

## Aldermaston Parish Hall Management Committee (APHMC)

### Health and Safety Statement

(A written statement is required where five or more persons are employed and otherwise is recommended as good practice)

#### Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Aldermaston Parish Hall Management Committee for Aldermaston Parish Hall.

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 the Parish hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, volunteers and users.
- d) To adopt laid down fire regulations (See Fire Risk Assessment document)

It is the intention of Aldermaston Parish 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.

Aldermaston Parish Hall Management 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 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 employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, 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.

Signed: (On behalf of the Aldermaston Parish Hall Management Committee)

Name- \_\_\_\_\_ Date \_\_\_\_\_

Position: Chairman

## Part 2 – Organisation of Health and Safety

The Aldermaston Parish Hall Management Committee has overall responsibility for health and safety at Aldermaston Parish Hall.

The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name:

Telephone No:

Address:

Name:

Telephone No:

Address:

It is the duty of all employees, hirers and visitors 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 situation which might cause injury and cannot be rectified immediately they should inform the Bookings Clerk and write in the Hall comments book, 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 high level kitchen cupboards if feasible.

The following persons have responsibility for specific items:

First Aid box	Angela Boott
Reporting of accidents	Lucy Paxford/Angela Boott
Fire precautions and checks	Lucy Paxford / Angela Boott
Fire Law-Responsible person	Aldermaston Parish Hall Management Committee
Fire Law-Competent person(s)	Lucy Paxford
Training in use of hazardous substances and equipment	Angela Boott
Risk assessment and inspections	Angela Boott /Karen Dignan
Information to contractors	Angela Boott / Cathy Jones
Information to hirers	Booking Clerk –Angela Boott & website
Insurance	Treasurer –Darren Lock
Electrical Certificates/Testing	Angela Boott
Boiler Servicing	Angela Boott

Attached are

- Appendix A - A plan of the hall showing the location of fire exits, fire extinguishers, fuse boxes, boiler, stairs

- Appendix B - A list of fuse box mapping.

### **Part 3 – Arrangements and Procedures**

All hirers will be expected to read the whole of the Standard Conditions of Hire document and should sign the Booking Form as evidence that they agree to the hiring conditions. The Conditions of Hire clearly lay out the 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 explains the location of the accident book, health and safety file, COSHH reports and all information relating to the Hall.

It is the intention of Aldermaston Parish 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.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by Aldermaston Parish Hall Management 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 the following risk assessments.

- |                                 |         |                        |
|---------------------------------|---------|------------------------|
| • Health and Safety             | located | In kitchen drawer file |
| • General Risk Assessment       | located | In kitchen drawer file |
| • Fire Risk Assessment          | located | In kitchen drawer file |
| • COSHH (including data sheets) | located | In kitchen drawer file |

#### **3.1 Review of Health and Safety Policy**

The Aldermaston Parish Hall Management Committee will review this policy annually.

The next review is due in 

January 2023
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 or next nearest full Committee meeting.

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.

### **3.2 Insurance**

Name and address of insurer	Allied Westminster, Allied House, Holgate Lane, Boston Spa, LS23 6BN
Telephone no	01937845245
Policy Number	VH88/0047/440/BS1713
Date of Renewal	1 <sup>st</sup> June, 2021
Employee Liability cover	£10,000,000
Public Liability cover	£5,000,000
Hirers Liability	£2,000,000

### **3.3 Procedure in case of accidents**

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

Royal Berkshire Hospital, London Rd, Reading RG1 5AN Tel: 0118 322 5111

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

Morland Surgery, 40 New Road, Tadley RG26 3AN Tel: - 0118 981 6661 Out of Hours: 0118 936 5592

The First Aid Box is located in:

The Kitchen, to right of window (clearly marked)

The person responsible for keeping this up to date is:

Cathy Jones

The accident book/forms are kept in the kitchen, in a leaflet stand on the work surface, with the Hall Comments book. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is:

Angela Boott (Lucy Paxford to check book after each booking)

The person responsible for completing RIDDOR forms and reporting accidents is:

Angela Boott

The following major injuries or incidents must be reported on RIDDOR forms:

- 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.

Relevant examples of reportable dangerous occurrences include:

- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of a scaffold over 5m high
- Unintended collapse of a building under construction or alteration, or of a wall or floor
- Explosion or fire

### **3.4 Licence**

Aldermaston Parish Hall has a Premises Licence (Number 014108) authorising the following regulated entertainment and licenceable activities at the times indicated.

Activity	The hall is licenced for	Times for which the activity is licenced
a. the performance of plays(indoors)	Yes	Monday to Sunday 09.00 – 23.00
b. The exhibition of films (indoors)	Yes	Monday to Sunday 09.00 – 23.00
c. Indoor sporting events	Yes	Monday to Sunday 09.00 – 23.00
d. The performance of live music (indoors)	Yes	Monday to Sunday 09.00 – 23.00
e. The performance of recorded music (indoors)	Yes	Monday to Sunday 09.00 – 23.00
f. The performance of dance (indoors)	Yes	Monday to Sunday 09.00 – 23.00
h. Other similar entertainment (indoors)	Yes	Monday to Sunday 09.00 – 23.00
i. Provision of music facilities (indoors)	Yes	Monday to Sunday 09.00 – 23.00
j. The playing of recorded music (indoors)	Yes	Monday to Sunday 09.00 – 23.00
k. Provision of dancing facilities (indoors)	Yes	Monday to Sunday 09.00 – 23.00
l. Provision – Facilities (Other) (indoors)	Yes	Monday to Sunday 09.00 – 23.00
m. Sale of alcohol	No	

### **3.5 Fire Precautions and Checks**

Please see separate Aldermaston Parish Hall Fire Risk Assessment policy.

Competent Person(s) on the Aldermaston Parish Hall Management Committee with responsibility for testing for the fire risk assessment and overseeing all related Fire checks and precautions is:

Lucy Paxford

Angela Boott

Local Fire Brigade contact name:

Berkshire Fire and Rescue

Fire Brigade contact telephone:

0118 945 888

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

Name:

Atlas Fire Protection Ltd

Address:

1 Titan House, Calleva Park, Aldermaston, Berkshire RG7 8AA

Telephone No:

0118 970 2221

*Certificates displayed on Notice board in Hallway*

Location of service record

Kitchen Drawer

Residual Current Device

In each fuse box (see electrical mapping)

#### **Testing schedule:-**

Emergency Lighting

Monthly

Fire Bells

Weekly on rotation

Fire Exits – Main hall/Billiard Room/Kitchen/Hallway

Monthly

Fire fighting appliances

Weekly /Annually

Electrical installation

5 Years

Small electrical Appliances (PAT test)

Annually

All regular hirers are requested do a 6 monthly fire drill and record the date in the file in the kitchen. These dates are recorded in the minutes of at each Committee meeting together with the dates of the fire equipment checks.



## ALDERMASTON PARISH HALL - FIRE RISK ASSESSMENT – January 2022

# FIRE

**THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD. It is advisable to take a note of the name of everyone attending your event.**

- 1: **In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible at the Congreve Close, the next road down the hill from the Hall (or into the private field behind the Hall if with young children, taking care of barbed wire and cattle).**

**A Roll Call should be taken.**

- 2: **NO MATTER HOW SMALL THE FIRE!!!!**

## **CALL THE FIRE BRIGADE**

**Dial 999** and give this address: **Aldermaston Parish Hall, The Street, Aldermaston, Berkshire RG7 4LW**

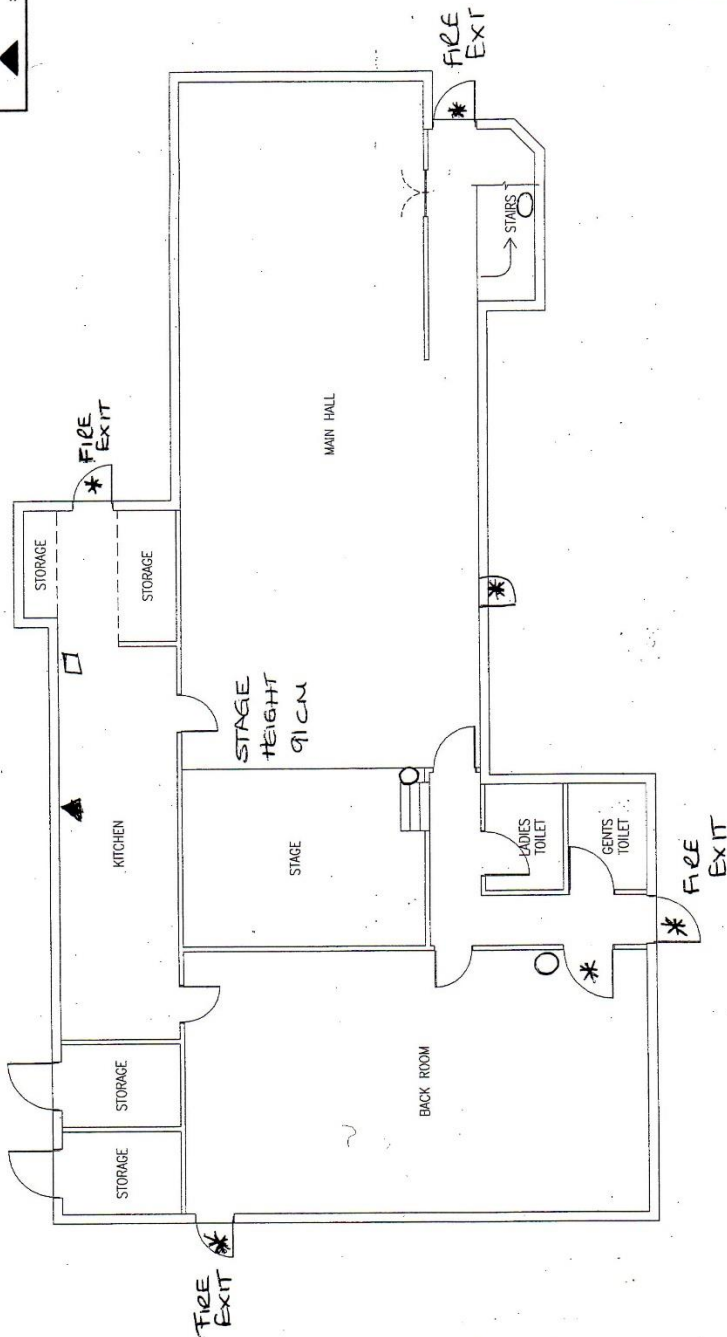
- 3: The Responsible Person should ensure that once the Parish Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- 4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing and their last known position
- 5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe and are  
**ENTIRELY AT YOUR OWN RISK - PLEASE DON'T BE A HERO**  
If any doubt get out of the building
- 6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, Please call 0118 971 4057 to inform the Caretaker.
- 7: All incidents no matter how small have to be reported to Aldermaston Parish Hall Caretaker or written in the comments book in the Hall.

### **3.6 Contractors**

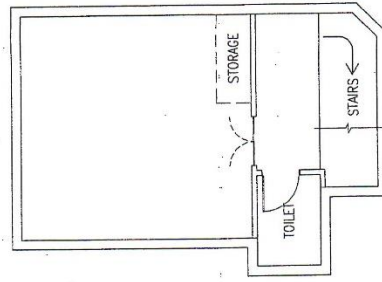
Aldermaston Parish Hall Management Committee will check with contractors (including self-employed persons) before they start work that:

- 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.

Appendix A – Floor plan:



PLAN OF GROUND FLOOR



PLAN OF FIRST FLOOR

**Appendix B: Fuse box mapping:**

Area	Electrical item	Fuse box
All	Fire Alarm system	Entrance Hall DB2
Balcony	Balcony lights	Entrance Hall DB2
Balcony	Balcony sockets	Rear of Main Hall DB4
Balcony	Balcony heaters	Rear of Main Hall DB4
Balcony toilet	Balcony toilet light	Entrance Hall DB2
Balcony toilet	Upstairs toilet heater and towel rail	Rear of Main Hall DB4
Billiard Room	Billiard Room lights	Entrance Hall DB2
Billiard Room	Billiard Room sockets	Stage DB3
Billiard Room	Billiard Room heaters	Rear of Main Hall DB4
Back entrance Hall	Over door fan heater	
Entrance Hall	Understairs heater	Entrance Hall DB1
Entrance Hall	Lighting board DB2	Entrance Hall DB1
Entrance Hall	Entrance Hall light	Entrance Hall DB2
Kitchen	Kitchen lights	Stage DB3
Kitchen	Dishwasher	Stage DB3
Kitchen	Socket by back door	Stage DB3
Kitchen	Socket by front door	Stage DB3
Kitchen	Kitchen sockets	Stage DB3
Main Hall	Main Hall lights	Entrance Hall DB2
Main Hall	Hall lights	Stage DB3
Main Hall	Local socket	Stage DB3
Main Hall	Local sockets	Rear of Main Hall DB4
Main Hall	Heaters Left hand side	Rear of Main Hall DB4
Main Hall	Heater rear	Rear of Main Hall DB4
Main Hall	Heaters right hand side	Rear of Main Hall DB4
Main Hall	Socket by fireplace	Rear of Main Hall DB4

Outside	External lights	Entrance Hall DB2
Stage	Stage lighting socket	Entrance Hall DB1
Stage	Stage lighting point	Entrance Hall DB1
Stage	Stage lights	Stage DB3
Stage	Socket rear of stage	Stage DB3
Stage	Socket stage left	Stage DB3
Toilets	Toilet water heaters	Stage DB3