



EDENBRIDGE TOWN VILLAGE HALL CHARITY

Charity No. 1076281

Run by the Community for the Community

EDENBRIDGE TOWN VILLAGE HALL (EDENBRIDGE WI HALL)

HEALTH AND SAFETY POLICY

January 2016

REV. AUGUST 2019

REV August 2023

REV April 2024

HEALTH and SAFETY POLICY

Part 1: General Statement of Policy

This document is the Health and Safety Policy of Edenbridge Town Village Hall. (Edenbridge WI Hall)

Our Policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, Employees, Hirers, Users and Other Visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, Employees, hirers, users and other visitors.

It is the intention of Edenbridge Town Village Hall Management Committee to comply with all relevant 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 Edenbridge Town Village Hall Management Committee considers the promotion of the health and safety of 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 and safety as on the operation and maintenance of equipment and safe system of work.

To this end, the Committee will encourage and communicate to its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other 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.

Name: Jim Burbridge.

Position: Chairman.

(On behalf of Management Committee)

Date: April 2024

Subject to review and monitoring and revision by Management Committee.

Part 2: Organisation of Health and Safety

The Edenbridge Town Village Hall Management Committee has overall responsibility for health and safety at Edenbridge WI Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other 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.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situations, which might cause injury and cannot be rectified immediately they should inform the Chairman or Bookings Manager, as soon as possible so that the problem can be dealt with, contact numbers are placed inside and by entrance to hall.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or Bookings Manager informed as soon as possible.

The following persons have responsibility for specific items.

First Aid boxes: Chairman

Reporting of Accidents: Chairman

Fire Precautions and checks: Chairman

Risk Assessment and Inspections: Chairman

Information to contractors: Chairman

Information to hirers: Bookings Manager

Insurance: Secretary

A plan of the hall is attached showing the location of electricity switch room, gas boiler and gas main tap, emergency exits and fire doors and fire extinguishers.

A carbon monoxide detector and warning system have been installed in the boiler room.

Part 3: Arrangements and Procedures

3.1 Licence

The hall is licensed for music, singing and dancing by Sevenoaks District Council.

The sale of alcohol is permitted through a Temporary Event Notice which must be obtained by the hirer as required.

Performing Rights Society Music Certificate to be obtained by the hirer as required.

3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005

A plan of Village Hall showing the fire alarm points, fire exits and fire fighting equipment is attached.

Person with responsibility for testing equipment and keeping the Log book: Chairman.

Company Hired to maintain and service fire safety equipment:

JPRO Services Limited. Tel. no. 01732 356242.

Location of service record: 3rd drawer in Kitchen on the Hatch side

Checking of Equipment, Fittings and Services.

To be carried on a regular basis and will include, Door mats, clocks, toilets, water heaters, fridges, dishwasher, all external and internal lights, doors, windows, water boilers, First aid box, locks, sockets, ladders, steps and fire alarm.

Yearly: Fire extinguishers, gas boiler and electrical certificate.

3.3 Fire Safety

Smoking is not permitted in the building.

On discovering a fire:

- Immediately raise the alarm by breaking the glass at the nearest break glass point
- Leave the building by your nearest exit
- Do not stop to gather your belongings
- Report to the front of the building by the assembly points.
- Provide details and location of fire to Fire Officer

On hearing the fire alarm (a loud continuous siren)

- Immediately leave the building by the nearest exit, taking any visitors with you
- Do not stop to gather your belongings

- Report to the local fire officer at the assembly point

ON BOTH OF THE ABOVE, DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO BY THE FIRE OFFICER.

3.4 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is Tunbridge Wells Hospital Tonbridge Road Pembury Tunbridge Wells Kent TN2 4QJ 0845-155-1000

There is a Walk – in Minor Injuries Clinic (weekdays only) at Edenbridge Memorial Health Centre

The nearest Doctors surgery is Edenbridge Memorial Health Centre, Four Elms Road , Edenbridge Telephone no. 01732-865055

The First aid boxes are located in the Kitchen by the main entrance, and in the committee room behind the stage

The accident book is kept in the Kitchen drawer, this must be completed whenever an accident, including minor incidents and near misses, occurs. The information received, then will be registered and stored off the premises

Any accident that does happen must be reported to the Chairman of the committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations is the Chairman.

3.5 Stage

3.5.1 Use of naked flame, flame and smoke effects on stage.

Any effect required on stage that involves the use of flame or smoke must be passed by the Fire Safety Officer. This includes the following:

- Smoking of cigarettes, pipes or cigars on stage
- Use of lit matches, lighters, candles, oil lamps or flaming torch
- Use of smoke, dry ice, cracked oil, haze or similar effects
- Use of any compressed gas (e.g. helium)

If any of the above is to be used during a production, you must carry out a suitable risk assessment and pass details onto the Hall Chairman.

Permission for any effect is obtained by the Production Manager in consultation with the fire department. Certain requirements are stipulated in all cases and will need to be fulfilled to obtain permission. Please make yourself aware of these precautions and ensure they are implemented at all times:

Fire extinguishers are easily accessible at all times

An appointed person is given responsibility of watching a flame effect to its conclusion and responding immediately with appropriate means if the effect becomes uncontrolled
Provision of ashtrays, damp clothes and or sand on stage
Ensuring all fabrics and furniture are fire proofed to standards required
Ensuring all lighters, fuel etc. are stored safely between performances.

3.5.2 Manual Handling

When involved in the lifting of any heavy or awkward object, it is vital that you follow the correct lifting procedures to avoid personal injury. While the Hall will endeavour to provide a clear access route to the stage, it is the responsibility of the hirer to ensure that an assessment of the safest movement of their set, props etc. for a production is completed, and any identifiable hazards or difficulties to be addressed to the Hall Chairman.

Correct Lifting guidelines

- Avoid twisting or bending sideways while lifting
- Bend your knees and keep a straight back
- Keep the load close to your body
- Keep arms close to the body
- Keep your chin tucked in
- Keep feet apart, with one leg forward of other

On Stage

- Stack items according to size, weight and where on the stage they will be required
- Hard hats should be made available by the hirer for their personnel wear when working overhead
- Do not leave objects lying in pathways or across door entrances
- When lifting or moving items around the stage make sure that there are enough members to bear the load safely.
- Be aware of stage environment- are props moving, cables being dropped etc.

3.5.3 Safe use of Ladders in hall and on stage

Ladders to be used at the users own risk

- Check that the ladder is in good condition before use
- Stand the ladder on a firm level base, not resting on any un-level material or on anything to gain height
- Ensure that it is firmly secured at the top, or if not possible, secured or footed by a second person at the base
- Make sure shoes are clear of mud and grease
- Make sure the ladder is the correct size for job

- The foot of the ladder must be supported on a firm surface, not resting on any loose or unlevel material, or on other equipment used to gain height
- The bottom rung of the ladder must not be used to support the weight of the ladder
- It must be ensured that the ladder cannot slip. Where possible the ladder should be fixed to a suitable surface with lashings or straps. Where it is not possible the ladder must be footed by a second person or by other safe means to prevent slipping and overbalancing. The person footing the ladder should stand with one foot on the floor, the other on the bottom rung and with one hand on either stile (side piece) of the ladder
- Only one person at a time should climb or be supported by the ladder
- Metal ladders must not be used if there is an electrical hazard present
- When climbing a ladder both hands should be kept free to hold on. Use a rope to raise and lower any heavy items, note only one person on the ladder at any given time.

Leaning Ladders

- The angle of lean should not be more than 75 degrees to the horizontal
- The top of the ladder should extend beyond the landing place by at 1.05 metres

Extension Ladders

Sections of extending ladders should overlap by:

- 1.5 rungs when the ladder is at 5m height or less
- 2.5 rungs when the ladder is between 5m and 6m height
- 3.5 rungs if extended to a height of over 6m

Step Ladders

- Do not stand on top of a step ladder
- Ensure that the ladder is fully out and that any safety stays are properly engaged

Also see the HSE Guidelines on use of Ladders <http://www.hse.gov.uk/pubns/indg402.pdf>

3.5.4 Electrical Safety

General Guidelines

- All items of electrical equipment (including extension leads and adaptors) must be subject to a visual inspection prior to use
- Any piece of equipment that fails a visual inspection **MUST NOT BE USED.**
- All electrical equipment static or brought in must have P.A.T tested as a whole (including power cable and plug top)
- All electrical installations (production wiring on a set is considered an installation), both permanent and temporary, must satisfy BS7671
- Any set with electrical equipment attached/rigged to exposed metalwork must be earthed
- Faulty electrical equipment, or parts of an installation, must be labelled as faulty, reported to production manager immediately, and **MUST NOT BE USED.**
- Under no circumstances should work on live electrical equipment be undertaken, unless by a qualified electrician

3.5.5 Stage Curtains and General Rigging

These should only be operated by the person/s, who the production manager has nominated and no other persons from within the production team OR ANY OTHER HIRER, at any other given time.

All faults with equipment (i.e. lines, pulleys, cleats steels, main curtains or back drops) should be reported to production manager or Chairman.

3.5.6 Rigging Lighting Equipment

- Any person handling lighting equipment must have the relevant qualifications, competence or be supervised and if necessary be trained.
- All lanterns and other lighting equipment (extension cables, adaptors) must be subject to visual inspection as they are being rigged, if in any doubt, do not use it and report
- When plugging up, enough slack should be left on all power cables to allow free movement.
- Extension leads and multicore cables should be securely taped or tied off to bar ends to provide strain relief
- Wherever possible lighting bars should be plugged up so as to avoid crossing phases

3.5.7 Installation of Sound Equipment

- All equipment connected to the sound system must be powered by the sound supply from the amp
- No other electrical equipment may be plugged into the sound supply, i.e. working lights
- All mains powered sound equipment must be subject to visual inspection, and if found faulty should be labelled as such and **MUST NOT BE USED**
- Where cables and multicore cables run across walkways and may present a trip hazard they should be covered by a cable mat or taped down
- Correct lifting practices should be observed when lifting P.A stacks and flight cases

3.5.8 Use of Smoke, Haze and Dry Ice

- When selecting a smoke effect for a performance reference should be made to the particular data sheets for that type of fluid, as to identify any hazards, that may occur, noted and actioned if necessary
- Smoke machines must be subject to visual inspection prior to use
- Consideration should be taken when high levels of smoke are to be used and visibility impaired, especially on the stage to possible trips and falls. The audience (front few rows) should also be made aware, in case there are any health issues

3.5.9 Dress Rehearsals and Main Show

- Ensure that all exits, fire extinguishing equipment and walkways are kept clear of any obstruction at all times, and that all cast members are aware of the location of fire exits and fire extinguishing equipment.
- Clearly mark any changes in any levels on the stage with white tape.
- Ensure there is sufficient working light for safe movement backstage

- Show all crew the layout back stage by walking them around in full light and also in lighting conditions
- Clearly mark any obstructions that maybe walked into and or may cause a head injury
- Familiarise the cast and crew with any moving pieces that may occur during the production and present a danger onstage
- If at any point for any reason you become aware of an imminently dangerous situation that you cannot immediately deal with, you must **STOP THE PERFORMANCE**
- In the event of a performance being stopped due to an accident or imminent danger all lights must be turned on immediately
- The Production Manager is responsible for the safe operation of the safety curtain, safe working of all stage, actors and crew.

THERE IS TO BE NO SMOKING BY ANY PERON ON STAGE OR BACKSTAGE AT ANY TIME.

3.5.10 Dressing Room during Rehearsals and Performances

When dressing room is in use, please observe the following guidelines

- Please ensure that nothing comes into contact with the bare bulbs –they get extremely hot
- *Please turn off the mirror bulbs when the room is unoccupied*
- Any personal mains operated electrical equipment brought into the building (e.g. Hairdryers, radios etc) must be PAT tested or inspected by the Production Manager
- Please do not leave broken glass, crockery or other sharp items in the waste-paper bins
- Please familiarise yourself with the Hall's fire evacuation procedure, and to leave by your nearest fire exit route
- Please do not open any fire exits, except in an emergency situation

3.5.11 Under Stage Area and Boiler Room

- This area is used as an overflow to dressing room, for equipment only
- If used as a store room it **must not** have in this location Spray or normal paints, adhesives, varnishes etc.

Part 3.6 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 have read, understood and agree to the hiring conditions

The hiring agreement states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

Particular health and safety instructions apply to Theatrical and Entertainment Events

A Risk Assessment is carried out by the Hirer for their respective Event, and passed onto to the Bookings Manager, prior to the event

As well as weekly visual checks the Hall Risk Assessment is reviewed annually and upon any change in circumstance or layout at the Hall.

Part 3.7 Contractors

The Management Committee will check and confirm with contractors (including self-employed persons) before they start work that:

- They will produce an appropriate Risk Assessment for the work to be undertaken
- 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 and experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen health and safety file and are aware of any hazards which might arise (e.g. electrical 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 or the institute of Electrical Engineers Code of Practice

Part 3.8 Insurance

Company providing the Hall's Employer's Liability and Public insurance cover:

Ansvar

Date of renewal: August annually

Part 3.9 Review of Health and Safety Policy

The Management Committee will review this policy annually in the month September.

HIRERS

Risk Assessment

As part of current Health & Safety good working practice, all incoming groups, performances and companies should supply a risk assessment for each of their events. While the hall is responsible for implementing safe working practises and risk assessments around standard procedures, included herein, the incoming groups should complete a risk assessment for any element of the hirer in the production which constitutes a hazard. For example, acting areas raised over 1metre from ground, fighting sequences, running and or complicated dance routines in heels etc. Once as assessment is completed, it should be passed onto relevant cast members and Hall Chairman.

Five Steps to Risk Assessment

- Identify the hazard
- Who might be harmed and how?
- Consider what safeguards are in place-are they sufficient? What else can be done to lessen the risk
- Review your assessment periodically

Reporting Hazards

If you notice anything in the Hall that could constitute a hazard, such as damaged equipment, anything in need of attention, then please report it to the Hall Chairman

Declaration

I have read and understood these Health & Safety guidelines for anyone hiring the Hall and Stage.
The information contained herein, should be passed onto all members who will be affected

Name:

Company/Group:

Position:

Date:

Signed: