Document: Health and Safety Policy

INGOLDISTHORPE CHURCH HALL

Date: 01 / 02/ 2024

Version: 1

Next Full Review: 01 /02 /2025

Status: interim review 20/06/24

Document Owner: INGOLDISTHORPE CHURCH HALL COMMITTEE

Part 1 – General Statement of Policy

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 Ingoldisthorpe Church Hall (ICH) and its 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 the ICH 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.

The ICH 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 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 staff, Committee members and users to engage in the establishment and observance of safe working practices.

Staff, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the ICH 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.

Signed: (On behalf of the ICH Committee)

Name: Rev Mark Capron

Position: Chair

Date: 01/01/24

Part 2: Organisation of Health and Safety

**The ICH Committee has overall responsibility for health and safety at the Hall. The person delegated by the Committee to have day to day responsibility for the implementation of this policy is:**

Name: Rev Mark Capron

Email: ingoldisthorpechall@gmail.com

Address: 36 Hill Road, Ingoldisthorpe, Norfolk PE31 6NZ

It is the duty of all staff, hirers and visitors to take care of themselves and others who may be affected by their activities and to cooperate with the ICH 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 Bookings Administrator, 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:

**The following persons have responsibility for specific items:**

First Aid Box: Jane Wood (Caretaker)

Reporting of accidents: Hirer’s responsibility to fill out the form

Fire precautions and checks: Jane Wood (Caretaker)

Training in use of hazardous substances and equipment: N/A

Information to contractors: Jane Wood (Caretaker)

Information to hirers: Jane Wood (Caretaker)

Insurance: The ICH committee

A plan of the Hall is located on the noticeboard within the Hall.

Part 3: Arrangements and Procedures

3.1 Licence

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

NB this does not include supplies of alcohol nor does it confer any performing rights / copyright licences, which hirers must obtain for themselves if necessary, as stipulated in the Hiring Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| ACTIVITY | Days permitted (indoors) | Starting time | Closing time |
| A performance of a play | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |
| An exhibition of a film | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |
| An indoor sporting event | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |
| A performance of live music | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |
| Any playing of recorded music | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |
| A performance of dance | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |
| Entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |
| Entertainment facilities for making music | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |
| Entertainment facilities for dancing | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |
| Entertainment of a similar description to that falling within entertainment facilities for making music or dancing | Mon to sat  sunday | 9 am  9 am | Midnight  10.30 pm |

**3.2 Fire Precautions**

**Company hired to maintain and service fire safety equipment**:

Name: Fenland Fire Appliance Ltd

Address: Unit 4, Grassgate Lane, Wisbech PE14 7AN

Tel No: 01495 582 358

**Location of service record**: held by the Caretaker

**List of Equipment and location:** see Plan of the Hall attached.

**Test Intervals:**

Emergency lighting and RCD - monthly

Fire Extinguishers – Annual

PAT Tests – Annual

Electrical installation – every 5 years

Procedure in case of accidents

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

Queen Elizabeth Hospital, Gayton Road, King’s Lynn PE30 4ET

**The location and telephone no. for the nearest doctor’s surgery is:**

Snettisham Surgery, Common Road, Snettisham, King’s Lynn PE31 7PE tel 01485 572 769

**The First Aid Box is located** in: the Main Kitchen

**The person responsible for keeping the First Aid Box up-to-date is**: Jane Wood (Caretaker)

The accident book/forms are kept with this box. The book (and forms, if necessary) must be completed whenever an accident occurs.

**Any accident must be reported to the member of the ICH Committee responsible, who is**: Jane Wood (Caretaker)

**The person responsible for reporting accidents is**: Jane Wood (Caretaker)

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/training by the Bookings Administrator about safety procedures at the 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 shown the location of the accident book and health and safety file.

Explain any relevant risk assessments carried out, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk. Any procedures not specified in the Hiring Agreement could be printed as a separate sheet on coloured paper which is handed to hirers with the Hiring Agreement, so as to draw attention to them.

**This could include the following information:**

It is the intention of the ICH 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.

Staff, 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 in order to minimise risks:

• 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 and another person is present

• Do not leave portable electrical 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) - use the trolleys provided

• Do not stack more than 8 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 over-crowding 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:** Jane Wood (Caretaker)

• **Report every accident in the accident book to:** Jane Wood (Caretaker)

**Be aware and seek to avoid the following risks:**

• creating slipping hazards on stairs, 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.

Contractors

The ICH 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, experience

• contractors have adequate public liability insurance cover

• contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)

• 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

• 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 of the Institute of Electrical Engineers.

Insurance

**Details of the company providing the Hall’s Public Liability insurance cover**:

Broker’s name, address, tel : West Norfolk Insurance Services, 24 Tuesday Market place, King’s Lynn, Norfolk PE30 1JJ. Tel 01553 774 301 / 01553 769 088

Name of Insurer: Ansvar

Policy No: ACY 2310308

Date of Renewal: 11th August 2024

**The ICH is covered for the following activities by our Public Liability Insurance:**

cleanups and litter picks

clerical and other non-manual work

conferences, trade shows, and exhibitions

delivery and/or collection of goods

domestic duties

fireworks display or bonfire event up to 100 attendees

fundraising events (excl fireworks and bonfires) up to 1000 people

gardening (domestic)

hiring out (of premises)

meetings, coaching and mentoring

talks, presentations and seminars

aerobics or keep fit classes

dance

catering (own premises)

However, the leaders of groups involving physical activity (eg aerobics, keep fit, dance, yoga) must have their own Liability insurance and will be asked to provide evidence of this.

**Any risks excluded or special conditions users should be aware of: the ICH is not covered by our Public Liability Insurance for the following activities:** (copied from the Policy wording)

1. **We will not cover the following activities**

Abseiling

Aerial activities of any kind

American football or Australian rules football

Climbing where you need to use your hands as well as feet (other than children’s playground equipment)

Fire walking

Firework displays or bonfire events organised or run by professional suppliers

Glacier walking or trekking

Gaelic football

Gorge walking and similar

Gymnastics

Horse, pony or donkey riding of any kind

Martial arts or fighting sports of any kind

Olympic-style weightlifting

Parkour or free running

Powerlifting

Professional sport of any kind

Racing or time trials (other than on foot)

Rugby

Tree climbing

Underground activities of any kind including caving and potholing

Football if:

* Your football team is taking part in a league system (including official training and practice sessions) or
* You manage, control or organise a football league

Water activities (other than swimming, snorkelling, surfing, windsurfing or using non-mechanically propelled watercraft under nine meters long while operated on inland waterways only or within three miles of the coast as long as they are not used in any white-water activity)

1. **We will not cover any activity that involves using the following:**

Airborne lanterns

Bicycles other than for normal road use

Cables or wires

Elastic ropes

Fireworks or explosive items (other than for firework and bonfire events where no more than 100 people will attend at any one time)

Land, kite or fly boards of any kind

Land, sand or ice yachts of any kind

Motorised fairground rides

Roller blades

Sandboards

Segways

Skates

Skateboards or hoverboards

Skis

Sleds

Snowboards

Snow tubes of any kind

Toboggans

Water-based play inflatables

Weaponry

1. **We will not cover any activity that involves you or any person entitled to cover under this section, owning, possessing or using any:**

* Motor car, van, lorry, motor unit of an articulated lorry, coach, bus, mini-bus, quad bike, go-kart, motorcycle, motor tricycle, motor scooter or moped, or
* Trailer used for carrying people (whether paying a fare or not)

Which you do not need compulsory motor insurance or security for

**Professional Suppliers’ activities**

We will give you automatic cover for the following activities organised, run, and supervised by independent contractors, as long as you have checked that they have public liability insurance for these activities

Abseiling

Aerial runways

Air-rifle shooting

Archery

Assault courses

BMX riding

Clay-pigeon shooting

Climbing wall

Climbing with ropes

Dry-slope skiing or boarding

Go-karting

Gymnastics

Horse, pony or donkey riding

Ice skating

Inflatable play equipment

Javelin throwing

Land, kite or fly surfing or boarding

Land, sand or ice yachting

Motorised fairground rides

Olympic-style weightlifting

Paint-balling

Powerlifting

Roller blading

Roller skating

Rope courses

Skateboarding

Zip wires

Zorbing

Review of Health and Safety Policy

The ICH Committee will review this policy annually. The next review is due on 30/6/2024

Committee members with responsibility for aspects of health and safety will report to the Committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.