

Health and safety policy including fire procedure

Sibbertoft Reading Room, Berkeley Street, Sibbertoft, LE16 9UF

Registered Charity No: 304245

The Health, Safety and Welfare of all those managing, using and visiting Sibbertoft Reading Room is paramount at all times. The Management Committee, although having no legal requirement to record Health and Safety assessments, as trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

1.0 Policy

The policy of the Committee is to take reasonably practicable measures in relation to the management of Sibbertoft Reading Room to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- i. provide healthy and safe working conditions, equipment and systems for our Committee Members and Hirers;
- ii. keep the Village Hall and equipment in a safe condition for all users;
- iii. provide all necessary support and information to Hall users, hirers and outside contractors.

The Committee will work in the furtherance of these aims by:

- iv. identifying and assessing risks;
- v. recording assessments and regularly reviewing them;
- vi. eliminating or controlling risks;
- vii. monitoring compliance and work conditions;
- viii. establishing a clear, sensible and practical safety organisation and arrangements.

2.0 Duties

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise and accept their duties:

- i. to follow health and safety instructions and to report dangers;
- ii. to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- iii. as regards any duty imposed on the Committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

3.0 General Responsibilities

- i. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii. Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents to the Committee.
- iii. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to bring to the attention of the Committee.

Hirers are responsible for:

- iv. complying with all conditions of hire, as set out in the Hire Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
- v. ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- vi. designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- vii. ensuring that highly flammable substances are not brought into or used in any part of the premises;
- viii. seeking the consent of the Management Committee before erecting any internal decorations that may contain combustible materials and ensuring that any allowed decorations are not placed near light fittings or heaters;
- ix. checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors are responsible for:

- x. safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- xi. having regard to the safety of hall users when working on the premises and/or in respect of anything left/stored on the premises;
- xii. advising the Committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Committee are responsible for:

- xiii. ensuring that all Committee Members, Hirers, Contractors and Users of the Hall are aware of the Health and Safety Policy;
- xiv. ensuring that the Health and Safety Policy is fully implemented;
- xv. monitoring compliance with Health and Safety guidelines;
- xvi. regularly assessing and reviewing risks and recording such risks;
- xvii. keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- xviii. taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- xix. making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- xx. making such representations to Committee Members, Hirers, Contractors and Users of the Hall, as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- xxi. co-operating with Hirers, Contractors and Users of the Hall in pursuance of Health and Safety requirement.

4.0 Procedures

The H&S policy document will be available to download from the Reading Room website:
<https://sibbertoftreadingroom.co.uk/>

All hirers will be expected to read through the whole of the Standard Hiring Conditions and sign the hiring form as evidence that they agree and accept these conditions. The hiring conditions will inform all hirers about safety procedures at the hall, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents).

All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities.

Committee members with specific responsibilities for aspects of Health & Safety will report to The Committee at each full committee meeting. The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to Committee Members, Hirers, Contractors and Users of the Hall.

FIRE PROCEDURES

Please read this notice carefully and ensure that you are familiar with the fire procedure, the location of fire extinguishers and exit routes.

Ensure that exit routes are clear from obstruction at all times. Emergency lighting ensures exit signs remain lit at all times.

*Fire extinguishers are located at each end of the hall. In the kitchen there is a **fire blanket**.*

*There are **smoke alarms** in the main hall and kitchen.*

*The **kitchen fire door** may only be propped open using the integrated retainer. This releases the door if there is noise over 65db.*

If you discover a fire

- *Immediately let everyone in the building know by repeatedly shouting **FIRE**. The handbell can also be used to attract attention.*
- ***Dial 999** and ask for the Fire Service even if the fire appears to be minor. Give the address as Sibbertoft Reading Room, Berkeley Street, Sibbertoft, Market Harborough, LE16 9UF.*

On hearing the call 'FIRE'

- *Close all internal doors if safe to do so.*
- *Leave the building by the nearest fire exit and make your way to the pavement on the opposite side of the road.*
- *Do not stop to collect personal belongings.*
- *When all persons are accounted for and it is safe to do so, drivers should remove their cars, leaving the road and carpark free for the Fire Service.*

DO NOT RE-ENTER THE BUILDING UNLESS AUTHORISED BY THE FIRE OFFICER OR PERSON IN CHARGE

When dealing with fire

- *If a person's clothing is on fire, wrap a blanket, coat or similar article closely around them and lay them on the ground to prevent flames reaching the head.*
- *If electrical appliances are involved, switch off the current before dealing with the fire.*

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the building.

- Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
- The premises should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced.
- Tap water should not be heated above 60 degrees Centigrade.
- Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.
- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.
- All hirers should acquaint themselves with the position of the fuse box/main switch. On the wall to the left of the front door as you enter the building.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers will be regularly serviced and all persons should fully acquaint themselves with the position and mode of operation of all extinguishers.
- All hirers must make themselves aware of the procedure to follow in the event of fire.
- All hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- As good practice hirers should have a method to account for the number of persons present during their hire.
- If the oven/cooker is in use it should not be left unattended, even for a short time.
- Kettles should not be over-filled, nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children. There is a locked cleaning cupboard located in the toilet.
- Due care should be exercised in the car park area.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All persons should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Care should be exercised when pulling the loaded trollies; where possible two adults should assist with this. When replacing tables and chairs onto the trolley be mindful of the potential for injury to hands/fingers if due care is not exercised.
- Hirers are responsible for the safety of people on the premises during the period of their hire and should supervise as necessary.

Working Practices

- It is your responsibility to protect yourself from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:
- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.

- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary. Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is your responsibility to protect yourself from injury, as well as to safeguard others by acting responsibly. In order to do this the following guidelines should be followed:
- Ensure that you are sufficiently elevated to see what you are doing, do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to reach, do not stand on chairs, not only could a resultant fall cause you injury but could also lead to the injury of others nearby.
- Ask for help if necessary.
- Do not work at height, on steps or ladders until they are properly secured and another person is present. Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels are provided in the toilet and above the hand wash sink in the kitchen.
- Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.

First Aid

A well stocked and appropriately labelled First Aid Box is available in the kitchen (behind the entrance door)

Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the main kitchen with the First Aid Box. The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

Feedback & reporting

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to report such incident to the Committee. Any person discovering a faulty or broken piece of equipment should take appropriate action to remove or make safe such equipment and should bring to the attention of the Committee.

