



Kingston Village Hall Trust

Health & Safety Policy

General Statement of Policy

This document is the Health and Safety Policy of Kingston Village Hall Trust which covers the Barn, Little Barn, the paved/tarmac courtyard, car park, King Georges Field and the Children's Play Area. Our policy is to:

- a) Provide healthy and safe working conditions, equipment and facilities for the general public, Contractors, volunteers, trustees and hirers.
- b) Keep the village hall and equipment in a safe condition for all users as far as is reasonably practical.

It is the intention of Kingston Village Hall Trustees 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.

Kingston Village Hall Trustees consider 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 Trustees recognise 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, Trustees 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 Trustees, 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.

Organisation of Health and Safety

The Kingston Village Hall Trustees have overall responsibility for health and safety at Kingston Village Hall. The person delegated by the Trustees to have day to day responsibility for the implementation of this policy is:

Name: Stephen Saffery
Telephone No: 07484122930
Email: stephensaffery171@btinternet.com

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 Trustees in keeping the premises safe and healthy, including King Georges Field and the Children's Play Area.

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, 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 appropriate place.

The following persons have responsibility for specific items:

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First Aid box	Sally Crump
Reporting of Accidents	All users and Trustees
Fire precautions and checks	Stephen Saffery
Information to hirers	Brian Morris
Insurance	Brian Morris
Information to contractors	All trustees

Arrangements and Procedures

Licences

We hold premises licences for both the hall and King Georges Field granted by Canterbury District Council.

We also hold a PRS licence which covers the performance of live music and authorises others to do so.

Fire Precautions and Checks

Person with responsibility for testing equipment and keeping log book: Stephen Saffery

Company hired to maintain and service fire safety equipment:

Name: S&H Fire Protection Ltd

Address: The Coltings, Cockreed Lane, New Romney, Kent, TN28 8TW

Tel No.: 07850 640054

Location of service record: Information Board.

See Safety Log book for items checked and their frequency.

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is: William Harvey Hospital, Ashford.

The location and telephone no. for the nearest doctor's surgery is: Bridge Health Centre, Bridge.

01227 831900.

The First Aid Box is located in: Kitchen. **The person responsible for keeping this up to date is: Sally Crump**

The accident book/forms are kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to the Trustee responsible, who is: Sally Crump

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) place a statutory duty to report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive (HSE). Any reportable accident or incident under RIDDOR will be notified to the relevant authority; the person responsible for completing the RIDDOR form is: Mr Brian Morris.

Events which must be reported under RIDDOR are:

- Fatalities;
- Fractures, other than to fingers, thumbs and toes;
- Amputations;
- Any injury likely to lead to permanent loss of sight or reduction in sight;
- Any crush injury to the head or torso causing damage to the brain or internal organs;
- Serious burns (including scalding) which:

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- covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs;
- Any scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Over-seven-day incapacitation of a worker which results in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days.
- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

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.

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 at the introductory visit 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.

Risk Assessments for fire and hazards

It is the intention of the Kingston Village Hall Trustees 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 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 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 hall is to be used and throughout the hiring.
- 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 store of combustible material near a source of ignition
- Do not attempt to move heavy or bulky items (eg stacked tables or chairs) -use the trolleys provided
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.

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- Do not allow children in the kitchen except under close supervision. 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 Sally Crump.
- Report every accident in the accident book and to the Booking Secretary
- 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
 - Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - Creating toppling hazards by piling equipment e.g. in store cupboards.

Smoking is forbidden inside the hall and in the Little Barn.

Contractors

The Trustees 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 Trustees. The contractors are competent to carry out the work e.g. have the appropriate qualifications, references, experience
- Contractors have adequate public liability insurance cover and have carried out their own risk assessments.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or gas pipes)
- The contractor knows which Trustee 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 and be correctly certified.

Insurance

The details of the company providing the hall's insurance cover are:

Allied Westminster (Insurance Services) Ltd,
 Allied House,
 Holgate Lane,
 Boston Spa, LS23 6BN
 Telephone no of insurer 01937 845245
 Policy No: BS 71205 / 432103
 Date of Renewal 24/12/2024

Review of Health and Safety Policy

The Trustees will review this policy annually. **The next review is due in October 2025.** Trustees 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.

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