

Baginton Village Hall
Registered Charity 522830
Health & Safety Policy
incorporating the Fire Risk Assessment

Part 1: Policy Statement

This document is the Health and Safety Policy of Baginton Village Hall Management Committee. This policy is to provide healthy and safe conditions, equipment and systems of work for our employees, volunteers, hirers and users by ensuring the Hall and its equipment is maintained in a safe condition, and by providing such training and information as is necessary to staff, volunteers and users.

It is the intention of Baginton Village Hall Management Committee to comply with all health and safety legislation and to act positively, where reasonably practicable, to prevent injury, ill-health or any danger arising from its activities and operations.

The Management Committee considers the promotion of the health and safety of its employees at work and those who use the premises, including contractors who may work there, to be of great importance. Baginton Village Hall 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, the Management Committee will seek to encourage its employees, volunteers, contractors and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, hirers, users, contractors and visitors are expected to recognise that there is a duty on them to comply with the practices set out by Baginton Village Hall Management Committee, with all safety requirements set out in the Hiring Agreement/Conditions of Hire, and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2: Organisation of Health and Safety

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

It is the duty of all employees, volunteers, hirers, users and visitors to take care of themselves and others who may be affected by their activities, and to cooperate with the Management Committee in keeping the premises safe and healthy, including the car park and grounds.

Should anyone using the Hall come across a fault, damage or other situation that might cause injury and cannot be rectified immediately, they should inform the Lettings Officer or any other trustee of Baginton Village Hall 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 the Lettings Officer or trustee should immediately be notified.

The following items are maintained and regularly reviewed by Baginton Village Hall:

- First Aid box
- Reporting of accidents
- Fire precautions and checks
- Risk assessments and inspections
- Information and instructions to hirers and users
- Insurance

Part 3: Arrangements and Procedures

Introduction

Baginton Village Hall Management Committee has drawn up this policy to make clear procedures and areas of responsibility in ensuring the health and safety of its employees, contractors, volunteers, hirers and users.

The Management Committee wishes to ensure the safety of everyone using it, and precautions will be taken where possible to achieve this. It is its intention 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.

All hirers and users must play their key roles in maintaining a healthy and safe environment by operating in a way that does not compromise the objectives of this policy. Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by Baginton Village Hall Management Committee; with all safety requirements set out in the Hiring Agreement/Conditions of Hire, Health & Safety Policy and instructions for hall users; and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

Baginton Village Hall Management Committee has carried out health and safety risk assessments for each area of the hall, car park and grounds together with a fire risk assessment, and these are kept in the Hall's Health, Safety & Compliance File in the kitchen. These assessments list hazards identified, and procedures and precautions that should be adopted in order to minimise and mitigate risk.

Safety Rules

All hirers will be expected to read the whole of the Hiring Agreement/Conditions of Hire and proceeding with the booking will be evidence that they agree to the hire conditions. All new hirers will also be directed to information on the website by the Lettings Officer about safety procedures at the Hall which they will be expected to follow, which includes the location of the accident forms / Health, Safety & Compliance File.

All hirers must appoint a competent Supervisor who will have the day to day responsibility for ensuring that activities undertaken in the Hall during any hire period are conducted in compliance with current legislation, the Hiring Agreement/Conditions of Hire, Baginton Village Hall Management Committee's policies, instructions for hall users and any approved working procedures.

Supervisors will:

- Be over the age of 21;
- Have access to a working mobile phone at all times during each hire period;
- Not be engaged in any duties which prevent him/her from exercising effective general supervision;
- Be present on the premises for the entire duration of the hire;
- Take charge in case of fire or other emergency to ensure that all persons at the Hall can escape unimpeded through the fire exits and assemble in the car park;
- Instruct all users under their control how to exit the building in the event of fire or other emergency;
- Instigate all accident investigations within their area of responsibility, complete the accident report form (located in the Health, Safety & Compliance File in the kitchen) and submit form to the Lettings Officer;
- Ensure that all control measures arising from risk assessments are implemented, and that their respective user groups receive adequate instruction on all safety rules, procedures and safe working methods;

- Ensure that proper safety precautions have been taken with regard to equipment, processes, substances, articles and working methods;
- Impart to all users under their control, the responsibilities they have to themselves and others whilst in the Hall. They are required to give personal leadership in carefully integrating safety into all aspects of the Hall's use;
- Be responsible for ensuring that accident reporting procedures are properly followed. Note that certain types of accident or injury must also be reported to the HSE using their on-line reporting form (www.hse.gov.uk/riddor) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Ensure that the Hall car park is adequately marshalled and controlled throughout the hire period;
- Ensure that where relevant there is an adequate ratio of competent adults to children throughout the entire duration of the hire;
- Ensure that whenever required floors are adequately protected with a suitable covering;
- Ensure that all rubbish is removed from the property at the end of each hire period;
- Ensure that the facilities which have been used during each hire period are left in a clean and tidy condition prior to leaving the premises.

All individuals entering the Hall must comply at all times with the following rules:

- **No smoking** is permitted anywhere on the premises, at any time;
- **No obstruction of the emergency exit doors is caused;**
- **No activities are allowed which involve danger to the public;**
- **No obvious fire hazards** are allowed on the premises;
- **No unauthorised heating appliances** are to be used;
- **No hazardous substances** (as regulated by the Control of Substances Hazardous to Health Regulations 2002) are to be used or stored in the Hall, except as approved by the Management Committee and stored in the cleaner's cupboard;
- **No highly flammable or explosive substances** (including fireworks) shall be brought onto or used in any part of the premises including the car park and grounds, except the small volumes of hand sanitiser approved by the Management Committee;
- **No internal decorations of a combustible nature** (e.g. polystyrene, cotton, etc.) shall be undertaken or erected without the permission of the Management Committee;
- **No use of smoke machines** is permitted at any time.

Baginton Village Hall Management 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 if working at height;
- **Do not** leave portable electrical appliances operating while unattended;
- **Do not** bring onto the property any gas appliances or cylinders;
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested and certified;
- **Do not** attempt to lift or move heavy or bulky items (e.g. stacked tables or chairs) – use the trolley provided for chairs;
- **Do not** move stacks of more than eight chairs;
- **Do not** attempt to carry or tip the water boiler when it contains hot water;
- **Do not** plug kettles into adjacent sockets in the kitchen;

- **Do not** allow children or animals into the kitchen. 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 the Lettings Officer or any trustee of Baginton Village Hall;
- **Report** every accident on the accident form, and to the Lettings Officer;
- **Be aware of, and seek to avoid, the following risks:**
 - i) creating slipping hazards on polished or wet floors – mop spills immediately and use the “Caution - wet floor bollard” to alert users to the hazard.
 - ii) creating tripping hazards by not securing trailing wires or cables
 - iii) creating tripping hazards such as buggies, umbrellas, mops and other items left in the main hall, entrance hall, corridor, kitchen and committee room
 - iv) causing or creating any obstruction of the emergency exits
 - v) tripping in poorly lit areas – avoid by using adequate lighting
 - vi) risks to individuals while in sole occupancy of the building
 - vii) risks involved in handling kitchen equipment, e.g. cooker, water heater, knives, etc.
 - viii) creating toppling hazards by piling up equipment, e.g. in store cupboards.

Fire Precautions and Checks

The fire risk assessment for the Hall, which incorporates both the Emergency Plan to be followed in the event of fire, and a plan of the Hall showing the location of fire exits, alarms and firefighting equipment, is set out below. **It should be noted that there is no landline at the Hall and no public telephone in the village**, hence it is a strict requirement that Hirers/Supervisors have access to a working mobile phone throughout the entire hire period.

Contractors

Baginton Village Hall will check with contractors (including self-employed persons) before they start work that:

- the contractors are competent to carry out the work, e.g. have appropriate qualifications, references, experience, etc.
- contractors have adequate public liability insurance cover
- contractors have seen the Health, Safety & Compliance file and are aware of any hazards which might arise (e.g. electricity cables)
- contractors do not work alone in potentially hazardous situations and, in particular, on ladders at height (if necessary, a volunteer should be present)
- contractors have their own health and safety policy for their staff
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

First Aid

The First Aid box is situated in the kitchen on the wall between the serving hatches. No qualified First Aider is provided by the Hall. Hirers, users and contractors are advised to consider and resolve their own First Aid requirements. A defibrillator provided by Baginton Parish Council is located next to the entrance on the front external wall of the Hall.

Insurance

Baginton Village Hall holds Employers Liability and Public Liability Insurance. Hirers of Baginton Village Hall shall be responsible for making arrangements to insure against any third party claims that may lie against them (or the organisation if acting as a representative) whilst using the premises.

Appendix 1

Baginton Village Hall - Fire Risk Assessment

Introduction

The Regulatory Reform (Fire Safety) Order 2005 applies to community halls including the Baginton Village Hall. The Baginton Village Hall Management Committee is the "responsible person" designated under the Order, and the Trustees from time to time appoint one or more "competent persons" to undertake the risk assessment.

This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps to be taken when carrying out a Fire Risk Assessment:

- Step 1 - Identify fire hazards
- Step 2 - Identify people at risk
- Step 3 - Evaluate, remove, reduce and protect from risk
- Step 4 - Record, plan, inform, instruct and train
- Step 5 - Review

The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of usable space in the Village Hall, namely:

1. Entrance hall
2. Main hall
3. Committee room and corridor leading to it
4. Kitchen
5. Disabled, Ladies' & Men's Toilets
6. Storeroom

For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen; fire detection; firefighting and precautionary equipment; escape routes and emergency lighting; and signs and notices.

The findings of this assessment are contained in the table at the end of this document, and the key points discussed in the following paragraphs.

1. Fire Hazards: Sources of Ignition, Fuel and Oxygen

The main **sources of ignition** are the various items of electrical equipment located in the kitchen, viz. hob, cooker, microwave, fridge, water heater and kettles. There is also a heating system above the ceiling in the main hall, committee room and kitchen, together with the water heaters in the toilets. Other sources of ignition are electric sockets and lighting throughout the building and extractor fans in the kitchen and men's toilet.

As there is no gas supply to the premises, the principal **sources of fuel** are normally concentrated in the storerooms, principally rigid plastic chairs, tables, archived paper records, karate mats plus limited quantities of miscellaneous material provided by Hall users. Some of these items may be moved into the main hall when in use; some chairs and tables remain in situ in the committee room. In addition, there are curtains at each of the external windows in the main hall, committee room and ladies' toilet.

The main **source of oxygen** is the natural airflow through doors, windows and other openings.

2. People at Risk

People who use the Hall and may be at risk if there is a fire include:

- Hirers, who may be unfamiliar with the Hall layout
- Visitors, who may be unfamiliar with the Hall layout
- Contractors, who may be unfamiliar with the Hall layout
- Village Hall Trustees and Management Committee
- Cleaners

- Parish Council
- Local organisations
- Children (particularly when used as a party venue)
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

3. Evaluate, Remove, Reduce and Protect from Risk

3.1 The risk of fire occurring

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen. Combustible materials are kept away from these sources, and they are maintained in a good state of repair. Elsewhere, portable appliances are 'PAT' tested where appropriate.

The Hall's Hiring Agreement/Conditions of Hire and Health and Safety Policy prohibit hirers and users from bringing into the Hall any obvious fire hazards, highly flammable substances, explosives, fireworks, gas appliances and cylinders, and portable electrical appliances which have not been 'PAT' tested and certified.

3.2 The risk to people

An evaluation has been carried out of the actual risk to people identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition, i.e. the kitchen and main hall.

The Village Hall is a single storey building, so all rooms are at ground floor level, and are open to the three escape routes available, being the main entrance, the external fire doors in the main hall and the external fire door off the corridor between the kitchen and committee room, all of which are lit by emergency lighting and signed. The committee room and the kitchen have doors leading into the corridor that has an external fire door or an entrance into the main hall. Each of the toilets have doors leading into the entrance hall and thence to the main entrance. The storeroom has a double door accessing the main hall.

3.3 Removal/Reduction of the Hazards

The identified potential hazards comprise the range of electrical equipment contained in the kitchen which is an essential part of the facilities available to the users of the Hall. Removal would not be in the best interests of the Hall or its users, and the potential hazards are reduced as far as possible through periodic inspection and cleaning.

The tables, chairs, archived records and equipment belonging to regular users are essential to meet the needs of users, and they are generally kept in the storeroom away from potential sources of ignition. There is no upholstered seating or soft furnishings, except for the chairs in the committee room. No flammable liquids are kept in the Hall, with the exception of the small quantities of hand sanitiser.

The Village Hall operates a "No Smoking" policy throughout the Hall.

Hirers are prohibited from using unauthorised heating appliances and smoke machines and are not permitted to undertake or erect internal decorations of a combustible nature. No decorations may be put up near heaters, light fittings or electrical appliances.

Hirers are required to remove all rubbish and unwanted material at the end of each hiring, and there are no facilities in or adjacent to the Hall for the storage or disposal of rubbish.

3.4 Removal/Reduction of the Risks to People

The fire risk to people has been minimised as far as reasonably practicable by ensuring that adequate fire precautions are in place. These include fire escape signs and emergency lighting to assist people in the event of fire and to allow them to escape safely.

There is no landline telephone on the premises and no public phone available within Baginton. The Safety Rules within the Health & Safety Policy require that a competent supervisor is present throughout each hire period, that he/she takes charge in case of fire and that he/she has access to a working mobile phone at all times. The Health & Safety Policy forms part of the terms of the Hiring Agreement/Conditions of Hire and all hirers agree to comply with its provisions.

A fire alarm system is in place incorporating an alarm control panel (sited in the entrance hall) with smoke detectors in the kitchen and storeroom, and manually operated "break glass" alarm points in the entrance hall next to the door to the men's toilets; in the main hall next to the emergency exit; next to the kitchen door in the corridor between the kitchen and committee room; and in the storeroom. There is an alarm siren in the entrance hall above the door to the men's toilets as well as a red fire alarm light in the disabled toilet. The alarm system is inspected and tested annually by an external contractor.

There is a foam fire extinguisher in the main hall by the external fire doors and a foam fire extinguisher in the corridor between the kitchen and the committee room. In the entrance hall, there is a water extinguisher by the entrance to the men's toilet and carbon dioxide extinguisher by the (locked) electrical cupboard. There is a powder extinguisher in the kitchen behind the door and a fire blanket to the right of the hand basin. Extinguishers are inspected annually by an external contractor.

3.4.1 Escape Routes

There are three main escape routes available, all at ground floor level, and they are readily accessible from all parts of the building. All are independent of each other, two comprise double doors, and each has emergency escape lighting above. **The escape routes are:**

- **via the main entrance**
- **via the external fire doors off the main hall**
- **via the external fire door off the corridor between the kitchen and committee room**

Escape routes are all unencumbered and listed in the accompanying table. All external doors lead to the outside and thence to the car park which provides an open space for safe and easy evacuation of the Hall. **The Fire Assembly Point following evacuation of the Hall is on the far side of the car park nearest the road.**

Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building and in the accompanying table. Fire exit signs are included on emergency lighting panels throughout the Hall. Fire extinguishers have clearly displayed operating instructions on them.

3.5 Installation, Testing and Maintenance

All fire prevention and fire-fighting equipment is maintained in effective working order through periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

Periodic visual checks are made of the cooker, microwave, water heaters, fridge, emergency lighting, fire doors and lights, and the fire alarm is tested.

An annual check is made of the fire alarm system and the external contractor also checks fire extinguishers annually. Any electrical work is carried out and checked by a qualified electrician and must conform to the current regulations of the Institute of Electrical Engineers.

4. Record, Plan, Inform, Instruct and Train

4.1 Significant Findings and Action Taken

The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

4.2 Conditions of Hire

The Hall's Hiring Agreement/Conditions of Hire and the Health & Safety Policy prohibits smoking anywhere on the premises, and requires that hirers and their appointed competent supervisors must instruct all users under their control how to exit the building in the event of fire. They must also ensure that all emergency exit doors are clear and unblocked as soon as the Hall is to be used, and throughout the hiring, and to ensure that all persons at the Hall can escape unimpeded through the fire exits and assemble in the car park.

4.3 Emergency Plan

The Hall is a modern, single-storey building with a simple layout, clear and well signed fire exits and strategically located fire-fighting equipment. The Emergency Plan in the event of fire and a plan showing the location of fire safety measures is given below.

Baginton Village Hall - Emergency Plan

The Hirer is the "Responsible Person" and is designated the person in charge of the Hall during your hire. You should make yourself entirely familiar with the layout of the Hall, the emergency exit routes (which must be kept clear) and the fire protection measures. It is advisable to make a note of the name of each person attending your event (see Step 3 - Roll Call).

IN CASE OF FIRE:

1	Activate alarm (if not already sounding) by pushing any one of the 4 fire alarm break glass buttons (1 in the entrance hall next to the door to the men's toilets; 1 in the main hall next to the emergency exit; 1 next to the kitchen door in the corridor between the kitchen and committee room; and 1 in the storeroom.).
2	Open the 3 external fire doors by pushing on the bars on the doors in the main hall and corridor between the kitchen and committee room and opening and securing the main entrance doors.
3	Alert all in the Hall to the incident, then instruct all persons to leave the Hall using the nearest available Fire Exit in an orderly manner without panicking and following the FIRE EXIT signs . Close all internal doors unless required to facilitate escape. All should make their way to the Fire Assembly Point on the far side of the car park nearest the road. Take a Roll Call to identify any missing persons.
4	Call the Fire Service/Fire Brigade on 999 , however small the incident may appear to be, and give this address: BAGINTON VILLAGE HALL, FRANCES ROAD, BAGINTON, CV8 3AB There is no phone at the Hall and no public call box in the village.
5	Ensure that once the Hall is vacated, members of the public do not re-enter the building under any circumstances .
6	On arrival of the Fire Service/Fire Brigade inform the Officer in Charge that a Roll Call has been taken and all persons are safe / there are missing persons and their last known position.

7	Attempts to extinguish the outbreak of the fire with the fire-fighting equipment within the Hall should only be attempted if it is considered safe to do so. If in doubt vacate the building immediately.
8	Report the incident to the Lettings Officer or a Hall Trustee as soon as practicable.

4.4 Information & Instruction

All hirers are required to abide by the Standard Conditions of Hire and Emergency Plan, and to comply with the Health & Safety Policy and instructions for hall users. These set out detailed requirements in terms of public safety compliance (including fire risk avoidance and management). Instruction is provided to all hirers in respect of these requirements by directing them to up-to-date information available on the Baginton Village Hall area of the village website .

Fire safety advice is given to hall cleaners and contractors.

Signs relating to firefighting and precautionary equipment, escape routes and emergency lighting are provided throughout the building.

The Emergency Plan and a plan of the Hall showing the location of fire exits, alarms and firefighting equipment is displayed on the notice board in the entrance hall.

5. Review

This fire risk assessment has been carried out for Baginton Village Hall Management Committee in conformity with the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

This fire risk assessment is provided to all hirers via a link to the Baginton Village Hall area of the village website

Baginton Village Hall - Fire Risk Assessment Table

Location	Sources of ignition, fuel and oxygen	Fire detection, firefighting & precautionary equipment	Escape routes	Emergency lighting, signs and notices
Entrance hall	Electric cupboard Electric sockets Lighting Dispenser with hand sanitiser	Alarm siren Fire alarm control panel CO ₂ & water extinguishers Break glass fire alarm point	Via Main entrance into car park	Emergency lighting above doors to main hall Fire action sign Emergency Plan and plan of Hall showing location of fire exits, alarms and firefighting equipment on the notice board No Smoking signs
Main hall	Heating system Electric sockets Lighting Chairs and tables Curtains Wooden floor Users' equipment	Foam extinguisher Break glass fire alarm points	Via external double fire doors to grounds and car park or via door to entrance hall and main entrance into car park	Emergency lighting above external fire doors, doors to entrance hall and door to corridor between kitchen and committee room Fire exit directional signs and signs on fire doors
Committee room	Heating system Electric sockets Lighting Curtains Chairs and tables Coats	None, but foam extinguisher and break glass fire alarm point are immediately outside	Via door to corridor between kitchen and committee room and fire door into grounds and car park or via main hall	Emergency lighting above door Fire exit directional sign
Kitchen	Hob, cooker, microwave and fridge Water heater Electric cupboard Electric sockets Lighting WiFi hub Extractor fan Cupboards Paper towels Waste bin	Powder extinguisher Fire blanket Smoke detector	Via door to corridor between kitchen and committee room and fire door into grounds and car park or via main hall	Emergency lighting above door Fire exit directional sign No smoking sign on door

Location	Sources of ignition, fuel and oxygen	Fire detection, firefighting & precautionary equipment	Escape routes	Emergency lighting, signs and notices
Corridor between Kitchen and Committee Room	Lighting Dispenser with hand sanitiser	Foam extinguisher Break glass fire alarm points	Via fire door into grounds and car park	Emergency lighting above fire door Fire exit directional sign on door Fire action sign.
Disabled Toilet	Lighting Water heater Paper towels/loo rolls Waste bin Cupboards, with cleaning supplies, paper towels / loo rolls	Red fire alarm light Audible alarm is immediately outside	Via door to entrance hall and main entrance into car park	Emergency lighting above door
Men's Toilets	Lighting Extractor fan Paper towels/loo rolls Waste bin Coats	None, but audible alarm is immediately outside	Via door to entrance hall and main entrance into car park	Emergency lighting above door to lobby and then door to entrance hall Fire exit directional signs above door to lobby and then door to entrance hall
Ladies' Toilets	Lighting Water heater Paper towels/loo rolls Waste bin Curtains	None, but audible alarm is immediately outside	Via door to entrance hall and main entrance into car park	Emergency lighting above door to lobby and then door to entrance hall Fire exit directional signs above door to lobby and then door to entrance hall
Storeroom	Electric sockets Lighting Chairs and tables Cupboards Audio equipment Archived paper records Hirers' equipment	Break glass fire alarm point Smoke detector	Via door to main hall, then via fire doors to grounds and car park	None

**Plan of Baginton Village Hall
showing the location of fire exits, alarms and firefighting equipment**

