

# **COWDEN VILLAGE HALL**

**Chantlers Mead, Cowden, Edenbridge, Kent. TN8 7HU**

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## **Health & Safety Policy**

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# Part 1 – General Statement of Policy

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Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for all users.
- b) Keep the village hall 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 Cowden 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.

Cowden Village Hall Management Committee considers the promotion of the health and safety for 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 all users to engage in the establishment and observance of safe working practices.

All users 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 or ill health to themselves or others.

The Health and Safety Policy is available on the Village Hall website.

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## Part 2: Organisation of Health and Safety.

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

It is the duty of all users 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 violation which might cause injury and cannot be rectified immediately they should inform the Bookings 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. Where possible it should be removed to a safe place until it can be mended. Please record details of the fault/damage in the maintenance book (stored in the first aid cupboard in the kitchen).

Smoking is not permitted in the Village Hall.

The company Chubb are used to maintain and service fire safety equipment.

Service records are kept in the Operations folder (stored in the kitchen)

The committee will carry out all necessary risk assessments and safety checks.

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fuse box, stop cock and exits.

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## Part 3: Arrangements and Procedures

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### License

Sevenoaks District Council licenses the hall for the following activities: Public Entertainment, Performance of Plays and Premises License. A copy of the license is on the wall in the Village Hall.

### Evacuation Procedure

There is no landline in the hall, use a mobile to ring emergency services on 999.

In case of fire or any other event that is likely to cause multiple casualties or panic, leave the hall by any of 4 exits. The exit from the main hall and the front door are suitable for wheelchair exit. Assemble at the fire assembly point located in the field beside the main car park. See also Fire Notice and Hall Plan.

### List of equipment and its location.

Item	Test Interval	Service Date
Residual Current Device	Quarterly	November
Emergency Lighting	Quarterly	November
Fire exits	Quarterly	November
Fire fighting appliances	Annually	November
Electrical installation	3 years	
Oil Heating etc	Annually	August

### Procedure in case of accidents

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

**Tunbridge Wells Hospital  
Pembury  
Tunbridge Wells  
Kent  
TN2 4QJ**

**Tel:- 01892 823535**

The location and telephone number for the nearest minor injuries unit is:

**Edenbridge Memorial Health Centre, Four Elms Road, Edenbridge TN8 6FY**

**Tel :- 01732 865055 Open 8:00am-6:30pm Monday to Friday, excluding Bank holidays.**

The First Aid box is stored kitchen and the accident book/forms which must be completed whenever an accident occurs, are kept beside it.

The person responsible for keeping this up to date is the Health and Safety Advisor

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

The person responsible for completing RIDDOR forms and reporting accidents is the Chairman/ Secretary and the following major injuries or incidents must be reported on RIDDOR forms (kept with accident book):

- 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.

## Safety Regulations (Hirer)

The following practices must be followed in order to minimise risks:

- 1 Make sure all Emergency Doors are unlocked and clear of obstructions internally and externally as soon as the hall is to be used and throughout the hiring.
- 2 Ensure no vehicles parked within 2 metres of the main doors and hall fire exits or any other exits to allow safe access to and from the building.
- 3 In case of fire or any other event likely to cause multiple casualties or panic, leave the hall by any of 4 exits. The exit from the main hall and the car park fire exit door are suitable for wheelchair exit. Assemble at the fire assembly point located in the field beside the Village Hall main car park. See also Fire Notice and Hall Plan.
- 4 Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- 5 Do not attempt to change light bulbs or tubes or modify or repair any electrical appliance or fitting.
- 6 Do not cover or place any item on or above the heaters.
- 7 If you bring any portable electric appliances to use in the hall please ensure they are in good working order and well maintained to reduce risk of fire.
- 8 Do not leave portable electrical appliances operating unattended.
- 9 Portable gas heaters are not allowed anywhere in the hall. The hall has an oil fired central heating system with radiators throughout the premises. Thermostatic controls are located in the hall, clubroom and main hall for zonal control. Should users suspect any damage to the heating system then the heating system should not be used. The management committee should be informed immediately.
- 10 Users must supervise young children around the radiators as they can become hot to touch.
- 11 Do not work on steps, ladders or at height until they are properly secured and another person is present.
- 12 Do not attempt to move heavy or bulky items. Two people are required to lift, move and stack tables. Do not stack chairs more than 6 high.
- 13 Do not attempt to carry or tip a water boiler when it contains hot water.

14 Do not allow children or pets into the kitchen.

15 Wear suitable protective clothing when handling cleaning or other toxic materials.

16 Report any evidence of damage or faults to equipment or the building's facilities to the Bookings Secretary and record it in the maintenance book (stored in the kitchen). If the Bookings Secretary is not available please report it to any available member of the Committee.

17 Report every accident in the Accident Book (stored in the first aid box in the kitchen). Report serious accidents,(requiring a medical practitioner), to the Chairman.

18 All hirers must ensure that the main hall capacities are not exceeded. Maximum number of persons allowed in the main hall are:

a) Dancing (unseated)	112
b) Close-seated audience, theatre style	185
c) Seated at tables	80

19 Fires, pyrotechnics or any naked flame (with the exception of tea lights) are not allowed on any part of the property or playing Field. ***Tea lights must be contained in a semi-enclosed container designed for that purpose.***

20 Tables or chairs must not be taken outside unless by prior written agreement.

21 All users should be vigilant around the stage area to avoid the possibility of falling from the stage edge. Children should always be supervised when using the stage.

22 Minors under the age of 18 must be accompanied and supervised by a responsible adult at all times. In the event of children's parties or activity groups, the hirer shall take responsibility for the adult to child ratio, ensuring adequate safety and care for the age of the children attending.

23 Small children under the age of 12 are not permitted in the kitchen. This is to avoid the risk of scalds, burns cuts and other injuries occurring.

24 Hazards that must not be used in the Village Hall and premises without authorisation by the Hall Committee are:

- Flammable liquids
- Electrical equipment Producing heat
- BBQ equipment
- Fireworks
- Inflatable entertainment equipment (Bouncy castle, etc)

25 The hire agreement must be signed and returned to acknowledge acceptance of the Village Hall Health and Safety policy.

26 There is no smoking permitted within the Hall.

## **Insurance**

Policy type: Village and Community Hall Insurance

Policy number: CCP 201845

Insurer: Ansvar Insurance via broker Norris & Fisher (Village Hall Scheme) Ltd

Date of renewal: - on 31<sup>st</sup> May Annually

Any subletting to be covered by hirers appropriate public liability insurance, minimum £5,000,000.

## **Policy review and responsibilities**

Policy to be reviewed biennially. Committee members with responsibility for aspects of health and safety will report to management committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of volunteers, committee members, hirers, contractors, or users. Version ? adopted by the Management Committee: 1<sup>st</sup> May 2025??

The Management Committee will review this policy annually at the AGM.

## **Contractors**

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

- 1 The contract is clear and understood by both contractors and the committee.
- 2 All contractors employed by the Village Hall Management Committee operate a safe system of work and if requested will produce a method statement.
- 3 The contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience.
- 4 Contractors have adequate public liability insurance cover. This is the responsibility of the project Manager.

- 5 Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
- 6 Contractors have their own Health and Safety policy for their staff.
- 7 The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
- 8 Any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

# Cowden Village Hall Procedures

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## **FIRE**

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- 1 Please make sure your guests are aware of the Cowden Hall Floor Plan which shows the position of fire extinguishers. The hirer is deemed the “Responsible Person” and is designated the person in charge of the hall during your hire. It is advisable to make a note of the name of each person attending your event (see step 2. Roll Call).
- 2 In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest exits and assemble at fire assembly point located on the large grassed area on the opposite side of the road from the hall main entrance. Only the door from the main hall to the car park and the front fire exit are suitable for wheelchair exit. A Roll Call should be taken.
- 3 CALL THE FIRE BRIGADE using your mobile phone. Dial 999 and give the address of Cowden Village Hall, Chantlers Mead, Cowden, Edenbridge TN8 7HU
- 4 The Responsible Person should ensure that once the Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
- 5 While waiting for the Fire Brigade, telephone one of the Committee:  
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Or any other member known to you.
- 6 On arrival of the Fire Brigade, the The Responsible Person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
- 7 Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.

# Cowden Village Hall Procedures

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## ACCIDENT

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- You will find the First Aid Box stored in the kitchen.
- Enter the details of the accident in the Accident Book.
- For Serious Accidents contact the Chairman/Secretary (who may have to contact the Health and Safety Executive).

..... tel no: - .....

..... tel no: - .....

Serious accidents include:

- 1 Any fracture, other than to the fingers, thumbs or toes.
- 2 Any amputation.
- 3 Dislocation of the shoulder, hip, knee or spine.
- 4 Loss of sight (temporary or permanent).
- 5 A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- 6 Any injury resulting from electric shock leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
- 7 Any other injury-
  - a) leading to hypothermia, heat-induced illness or to unconsciousness,
  - b) requiring resuscitation, or
  - c) requiring admittance to hospital for more than 24 hours.
- 8 Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- 9 Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin-
  - a) acute illness requiring medical treatment, or
  - b) loss of consciousness.
- 10 Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.
- 11 Any accident requiring a member of the public to receive hospital treatment or be attended to by an ambulance.

# **Cowden Village Hall Procedures**

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## **END OF SESSION CHECK LIST**

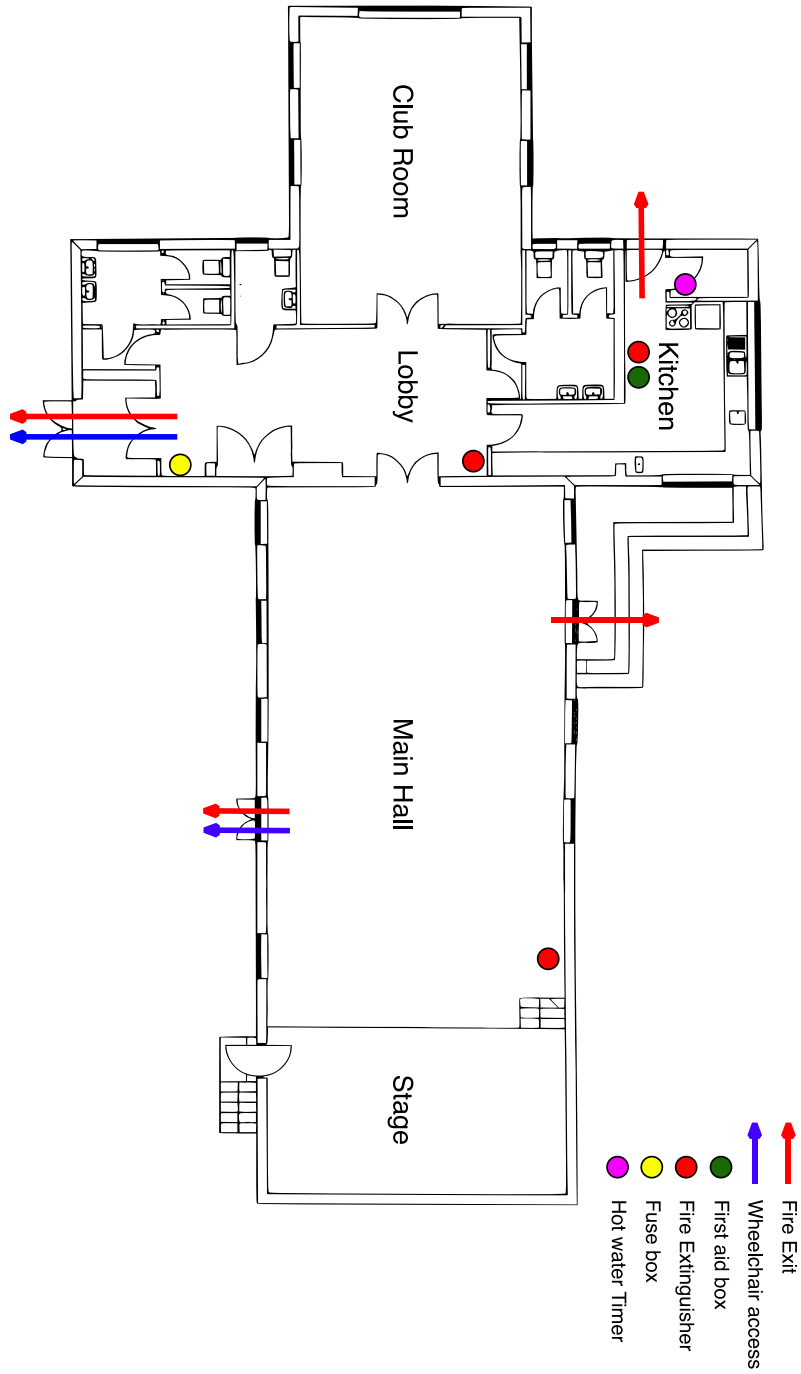
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### **BEFORE YOU LEAVE**

- 1 Search for smouldering fires and clear waste paper.
- 2 Check that heaters and cookers are turned off.
- 3 Check that all electrical appliances are turned off and unplugged.
- 4 Turn out all lights not required for security purposes.
- 5 Close and lock all internal doors.
- 6 Secure all outside doors and windows.
- 7 All Hall equipment used must be returned to its proper storage space (plan attached)
- 8 Please leave the Hall as you would expect to find it.

### **REMEMBER TO REPLACE THE DOOR KEY INTO THE KEY SAFE**

# Cowden Village Hall Floor Plan



# Cowden Village Hall Fire Assembly Point

