are aware of any hazards which might arise
- 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
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Part 5.0 Insurance

Name and address of insurer:	"Inspire" through Came and Company (broker)
Telephone no of insurer:	01256 395 020
Policy number ;	RGBDX6962034
Date of Renewal:	23rd March2019

Part 6.0 Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in February 2019

Appendix 1 Health & Safety Plan of Hopton Village Hall

Appendix 2 Information for Hirers of the Hall in respect of Fire Safety Regulations

<p>As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.</p> <p>Before the event or function you should be aware of:</p> <ul style="list-style-type: none">• The location of the fire extinguishers and blanket (in one of the kitchen drawers)• How the evacuation of the premises should be carried out• Where people should assemble after they have left the premises and procedures for checking whether the premises have been fully evacuated• Identification of key escape routes and exits• How the fire and rescue service and any other necessary services will be called• Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks e.g. the location of highly flammable materials (in a locked cupboard in the store room)• Limitation on numbers of people• Any chairs etc. which need removing from fire exits and external doors <p>Before the event or function you should decide:</p> <ul style="list-style-type: none">• The arrangements for fighting fire• The means of escape	<ul style="list-style-type: none">• The arrangements for the safe evacuation of people identified as being especially at risk such as contractors, those with disabilities, children, members of the public and visitors• Who will be responsible for calling the fire and rescue services and any other necessary services• Your plans to deal with people once they have left the premises, especially children <p>At the start of the event or function you should notify all those present about:</p> <ul style="list-style-type: none">• The non-smoking policy• Who is supervising and how to identify them• Location of exits and escape routes• Taking only valuables immediately to hand but not to go to collect other belongings• The location of the Assembly Point <p>During the event or function you should ensure that:</p> <ul style="list-style-type: none">• Escape routes and exits do not become blocked• Your smoking policy is adhered to• No naked flames are started (unless authorised e.g. candles)• Where naked flames are present that combustible materials are kept clear• Rooms do not become overcrowded
--	---

Appendix 3 Fire Safety Risk Assessment

This risk assessment considers each of the areas of the premises to evaluate the potential risks and how these are prevented or mitigated:

Main Hall

There are no inherent sources of ignition, other than the mains electricity wiring and sockets which are tested annually and five wall-mounted radiators. There is a no smoking policy and the Safety Rules call for any portable electrical devices to have been appropriately tested.

In the event of a fire, the fire extinguishers are adequate and suitable to fight fires that might be anticipated; the signage and emergency lighting for the fire exit are good and the fire exit is more than adequate to evacuate the hall's limit of 60 people occupancy.

Kitchen

This room holds the most likely sources of potential ignition, those being the electric cooker, having four open rings and an oven.

The electric devices are checked annually by competent professionals, so the most likely reason for them to cause an accident is through human error or misuse. To minimise this the Safety Rules limit the maximum number of people in the kitchen to four and forbidding the presence of people under 16 years of age in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions).

In the event of a fire, both a powder extinguisher and a fire blanket are provided; all such devices are inspected annually. The means of escape are adequate these being:

- **Through the external door (not a fire door)**
- **Through the fire exit in the hall**

Thus it is considered that the residual risk has been adequately provisioned for.

Store Room and Toilets

Apart from one computer and a Hoover there are no electrical devices located in any of these rooms, so most fire risks will be brought into the rooms by users of the hall. As with the Main Hall, the Safety Rules are structured to minimise the likelihood of this occurring. Should a fire occur in any of these rooms, all are on ground level and all have windows which can be opened from the inside and which could be used as means of

escape by able-bodied people. Additionally, all these rooms are within close proximity of well signed and lighted fire exits.

Overall

The hall has an occupancy limit of 60 people, for which the fire exit opens outwards which is more than adequate in size. The Safety Rules draw users' attention to the sources of risk, the firefighting equipment, the fire prevention measures and the procedure in the event of a fire.

Appendix 4 Health & Safety Risk Assessment

Area	Potential risk	Probability	Severity	Control measure
Car park	Slip on surface (normal weather)	1	3	No action – surface is well maintained and suitable
	Slip on surface (winter)	3	4	Safety Rules stipulate hirer must check for unusual and infrequent risk conditions and cancel event if approp.
	Car/pedestrian collision (day)	1	3	Car park has excellent visibility
	Car/pedestrian collision (night)	3	5	There are lights all up the driveway but not in the car park
	Emergency vehicle cannot gain access	2	4	Blocking the entrance would have to be deliberate
Building	Trip up the ramp in the main hall	1	4	Ramp has a suitable surface and is painted a bright colour
	Slip at the entrance to the hall due to poor visibility	1	4	Automatic light outside main entrance plus working emergency lights
	Internal slip due to poor lighting	1	3	Lighting excellent in all internal areas
	Slip due to cluttered entrance	1	3	The entrance/exit is clear of clutter. Safety Rules stipulate that the clutter in these areas should be moved
	Trip due to trailing leads	1	3	Extra sockets have been fitted in the kitchen and main hall
	Injury from damaged furniture	1	3	All chairs/tables/noticeboards are in good condition
	Slip due to poor floor surface	1	3	Floor surfaces are excellent throughout the building
Electrical equipment	Injury due to poor state of repair of electrical items	1	5	All electrical items are P.A.T. tested every year. Electrical installations are checked every 5 years
Kitchen	Injury due to cooking accident	2	4	Safety Rules stipulate no more than 6 people to be in the kitchen at one time
Asbestos	Injury due to dust inhaled	1	4	No dangerous asbestos in the building
Fire	Injury due to fire	2	5	Visitor manual describes all risks, preventative measures and evacuation procedure. Safety Rules stipulate familiarity with location of extinguishers
Legionnaires	Injury due to inhalation	1	4	No static or sprayed water available

Date of Accident: **Time:** **Reported by:**

Description of Accident:

Detail of any personal injuries

Name of injured person:

Description of injury:

Action taken in respect of injury:

Detail of any damage to the hall or to personal property:

Description of damage:

Action taken in respect of damage:

Date, time and name of committee member to whom this incident was verbally reported: