

# Milburn Village Hall

## Health & Safety Policy

October 2023 v.1

# Milburn Village Hall Health & Safety Policy

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## Health and Safety Policy Statement

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

Milburn Village Hall Committee considers the promotion of the Health and Safety of its users, volunteers and contractors to be of great importance.

Our policy is to:

1. Provide healthy and safe working conditions, equipment and systems of work for our users, volunteers and contractors.
2. Keep the Village Hall and its equipment in a safe condition for all users, volunteers and contractors.
3. Provide such consultation, training and information as is necessary to users, volunteers and contractors.

It is the intention of the Committee to comply with all Health and Safety Regulations and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities.

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.

Users, volunteers and contractors will be expected to recognise that there is a duty on them to comply with the safety practices set out by the Committee.

Signed:

Name: Andy Rorks

Position: Health & Safety Representative Milburn Village Hall Committee

Date: October 2023

## Management of Health & Safety

The Milburn Village Hall Committee has overall responsibility for Health and Safety at Milburn Village Hall.

The person(s) delegated by the Management Committee to have day-to-day responsibility for the implementation of this policy are the Health & Safety Sub-committee:

Name: Andy Rorks

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Telephone Number: 07917 042548  
Address: Westgate House, Milburn.  
Email address: Rorksey@gmail.com

Name: Debbie Payton  
Telephone Number: 07811 580922  
Address:  
Email address: deb.payton@talk21.com

Name: Chris Evans  
Telephone Number: 017683 61216  
Address:  
Email address: hawkatburn@googlemail.com

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

Should anyone using the Village Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person(s) above 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 if practicable the equipment should be placed in the Store Room.

## Access Statement

### Equal Opportunities Statement

Milburn Village Hall Committee is committed to a policy of equal opportunity for all users, volunteers and contractors ensuring fairness of treatment, dignity and the elimination of all forms of discrimination. The Committee aims to create an environment in which all individuals are able to make best use of the Village Hall.

It is the Committee's stated policy to treat all users, volunteers and contractors equally and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age or disability.

### Locating the Village Hall.

The Village Hall is located on the edge of the village of Milburn and has a CA10 1TL postcode. The village can be accessed from Long Marton, Newbiggin, Blencarn.. Approaching from the village green the Village Hall is situated at the southern end of the village on the right hand side prior to bungalows also on the right , as you exit the village heading for Long Marton.

### Arrival and car parking facilities

Access to the Village Hall is gained via the footpath and adjacent steps, a sloping ramp with tarmac surface is immediately in front of the building. Both steps and ramp lead to the Village Hall main entrance located to the left hand side of the building looking at it from the roadside.

There are no parking facilities at the Village Hall other than limited roadside parking directly outside or a short distance away on the Village Green.

### Public Areas – General

All areas of the Village Hall are non-smoking areas. The main entrance to the building is accessed via a gently sloping ramp with a handrail or steps that leads to the side porch adjacent to the main hall area. There is level access to this ramp from the pavement. Within the Village Hall all rooms have level access through doorways of at least 77.5cm (30.5 inches) in width.

### Public Areas – Toilets

The Village Hall provides Male and Female toilets. There is one toilet within the Centre for the use of disabled people and this also includes baby changing facilities. This toilet is unisex and has level access. The door opens outwards and locks with a twist lock. No key is required.

### Public Areas – Kitchen

There is a water heater, an electric hob, an electric oven and a fridge available to all users, as well as a plate warmer in the shed. There is a large servery opening into the Main Hall area.

## Public Area – Main Hall

The Main Hall is a large open area used for an array of community based events including coffee mornings, badminton, Playgroup, indoor PE sessions by the Village school during inclement weather conditions, Village parties and social events.

There is also a partition wall that can be erected making a small meeting room and reducing the size of the main hall.

## Public Area - Store Room- & Additional External Store Room

A selection of foldable tables and chairs are available from the Store Room at the Northern end of the main hall. Users are requested to replace any items of equipment that they use during their event taking great care as they move heavy or bulky items.

Outside to the Northern aspect of the Village Hall is a separate external storeroom access gained via a locked roller shutter door with a small metal ramp leading to it. Within the storeroom is additional storage for tables, chairs, kitchen equipment , sporting equipment , some items stored under agreement from the committee for the Village School. There is only one entrance/exit from this building and care should be taken moving heavy and bulky objects particularly down the ramp and over the threshold access into the main building.

## Emergency Exits

There are four Emergency Exits in the Village Hall. The principle exit is through the double front doors of the Village Hall and leads to the street outside. There is a side exit which leads to the ramp for wheelchair users. The third exit is to the rear of the building and opposite the kitchen door also generally used as the main entrance to the Village Hall. The fourth fire exit is located at the Northern end of the building through a fire door into a corridor leading to a fire exit door into an alleyway next to the additional equipment store. The Evacuation Assembly Point is located near the bus shelter on the village green.

## Hearing Assistance

The main hall has an induction loop installed. It is the responsibility of the users who wish to take advantage of the loop to use suitable microphones to feed the loop system.

## Contact Information

Contact with the Booking Secretary can be made by telephone on 07811 580922. Details of all committee members are posted on the Community Centre Notice Board. Membership of the Health and Safety Sub-committee can be found on Page 3 of this document.

The following have responsibility for specific activities:

First Aid Kit	H & S Sub-committee
Reporting of accidents	H & S Sub-committee
Fire precautions and checks	H & S Sub-committee
Risk Assessment and inspections	H & S Sub-committee
Information to contractor	Designated Project Manager
Information to hirers	Booking Secretary
Insurance	Treasurer

## Site and Building Plan

The plan of the Village Hall shows the location of fire exits, fire extinguishers, the fire alarm panel and other features which may have a bearing on safety.



## **\*Premises Licence**

The Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated below:

<b>Activity</b>	<b>Days the hall is licenced</b>	<b>Times when licenced</b>
A performance of a play	Monday to Sunday	07:00 am to 1:30am*
An exhibition of a film	Monday to Sunday	07:00 am to 1:30am*
An indoor sporting event	Monday to Sunday	07:00 am to 1:30am*
A performance of live music	Monday to Sunday	07:00 am to 1:30am*
Any playing of recorded music	Monday to Sunday	07:00am to 1:30am*
A performance of dance	Monday to Sunday	07:00am to 1:30am*
Provision of late night refreshment	Monday to Sunday	07:00am to 1:30am*
The supply of alcohol Both On & Off sales (Sealed containers)	Monday to Sunday	10:00am to 1:30am*

**\*(Please note that on Fridays & Saturdays the Licence extends 07.00am to 07:30am the following day. Also on Sundays hours are reduced 07:00am to 12:30am)**

## Copy of Licence displayed in the Village Hall.

Licencing Authority: Westmorland & Furness District Council

Licence Number: PL0349

Registered Name of Holder: Milburn Village Hall Committee

Address of Licensed premises: Milburn Village Hall

Penrith Cumbria CA10 1TN

## Hire Agreement

# Milburn Village Hall

Registered Charity No. 1041920

## HIRE AGREEMENT

**THIS AGREEMENT is made between:**

- 1) Milburn Village Hall Committee and Trustees through their agent:

Deb Payton **Phone:** 07811580922

**Email:** deb.payton@talk21.com

- 0) The Hirer: .....name\*

organisation if applicable

address

..... post code\*

...telephone number\*

\* Required

### IT IS AGREED THAT:

1. IN CONSIDERATION of the hire fee of £ .....<sup>†</sup> the hirer has the use of the following rooms:

Large hall	
Small Meeting Room	
Kitchen	
Entrance hall, corridors and toilets	YES

as well as use of general furnishing (tables, chairs, etc. which may be found in the Store Room),  
for the purpose of

.....  
from date time  
to date time

to include time for preparation before and cleaning up after the event, such sum to be paid in full within seven days of the end of the period of hire.

<sup>†</sup> This is based on rates agreed each year at the Annual General Meeting. Where applicable it includes a charge for use of the bar licence.

2. A DEPOSIT OF £ ..... has been paid to secure the booking which shall be deducted from the total hire fee leaving a balance due of £ ..... This deposit is non-refundable.
3. THE HIRER accepts responsibility for leaving the Village Hall clean and tidy and in as good condition as it was at the commencement of the period of hire.
4. THE HIRER agrees to comply with notices around the premises and not to take any action which would be likely to invalidate the Village Halls insurance policy and also to abide by the terms of the license held by the Village Hall which permits its use for the purposes of entertainment up until 1.30 am. Except on Sundays 12:30am.
5. THE HIRER agrees to ensure that the premises are locked and secured at any time they are left unattended during the period of the booking, and at the end of the booking.
6. THE HIRER agrees to be present at the Village Hall for the whole of the time that the Village Hall is in use for the event, to ensure orderly conduct of those present, to be mindful of the impact of the event on local residents, and to ensure participants leave the property quietly and safely at the end of the event without disturbing people in the area.
7. THE HIRER agrees to accept responsibility for safety and emergency procedures during the period of hire and, in particular, will ensure that all participants in an event are made aware of fire procedures (to exit by the designated fire exits and gather in the car park). HE/SHE will also ask anyone bringing electrical equipment into the Village Hall for the purpose of the event to confirm that such equipment is covered by a current safety certificate.
8. THE HIRER shall ensure that drunk and disorderly behaviour is not permitted during the event in or around the premises and shall ensure that alcohol is not served to any person suspected of being drunk or underage.
9. SHOULD THE VILLAGE HALL BECOME UNAVAILABLE due to unforeseen circumstances, the Village Hall Committee will do its best to assist in finding an alternative venue but will not be responsible for any additional cost. In such circumstances, any deposit paid in advance will be reimbursed.
10. THE VILLAGE HALL COMMITTEE AND TRUSTEES will not accept liability for any damage, loss, or injury incurred by the hirer or the hirer's guests, or to their vehicles or possessions, unless proven to be caused by a negligent act by a member of the said Committee or by their employees or contractors whilst acting in the course of their employment.

SIGNED:

..... on behalf of the Milburn Village Hall Committee.

..... the Hirer

DATED: .....

## Fire and Evacuation Procedure

To comply with **Fire Safety Regulations** all users of this Village Hall must **nominate a Responsible Person** to take charge of **Fire Safety** precautions during their use of the Community Centre and that person must:

1. Ensure that all **exit doors are unlocked** and free from any obstruction - all exit doors are marked by Exit signs and have illuminated emergency lights above them.
2. Ensure that they know the **locations of the Fire Extinguishers** in the Village Hall and familiarise themselves on how to operate them.
3. Inform everybody using the Village Hall of the strict **No Smoking Policy** throughout the building. Also inform them that in case of Fire the **Assembly Area** is outside the Village Hall to the front clear of the building towards the Village centre.
4. **In case of Fire** it is the **Responsible Person's** duty to:
  - i. **Evacuate** the Village Hall in a calm and orderly manner
  - ii. **Call the Fire Service**
  - iii. **Prevent** anybody from re-entering the hall until the Fire Service gives permission for them to do so
  - iv. Carry out a **Roll Call** and advise the Fire Service if anyone is missing

## Fire Precautions and Checks

The Health & Safety Sub-committee is responsibility for the Fire Risk Assessment and for the service and testing of firefighting equipment which is tested at the following intervals:

Item	Test Interval
Fire alarm sounders	Monthly
Emergency lighting	Monthly
Fire exits	Weekly
Residual current device	Monthly

The Health & Safety Sub-committee is also responsibility for the:

- Fire Risk Assessment – see Appendix 3
- Evacuation Procedure – see Page 9
- Map of exits, firefighting equipment and Assembly Point – see Page 6

The Company contracted to maintain and service the fire safety equipment is:

Name	Carlisle City Fire Protection
Address	23 Geltsdale Avenue, Carlisle Cumbria CA1 2RL
Tel No:	07867 972977
	CCFP@BTINTERNET.COM
Location of service record	Held by H & S Sub-committee

Item	Service Interval
Fire alarm sounders	Annually
Emergency lighting	Annually
Firefighting appliances	Annually
Portable electrical appliances	Bi-annually

## Accident Reporting Procedure

The First Aid Box is located on the kitchen wall directly ahead as you enter the kitchen. The Kit is marked accordingly.

The location and telephone number of the nearest doctor's surgery is:

- Temple Sowerby Medical practice, Linden Park, Temple Sowerby, Penrith, CA10 1RW.
- Tel 01768361232. (13 Minutes)
- Appleby Medical Practice, The Riverside Building, Chapel Street, Appleby in Westmorland. CA16 6QR

The location of the nearest hospital Casualty Unit / Accident & Emergency is:

- Minor Injury Unit (MIU) - Penrith Community Hospital Bridge Lane Penrith CA11 8HX 01768 245555 – 10.7 miles (20 minutes).
- A&E Services 24 hours - Cumberland Infirmary Newtown Road Carlisle Cumbria CA2 7HY 01228 523444 – 23.1 miles (45 minutes).

All accidents must be recorded on an Accident Form which are kept with this file.

The Health & Safety Sub-committee have a legal responsibility to record all reportable accidents and to submit these to the Health and Safety Executive.

Health and Safety Executive reportable accidents include:

- Fracture – other than 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 admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances / biological agents.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances by inhalation, ingestion or through the skin.
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

## Damage Reporting Procedure

The Village Hall Committee hopes that you find the Village Hall and its equipment to be in good condition for your hire period.

However there are occasions when the building or the equipment within it become damaged and the Village Hall Committee needs to know about this.

If you should discover damage or a faulty appliance please complete the **Damage Report Form at the back of this folder** so that action can be taken to make repairs before the facility is used again.

Thank you for your support.

## General Safety

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 be given information by the Bookings Secretary about Health and Safety Procedures at the Village Hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be advised of the location of the Accident Form and Health and Safety file.

The Village Hall Committee has carried out Risk Assessments for the Village Hall and these are included in this file. The following practices must be followed in order to minimise risks:

- **Make sure** that all emergency exit doors are clear and unlocked as soon as the Village Hall is to be used and throughout the event.
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration.
- **Do not** work at a height or on steps or ladders until they are properly secured and another person is present.
- **Do not** leave portable electrical or gas appliances operating while unattended.
- **Do not** lift heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided.
- **Do not** stack more than six chairs high.
- **Do not** transfer hot or boiling water around the kitchen in open containers.
- **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).
- **Do not** allow overcrowding or running in the kitchen.
- **Report** any evidence of damage or faults to equipment or the building facilities to the Health & Safety Sub-committee (see Page 3 for details).
- **Report** every accident on an Accident Form provided in this file.

Please be aware of and seek to avoid:

- Creating **slipping hazards** on polished or wet floors – mop up spills immediately.
- Creating **tripping hazards** such as bags, buggies, umbrellas and other items left around the Community Centre.
- Creating **toppling hazards** by piling equipment e.g. in cupboards and the Store Room.
- Tripping over in **unlit areas** – always use lighting provided.

- Risks to individuals while in **sole occupancy** of the building.
- Risks involving **kitchen equipment** e.g. cooker, water boiler and knives.

## Electrical Safety

**Your electrical safety is of paramount importance to us:**

- In 2002 Milburn Village Hall received certification for the new electrical installation & has undergone inspections since that date.
- The Village Hall has 13 Amp power sockets around both rooms all of which are protected by Residual Current Devices (RCD) trip switches for the protection of users.
- The Village Hall is heated by a combination of thermostatically controlled oil central heating and air source heat pumps.
- The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. All portable electrical appliances provided by the Village Hall are subject to a bi-annual Portable Appliance Test (PAT) but should be visually inspected by the user for damage before they are operated. Any damage found should be reported on the Damage Report Form supplied and the appliance placed in the Store Room for repair or replacement.
- Users bringing their own or hired electrical appliances into the Village Hall should:
  1. Ensure the appliance is appropriately fused
  2. Ensure the appliance has been recently inspected and is in a safe condition
  3. Ensure they have received instruction on how to operate the appliance
  4. Recognise that the use of such equipment is wholly the responsibility of the user

Please remember:

- **Electricity is a killer...**
- Do not interfere with the Village Halls electrical installation
- Report anything that you find to be damaged
- If in doubt, always ask for HELP. For assistance with any electrical appliance in the Village Hall, please contact one of the Health & Safety representatives identified on Page 3 of this file.



## Management of Substances Hazardous to Health

Control of Substances Hazardous to Health 2002 (COSHH) is a legislative framework intended to protect the health of anybody likely to come into contact with hazardous substances during the course of their activities.

Hazardous Substances can take many forms:

- Chemicals labelled as toxic, corrosive, harmful or irritant
- Products containing chemicals
- Fumes & dusts
- Vapours & mists
- Nanotechnology
- Gases and asphyxiating gases
- Biological agents & germs that cause diseases such as leptospirosis or Legionnaires disease

The Regulation sets out essential measures that organisations have to take. Failure to comply with COSHH, in addition to exposing people to risk, is subject to penalties under the Health and Safety at Work Act 1974.

Four steps required to manage Substances Hazardous to Health are:

- Carry out an assessment of the risks presented by Substances Hazardous to Health - there is a requirement that this assessment be suitable and sufficient for the purpose.
- Both identify and implement any control measures that may be needed to prevent or adequately control exposure.
- Ensure that once implemented the control measures are used, protective equipment is properly maintained and safety procedures are followed.
- Tell users, volunteers and contractors of the hazards involved and train them in the precautions needed to avoid them.

The Risk Assessment for Substances Hazardous to Health can be found in Appendix 6 of this file.

## Management of Contractors

The Village Hall Committee will check with contractors (including self-employed persons) before they start work that:

- The contract is written, clear and understood by both the contractor and the Village Hall Committee.
- Contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience, Risk Assessments and Method Statements.
- Contractors must evidence adequate public liability insurance.
- Contractors have seen the Health & Safety file and are aware of any hazards which might arise (e.g. electrical cables & water pipes).
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
- Contractors have their own Health & Safety policy for their staff.
- The contractor knows which member of the Village Hall Committee is the appointed Project Manager and responsible for overseeing that their work is as required and to a satisfactory standard.
- Any alterations or additions to the electrical installation or equipment must conform to the current regulations of the Institute of Electrical Engineers.

## Insurance Information

Name and address of Insurer	Allied Westminster (Insurance Services) Ltd, Allied House, Holgate Lane, Boston Spa, LS23 6BN
Master Policy Ref No	BS70786
Policy No.	VH 88/0047440/BS70786
Renewal Date	4 <sup>th</sup> February 2024.
Telephone No of Insurer	01937 845245

## Review of Health & Safety Policy

The Village Hall Committee will review this policy annually in January in time for the renewal of the insurance in February.

Village Hall Committee members with responsibility for Health & Safety will report at all Committee Meetings detailing any accidents, faults, misuse by hirers, Village Hall improvements or other matters which could affect the Health & Safety of users, volunteers and contractors.

## Environmental Policy

The Village Hall Committee is committed to providing a high quality service whilst minimising the environmental impact of our activities. Our aim is to be as environmentally responsible as we can be.

Some of the steps we have taken to reduce our impact on the environment include:

- Fully insulating the Centre (In areas where possible).
- Installing double glazing throughout the Centre.
- Installing low energy lighting throughout the Centre.
- Reducing the use of water within the Centre.
- The use of air source heat pumps.
- Re-cycling glass, paper and tins.
- Providing regular community events for local people.
- Promoting a sense of responsibility and understanding for the environment.

Milburn Village Hall Committee will ensure that environmental priorities are integrated into the decisions it takes for all its activities.