



Ravenstone Village Hall

8

PROTOCOL RELATING TO THE ORGANISATION OF HEALTH AND SAFETY

1.1 Introduction

The Ravenstone Village Hall Trustees have overall responsibility for the health and safety of the hall under the Chairperson.

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

Should anyone using the premises come across a fault, damage, or other situation which might cause injury and cannot be rectified immediately, they should inform the Bookings Clerk on 07450 670095, as soon as possible so that the problem can be addressed. The information will then be passed to the Chairperson. Where equipment is damaged, a notice should be placed on the item warning that it is not to be used and, if movable, it should be placed in the storeroom.

The following persons have responsibility for specific items;

First Aid box	Secretary
Accident Report Book	Secretary
Fire Precautions and Checks	Secretary & Nominated Trustee
Risk Assessment and Inspections	Chairperson & Secretary
Information to Contractors	Chairperson & Secretary
Information to Hirers	Booking Clerk
Insurance	Treasurer

A plan of Ravenstone Village Hall is attached at Annex A, showing the location of emergency fire exits, fire extinguishers and evacuation points. The First Aid Box is located in the Kitchen. The electrical circuit trips are located in the power cabinet on the wall inside the premises, adjacent to the main doors. Electrical circuit diagrams are also located in the electrical cabinet, which is situated on the wall, above the inner entrance doors. The stop cock for the cold water rising main is located in the table and chair storeroom, below the window.

1.2 Arrangements and Procedures

Licence

The Ravenstone Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. This information is also publicly displayed on the main notice board and the premises website at: www.ravenstonevillagehall.com



Ravenstone Village Hall

8

Provision of Regulated Entertainment: Daily from 0800 to 2400 (midnight)

Activities which can include are: Fitness Classes, Mother and Toddlers Groups, Plays, Films, Live Music, Recorded Music. Performance of Dance

Provision of Entertainment Facilities: Daily (as required) 0800 to 2400 (midnight)

Facilities for making music, dancing, entertainment shows and events, and the sale of Alcohol. The latter by arrangement with the Booking Clerk.

1.3 Procedure in case of Accidents

The location of the nearest 24-hour Hospital Accident and Emergency/Casualty department is:

LEICESTER ROYAL INFIRMARY

In the event of any medical emergency, dial 999. This building is named and located at:

Ravenstone Village Hall
Leicester Road, Ravenstone. LE67 2AQ

At present, there is no Defibrillator or telephone located on the premises.

The First Aid Box is located in THE KITCHEN, and the person responsible for keeping this stocked is THE SECRETARY. The Accident book is kept with the First Aid Box. Whenever an accident occurs a detailed entry must be made. Any accident must be reported to the Secretary who is a Trustee. The accident will be investigated, and recommendations will be made to prevent a recurrence.

In the event of a serious accident, the Secretary, together with the Trustees, will report this to the Health and Safety Executive and complete a relevant RIDDOR form. This is entered online at: www.hse.gov.uk/riddor

The following major injuries or incidents MUST be reported:

Fractures, 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 sustained by electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.



Ravenstone Village Hall

8

Any other injury leading to hypothermia, heart induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.

Unconsciousness caused by Asphyxia or exposure to a 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 the 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 any scaffolding over 5m high.

Unintended collapse of a building under construction or alteration, or a wall or floor.

Explosion or Fire.

1.4 Safety Rules – Hirers and Contractors

All Hirers will be expected to read the “Contract of Hire” and shall sign the copy as evidence that they agree to abide by the hire conditions. When the deposit is paid, and the contract of hire signed, the hirer shall retain one copy of the contract and the second copy shall be retained by the Booking Clerk. All new Hirers will also be given the relevant information by the Booking Clerk including location of the Safety Procedures. This should be posted on the notice board in the premises, with relevant points on the hire contract. Hirers will be expected to follow these rules (e.g., Fire Evacuation Procedures, use of trolleys to move equipment, particularly tables. Hirers should be notified of the location of the First Aid Box, Accident Book and the Health and Safety protocol.

No hazardous substances of any description shall be brought into the Premises without the express permission of the Trustees. A fire risk assessment has been completed and the latest amendment can be viewed in the electrical safety record book stored within the main electrical distribution cabinet. The hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk are also included.

The Trustees of Ravenstone Village Institute Hall will comply with all health and safety legislation and will act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations.

Employees, Hirers, Contractors and Visitors will be expected to recognise that there is a duty of care on them to comply with the practices set out by the Trustees, with all safety requirements set out in the Contract of Hire agreement and with safety notices on the premises. Further, they are to accept



Ravenstone Village Hall

8

responsibility to do everything they can to prevent injury to themselves or others. To this end the Trustees will issue guidance for best practice to be used by the Hirer when organising an event and a form suitable for organisers to carry out their own risk assessment for their particular event. This documentation will be issued by the booking clerk with the signed contract.

The Trustees have carried out risk assessments. 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 premises is to be used and throughout the hiring including unlocking both sections of the main door.

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 or gas appliances operating while unattended.

Do not bring into the premises any portable electrical appliances which have not been Portable Appliance Tested (PAT).

**Electric plug sockets are to be covered with a plastic cap when not in use.
Do not attempt to move heavy or bulky items without assistance (e.g., stacked chairs).
Trolleys are available for moving tables.**

Do not stack chairs on top of each other. Stack them securely in an upright closed position.

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.

Do not permit drinks in glasses to be taken outside of the premises. Drinks/alcohol is not to be consumed outside of the premises.

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 the Booking Clerk who will notify the Trustees.



Ravenstone Village Hall

8

Report every accident in the Accident Book and to the Booking Clerk.

Be aware and seek to avoid the following risks:

- Creating slipping hazards on polished or wet floors – mop up spills immediately
- Creating tripping hazards such as buggies, prams, umbrellas, mops and other items
- Hanging outdoor clothing over the back of chairs, (tripping hazard), use the cloak room
- Tripping in poorly lit areas, always use adequate lighting
- Risk to individuals while in sole occupancy of the premises
- Risks involved in handling kitchen equipment, e.g., cooker, water heater and knives
- Creating toppling hazards by piling up equipment, e.g., store cupboards
- Creating toppling hazards by piling up chairs or tables

1.5 Food Preparation

The use of the kitchen facilities for food preparation is restricted to Hirers who can demonstrate compliance with Environmental Health and Safety standards as laid down by the Local Authority.

1.6 Contractors

The Trustees will check with Contractors (including self-employed persons) before they start any work that:

- The contract is clear and understood by both the Contractor and the Trustees
- The Contractor is competent to carry out the work, e.g. have appropriate qualifications, references, experience and equipment for the task in hand
- The Contractor has adequate public liability insurance cover
- The Contractor does not work alone on ladders at height without supervision.
- The Contractor has seen the premises health and safety protocol and is aware of any hazards which might arise (e.g., electricity cables, soil drains or gas pipes)
- The Contractor has their own health and safety policy for their staff
- The Contractor knows which member of the Trustees is responsible for overseeing that the work is as requested 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

1.7 Insurance

The Company providing Ravenstone Village Institute Hall Employer's Liability and Public Liability Insurance cover is displayed clearly on the main notice board.

Village Guard, Village Hall Insurance



Ravenstone Village Hall

8

Allied Westminster (Insurance Services) Limited
Allied House, Holgate Lane
BOSTON SPA, Lincolnshire, LS23 6BN

Telephone Number of Insurer 01937 845245
Policy Number: VH 88/0047440/BS70826
Date of Renewal: 16th March annually.

Special Conditions

The Policy satisfies the requirements of the relevant law applicable in Great Britain. The minimum amount of cover provided by the policy is no less than £500,000.

1.8 Review of Health and Safety Policy

The Trustees will review this policy annually. The review is due in the first calendar month of each year and will be minuted at a regular meeting.

The Trustee member with responsibility for aspects of health and safety, and the Secretary, will report to the Trustees regularly any accidents, faults, misuse by Hirers or other matters which could affect the health and safety of users or employees.

Useful contact address of Organisations that can give advice on health and safety

The Health and Safety Executive (Midlands)
Kingsley Dunham Centre
Nicker Hill
Keyworth
NOTTINGHAM. NG12 5GG
Fax: 0115 937 7501
www.hse.gov.uk

Leicestershire Fire and Rescue
12 Geoff Monk Way
Birstall
LEICESTER. LE4 3BU
Tel: 0116 2872241
Fax: 0116 2271330
Email. info@lfrs.org

Local Environment Health Department
North West Leicestershire District Council
Silver Street
COALVILLE, LE67 5EU
Tel: 01530 811215
www.nwleics.gov.uk/pages/environmental_health

Leicestershire County Council
www.leicestershire.gov.uk/environmental-health



Ravenstone Village Hall

8

Signed:

Chairman of Trustees - Ravenstone Village
Hall

Dated:,



Ravenstone Village Hall

8

