

ETCHING HILL VILLAGE HALL

VISITOR MANUAL

**information relevant to any persons entering the hall
or its grounds for whatever purpose**

v1.1 Revised October 2012



ETCHING HILL VILLAGE HALL

EAST BUTTS ROAD, RUGELEY, STAFFORDSHIRE, WS15 2LU

Part 1: Health and Safety Policy of Etching Hill Village 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 village hall and 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 Etching Hill Village 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.

Etching Hill Village 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 Management Committee)

Name: George Thatcher

Position: Chairman

Date: 13th October 2012

Part 2: Organisation of Health and Safety

The Etching Hill Village Hall Management Committee has overall responsibility for health and safety at Etching Hill Village Hall.

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

Name: George Thatcher

Telephone No: 01889 584898

Address: 143 Bower Lane, Rugeley, WS15 2TS

Name: Heather Williams

Telephone No: Bookings Officer

Address: 186, Chaseley Road, Rugeley, WS15 2LN

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 person above, or the Bookings Secretary, 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 rear Storeroom ,if portable.

The following persons have responsibility for specific items:

First Aid box	Ivan Wilkes
Reporting of accidents	George Thatcher
Consolidating fire precautions and checks	George Thatcher
Training in use of hazardous substances and equipment	NOT APPLICABLE
Risk assessment and inspections	George Thatcher
Information to contractors	George Thatcher
Information to hirers	Heather Williams
Insurance	Colin Butler

A plan of the hall is attached showing the location of electricity cables,gas pipes,fire exits,fire extinguishers, fuse box, stop cocks and other aspects which may have a bearing on safety. (Appendix 1).

Part 3: Arrangements and Procedures

3.1 Licence

The Hall holds a Premises Licence permitting that it may be opened between the hours of 08:00 to 23:00 during Monday to Thursday; 08:00 to 24:00 during Friday and Saturday; 08:00 to 22:00 on Sunday. Non-standard opening is also permitted on occasional Fridays and Saturdays, during Summer Bank Holidays and on Christmas Eve and New Year's Eve, these being 08:00 to 01:00. Premises Licence number is CCDC/PREM/05/247

The Premises Licence also authorises the following regulated entertainment and licensable activities at the times indicated below. An asterisk (*) indicates that the activity may also be performed in non-standard opening periods, these being 09:00 to 01:00 on occasional Fridays and Saturdays, during Summer Bank Holidays and on Christmas Eve and New Year's Eve:

The hall is licensed for the following activities at the times indicated below:

Activity	Permitted Times
a. The performance of plays	Every day, 09:00 to 23:00
b. The exhibition of films	
c. Indoor sporting events	
d. Boxing or wrestling entertainment	
e. The performance of live music	Monday to Thursday, 09:00 to 23:00 *
f. The playing of recorded music	Friday and Saturday, 09:00 to 23:45
g. The performance of dance	Sunday 09:00 to 22:00
h. Anything of a similar description to live music, recorded music or performance of dance	Every day, 11:00 to 20:00

- i. Provision of facilities for making music, anything of a similar description to making music or dancing Monday to Saturday, 09:00 to 23:00 *
Sunday, 09:00 to 22:00
- j. Provision of facilities for dancing Monday to Saturday, 08:00 to 23:00 *
Sunday, 08:00 to 22:00

The hall is not generally licensed for the provision of hot food/drink after 11pm or for the sale of alcohol.

3.2 Fire Precautions and Checks

All users of the hall, in whatever capacity, should familiarize themselves with Appendices 1, 2 and 3 of this document, that contain information in respect of fire precautions, emergency procedures and information useful for emergency services.

THERE IS NO NEARBY PUBLIC TELEPHONE. ALL USERS SHOULD ENSURE THEY CARRY A MOBILE PHONE TO ENABLE THEM TO SUMMON ASSISTANCE IF NECESSARY.

Local Fire Brigade **Rugeley**, Bryans Lane, Rugeley, WS15 2JN
Fire Brigade contact tel: 01785 898270, or in emergency, 999

Company hired to maintain and service fire safety equipment:

Name: Diamond Fire Extinguishers (Brindle & Sons) Ltd

Address: 8 North Crescent, Featherstone, Wolverhampton, WV10 7AY

Tel No.: 01902 722721

Location of service record: Notice Board opposite stage; 15104, expires end July 2013

List of Equipment and frequency of testing:

Item to test	Periodicity	Person responsible for testing
Residual Current Device	Monthly	Steve Hill
Emergency Lighting	Monthly	Steve Hill
Fire Exits	Weekly	Ivan Wilkes
Fire fighting appliances	Annually	Diamond Fire Extinguishers
Electrical installation	5 years	N J Arnold

Procedure in case of accidents

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

Good Hope Hospital, Tel: 0121 424 2000
Rectory Road, Sutton Coldfield, B75 7RR

or

University Hospital of North Staffordshire, Tel: 01782 71544
Princes Road, Hartshill, www.uhns.nhs.uk
Stoke-on-Trent, ST4 7LN

The nearest Minor Injury Unit is:

Cannock Chase Hospital,
Brunswick Road, Cannock, WS11 5XY.
Tel: 01543 57 27 57
Open 8.00 a.m. until midnight, 7 days a week

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

The Horsefair Practice, Springfields
Health and Wellbeing Centre, off Lovett Court,
Rugeley, WS15 2QD
01889 572057

The First Aid Box is located on a shelf under the serving hatch in the kitchen
The person responsible for keeping this up to date is Ivan Wilkes

The accident book is Appendix 6 of this document. A full record of any accident must be completed whenever an accident occurs. The person responsible for this is the person who has hired the hall, or any committee member or cleaner who may then be using the hall for a non-hiring purpose.

Any accident must be reported to George Thatcher, or in the case that he cannot be contacted, to any other member of the management committee.

The person responsible for completing RIDDOR forms and reporting accidents is George Thatcher, who will do so if and when any such accident has been reported to him verbally and with a record made in the accident book.

<http://www.hse.gov.uk/riddor/report.htm>

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

3.3 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 Booking Officer about safety procedures at the hall which they will be expected to follow (e.g. fire evacuation procedures) and will be informed of the location of the accident book and health and safety file.

Safety Responsibilities as referred to in the Hiring Terms and Conditions:

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 committee has 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** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than five 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 overcrowding 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 George Thatcher
- **Report** every accident in the accident book and to George Thatcher
- **Be aware and seek to avoid** the following risks:
 - creating slipping hazards on 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.

IN THE EVENT OF A FIRE, TELEPHONE THE FIRE SERVICE AND EVACUATE ALL PERSONS FROM THE HALL.

IN THE EVENT OF ANY INCIDENT REQUIRING EVACUATION OF THE HALL, THE ASSEMBLY POINT IS IN THE FURTHEST CORNER OF THE CAR PARK FROM THE HALL ENTRANCE. ORGANISERS MUST TAKE A ROLL-CALL OF EVENT ATTENDEES.

Part 4.0 Contractors

The 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.

Part 5.0 Insurance

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name and address of insurer: Allianz AON, 8 Devonshire Square, London EC2M 4PL

Telephone no of insurer 0845 6001682

Policy No. AV/43058

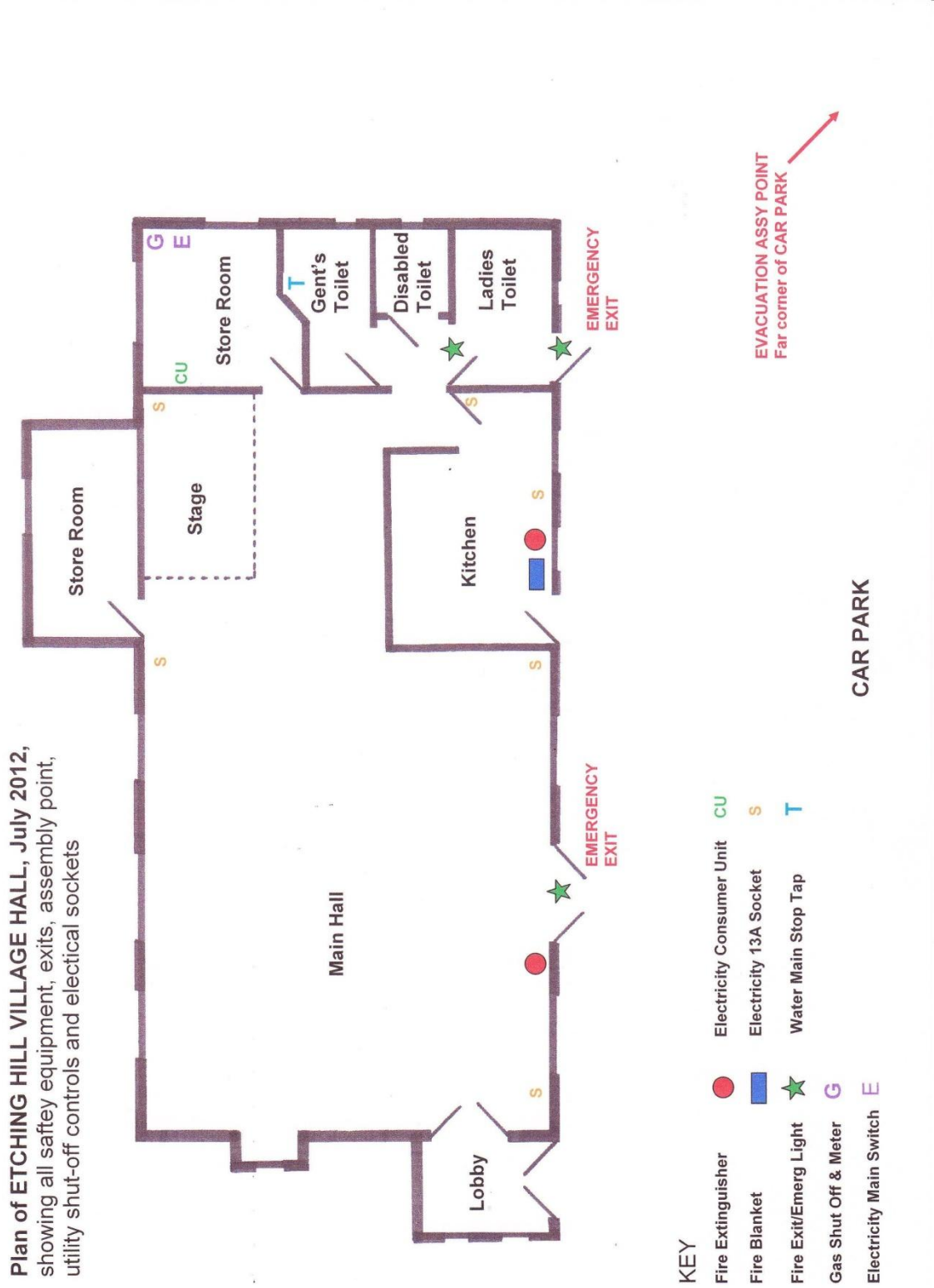
Date of Renewal 25th March

Part 6.0 Review of Health and Safety Policy

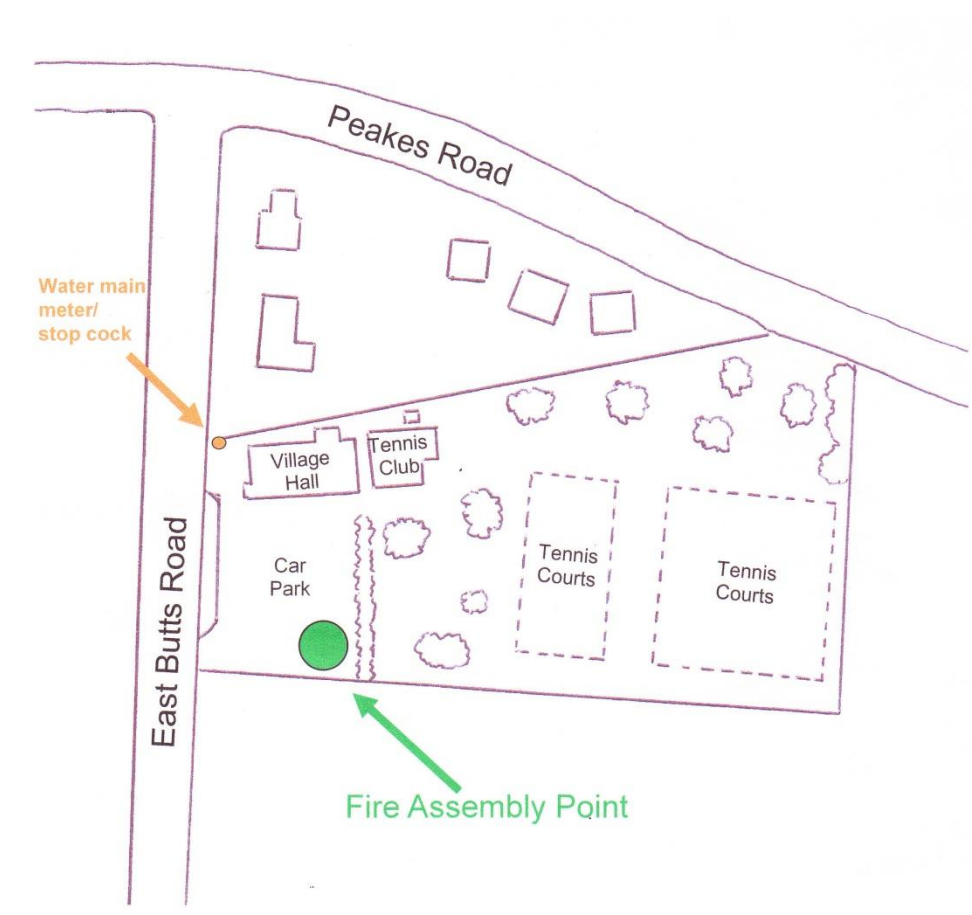
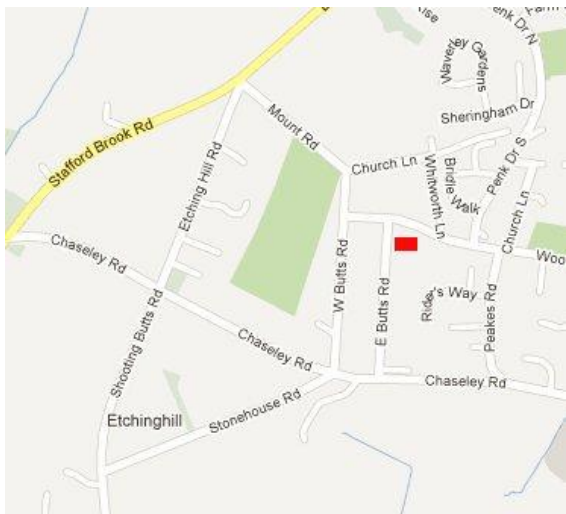
The management committee will review this policy annually. The next review is due in November, 2013.

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.

Appendix 1 Health & Safety Plan of Etching Hill Village Hall



Appendix 2 Maps showing location of Etching Hill Village Hall



Appendix 3 Information for Hirers of the Hall in respect of Fire Safety Regulations

As the responsible person for the event/ function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:

- what fire protection systems are present;
- how a fire will be detected;
- how people will be warned if there is a fire;
- what staff should do if they discover a fire;
- how the evacuation of the premises should be carried out;
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- arrangements for fighting fire;
- specific arrangements, if necessary, for high-fire-risk areas;
- how the fire and rescue service and any other necessary services will be called;
- procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials;
- what instruction employees or helpers need and the arrangements for ensuring that this training is given;
- limitation on numbers of people;
- any chains and padlocks which need removing from fire exits, etc.;
- exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

Before the event or function you should decide:

- the arrangements for fighting fire;
- the arrangements for means of escape for disabled persons;
- the duties and identity of staff who have specific responsibilities if there is a fire;

- the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;
- how you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- who will be responsible for calling the fire and rescue service and any other necessary services;
- who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and
- your plans to deal with people once they have left the premises, especially children.

At the start of the event or function you should notify all those present about:

- the smoking policy;
- the emergency warning signal;
- who is supervising and how to identify them;
- location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- the location of muster points; and
- what will happen after that (e.g. re-entry to the building).

During the event or function you should ensure that:

- escape routes and exits do not become blocked;
- your smoking policy is adhered to;
- no naked flames are started (unless authorised e.g. candles);
- where naked flames are present that combustible material is kept clear;
- rooms do not become overcrowded;
- noise levels cannot drown out the fire alarm; and
- if necessary, the number of persons in your premises is limited or controlled.

The above list is for example only and will need to be specific to any particular venue or premises.

Appendix 4 Fire Safety Risk Assessment

This risk assessment considers each of the areas of the premises to evaluate the potential risks and how these are prevented or mitigated:

Main Hall

There are no inherent sources of ignition, other than the mains electricity wiring and sockets which are tested annually. Hence the only other potential for fire is through devices or equipment brought into the hall by users. There is a no smoking policy and the hiring terms and conditions call for any portable electrical devices to have been appropriately tested.

In the event of a fire, the fire extinguisher is adequate and suitable to fight fires that might be anticipated; the signage and emergency lighting for the fire exit are good and the fire exit is more than adequate to evacuate the hall's limit of 120 people occupancy.

Kitchen

This room holds the most likely sources of potential ignition, those being the gas cooker, having four open gas rings and an oven, the gas central heating boiler and an electric wall radiator/fire.

The gas and electric devices are checked annually by competent professionals, so the most likely reason for them to cause an accident is through human error or misuse. To minimise this there is a condition of hiring limiting the maximum number of people in the kitchen to eight and forbidding the presence of people under 16 years of age 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).

The radiator/fire is situated at a height of over 6 feet on a wall. To make contact with it would require a determined effort, climbing on a work surface or similar. This is also currently disconnected.

In the event of a fire, both a powder extinguisher and a fire blanket are provided; all such devices are inspected annually. The means of escape are adequate these being:

- Through the external door (not a fire door)**
- Through the serving hatch, into the main hall and thus to a fire exit**
- Through the kitchen door which is immediately adjacent to a fire exit**

Thus it is considered that the residual risk has been adequately provisioned for.

Store Rooms and Toilets

There are no electrical or gas devices located in any of these rooms, so any fire risk will be brought into the rooms by users of the hall. As with the Main Hall, conditions of hire are structured to minimise the likelihood of this occurring. Should a fire occur in any of these rooms, all are on ground level and all have windows which can be opened from the inside and which could be used as means of escape by able-bodied people. Additionally all these rooms are within close proximity of well signed and lighted fire exits.

Overall

The hall has an occupancy limit of 120 people, for which the fire exits, which both open outwards, are more than adequate in size. Terms and Conditions of Hire draw users' attention to the sources of risk, the fire fighting equipment, the fire prevention measures and the procedure in the event of a fire. These also bring the hirer's own responsibilities for coordinating fire safety to his/her attention.

Appendix 6 Health & Safety Risk Assessment

Area	Potential Risk	Prob	Severity	Deg Risk	Control Measure	Prob	Severity	Deg Risk	Check
Car Park	Slip on surface (normal weather)	1	3	3	No action - surface is well maintained & suitable				
	Slip on surface (winter)	3	4	12	T's & C's stipulate Hirer must always check for unusual and infrequent risk conditions & cancel event if they exist	1	4	4	
	Car/pedestrian collision (day)	1	3	3	Car park is small with excellent visibility				
	Car/pedestrian collision (night)	2	3	6	Entrance is lit at night. Pedestrians can exit w/o crossing CP				
	Emergency vehicles can't access	1	4	4	Blocking the entrance would have to be deliberate				
Building	Slip on steps/ramps (normal)	1	4	4	Steps & ramps have suitable surface and are maintained				
	Slip on steps/ramps (winter)	3	5	18	Remedy as described for Car Park (above)				
	Slip due to poor visibility	1	4	4	Automatic light outside main entrance door plus working emergency lights				
	Slip on floor due water brought in on feet	1	3	3	Mat provided inside main entrance door				
	Internal slip due poor lighting	1	3	3	Lighting excellent in all internal areas				
	Slip due cluttered passageways	1	3	3	Corridors clear of clutter, T's & C's stipulate this must be				
	Trip due trailing leads etc	0	3	0	No portable electrical devices on site				
	Injury from poor furniture etc	1	3	3	All chairs/tables/notice boards etc in good repair				
	Slip due poor floor surface	1	3	3	Floor surfaces excellent throughout building				
	Injury due glass cut post accident	0	4	0	All glass double glazed or safety BS6206				
Electrical Equip	Injury due poor repair of elec	1	5	5	Electrical installation checked 5 yr professionally T's & C's stipulate any damage seen must be reported				
Gas Equip	Injury due poor repair of gas	1	5	5	Electrical installation checked annually professionally T's & C's stipulate any damage seen must be reported				
Kitchen	Injury due cooking accident	2	4	8	T's & C's stipulate no more than 8 people in kitchen, no minors, no running	1	4	4	
Asbestos	Injury due to dust inhaled	1	4	4	No asbestos known of				
Fire	Injury due fire	2	5	10	User manual describes all risks, preventative measures and evacuation procedure. T's & C's stipulate familiarity	1	5	5	
Legionnaires	Injury due to inhalation	1	4	4	No static or sprayed water available to users				
Grounds maint	Injury due sit-on mower	2	5	10	Consider contracting this work	1	5	5	

Appendix 6 Accident Book

Date of Accident: **Time:** **Reported by:**

Description of Accident:

Detail of any personal injuries

Name of injured person:

Description of injury:

Action taken in respect of injury:

Detail of any damage to the hall or to personal property:

Description of damage:

Action taken in respect of damage:

Date, time and name of committee member to whom this incident was verbally reported:

Date of Accident: **Time:** **Reported by:**

Description of Accident:

Detail of any personal injuries

Name of injured person:

Description of injury:

Action taken in respect of injury:

Detail of any damage to the hall or to personal property:

Description of damage:

Action taken in respect of damage:

Date, time and name of committee member to whom this incident was verbally reported:

Date of Accident: **Time:** **Reported by:**

Description of Accident:

Detail of any personal injuries

Name of injured person:

Description of injury:

Action taken in respect of injury:

Detail of any damage to the hall or to personal property:

Description of damage:

Action taken in respect of damage:

Date, time and name of committee member to whom this incident was verbally reported:

Date of Accident: **Time:** **Reported by:**

Description of Accident:

Detail of any personal injuries

Name of injured person:

Description of injury:

Action taken in respect of injury:

Detail of any damage to the hall or to personal property:

Description of damage:

Action taken in respect of damage:

Date, time and name of committee member to whom this incident was verbally reported:

7.0 Other Useful Information

Etching Hill Village Hall is a charity, registered number 230436.

All three double 13A sockets in the body of the main hall, plus the double socket on stage are isolated by the circuit breaker of the Aims Entertainment Noise Controller. This device does not seem to function properly and is permanently left in an override condition.

The overall mains electrical circuit breaker (residual current device, RCD) is located next to the electric meter on the back wall of the storeroom (opposite the door). There is a test button on this device. If this device trips out, and is difficult to reset, put all the switches in the Consumer Unit to “Off” and then reset the main RCD.

Noise Abatement

Legislation Provides That As From 1 October 2006, Local Authorities Have Been Able To Issue Fixed Penalty Notices In The Region Of £500 To The Person In Charge Of The Premises At The Time Of Any Noise Complaint. This Could Be The License Holder, Manager Or Any Other Employee. This Is In Addition To Their Existing Powers To Serve Noise Abatement Notices And Review Premises Licenses.