

# GILBERDYKE WAR MEMORIAL HALL

## HEALTH AND SAFETY POLICY

June 2019



### Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Gilberdyke War Memorial Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- b) Keep the War Memorial Hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Gilberdyke War Memorial 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 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 to safety as on the operation and maintenance of equipment and safe systems of work.

To this end, the Committee will encourage 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.

Signed on behalf of the Management Committee:

A handwritten signature in black ink that reads 'J B Pinkerton'.

Name: J Pinkerton  
Position: Chairperson

Date: June 2019

## Part 2: Organisation of Health and Safety

The Gilberdyke War Memorial Hall Management Committee has overall responsibility for health and safety at Gilberdyke War Memorial 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 all hirers, users and other visitors to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults, including where appropriate, ensuring they hold up-to-date contact details of parents/guardians for those in their care.

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 Hall Management or the Bookings Manager, without delay so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and inform Hall Management or the Bookings Manager without delay.

The following persons have responsibility for specific items:

Item	Responsible Person
Risk Assessment and Inspections:	Health & Safety Representative
Fire precautions and checks:	Health & Safety Representative
Insurance:	Treasurer
Information to hirers:	Bookings Manager
Reporting of Accidents:	Health & Safety Representative
First Aid provisions:	Health & Safety Representative
Electrical testing & maintenance	Maintenance Representative
Gas testing & maintenance	Maintenance Representative
Asbestos register	Maintenance Representative
Legionella testing & maintenance	Maintenance Representative
Information to contractors:	Maintenance Representative

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, smoke detectors and fire extinguishers.

Domestic Smoke Detectors are installed in the following locations and checked as follows:

Type	Location	Check
CO2	Conference Room	Monthly
CO2	Rear Admin Office	Monthly
CO2	Main Hall (bar side)	Monthly

## Part 3: Arrangements and Procedures

### 3.1 Licence

The hall is licensed for music, singing and dancing by East Riding District Council and The Music Licence (formerly PPL/PRS).

The sale of alcohol is permitted through a Premises License issued by East Riding District Council Licensing Authority.

Music Licence – Displayed on the notice board.

### 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 the village hall showing the fire exits and firefighting equipment is attached. An emergency telephone is located adjacent to the Bar Entrance. The nearest public telephone is located at the junction of Main Road (B1230) and Thornton Dam Lane.

Local Fire Brigade Contact:

**Address:** Humberside Fire and Rescue Service Headquarters  
Summergroves Way, Hull, East Yorkshire, HU4 7BB


**Phone:** 01482 565333

Company hired to maintain and service fire safety equipment:

**Address:** Fire Protection Supplies, 11A Beck View Rd, Beverley HU17 0JT

**Phone:** 01482 881515



Checking of Equipment, Fittings and Services Schedule	
Person with responsibility for testing equipment and keeping log book:	Maintenance Representative
Location of service record:	Displayed on notice board
	Weekly: All public areas for general hazards (visual)
	Monthly: Water boilers (visual), Inside & Outside lighting, Emergency lighting, Emergency Exits, Domestic Smoke Detectors (DSDs), First Aid Box & Accident Book, Ladders & Steps, Vacuum Cleaners
	Half Yearly: Diffusers, window cleaning, outside gutters.
	Yearly: Fire extinguishers, Gas Installations, Water supply.
	5 Yearly: Fixed Wiring Electrical certificate

### 3.3 Procedure in case of accidents or serious illness

Accident and Emergency/Casualty Hull Royal Infirmary A&E	Minor Injuries Unit - Goole Minor Injuries
<u>Address:</u> Hull and East Yorkshire Hospitals NHS Trust, Anlaby Road, Hull HU3 2JZ	<u>Address:</u> Woodland Ave, Goole, East Yorkshire DN14 6RX
<u>Phone:</u> 01482 875875	<u>Phone:</u> 01405 720720

First Aid provisions are located in the kitchen and the bar.

The person responsible for keeping this up to date is the H&S Representative.

All accidents or near-miss incidents must be reported to the Chairperson of the Management Committee by completing an accident report. Serious occurrences (including those without injury sustained) must be notified to the Chairperson IMMEDIATELY via the hall booking telephone number: 07920 039049.



Accident forms are located adjacent to the First Aid box in the kitchen and must be completed whenever an accident or near-miss incident occurs. Please complete the book as per the instructions, remove the report at the top of the page and post it through the slot in the wall-mounted safe in order to ensure compliance with data protection regulations.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Health & Safety Representative.

### 3.4 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.

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 Routine safety inspection is carried out monthly and any risks reported to the Management Committee at its monthly meeting. All interim deficiencies must be reported to the committee.

### 3.5 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 (eg 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 (eg 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 specified 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

### 3.6 Insurance

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

DE Ford (Broker)/Aviva (Insurer): Policy no: 012289/06/19

Date of renewal: 8<sup>th</sup> June 2020

### 3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in June 2020.

### 3.8 Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive, Foundry House, 3 Millsands, Riverside Exchange, **SHEFFIELD**, S3 8NH  
Tel: 0300 003 1747

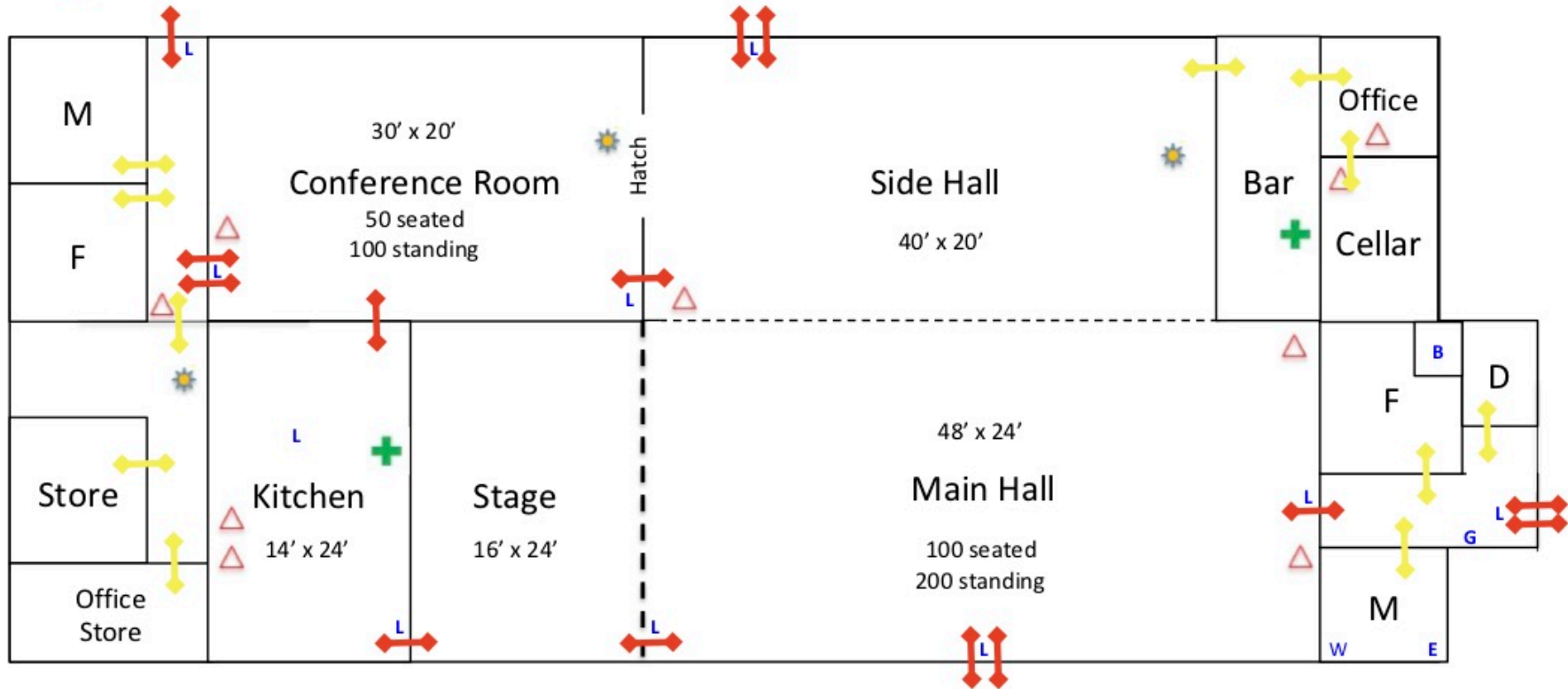
East Riding of Yorkshire Council, County Hall, Beverley, East Riding of Yorkshire, HU17 9BA.  
Tel: (01482) 396301.

Notes:

- (1) The main gas boiler is located in the cupboard within the ladies toilets.
- (2) The storage area to the rear of the kitchen houses only non-hazardous items.
- (3) Access to the Bar Cellar is restricted to the following key-holders:
  1. Bar Manager
  2. Deputy Bar Manager
  3. Treasurer
  4. CCTV Controller



# Gilberdyke War Memorial Hall Main Building Schematic



Total Area 100' x 44'

3<sup>rd</sup> August 2018

Clementhorpe Road  
Gilberdyke HU15 2UG  
East Yorkshire



- B** Boiler
- G** Gas Mains Tap
- E** Electrical Cabinet
- W** Water Mains Tap

- Fire Extinguisher/Blanket
- Smoke Detector
- First Aid Kit
- Emergency Light

**Gilberdyke War Memorial Hall - Health and Safety Action Plan**

Section	Policy Item	Action Required	Location held	Delegate	Target Date
	Health and Safety at Work Act, 1974	Provide safe premises; Provide/update HSE poster with contact details.	Kitchen	H&S Representative	31/10/2019
2	Electricity at Work Regs 1989	Compile Fixed wiring asset register & testing/maintenance log	Safety File	Maintenance team	31/10/2019 / 5 yearly
2	Organisation of Health & Safety	Compile Portable Appliance asset register & PAT log	Safety File	Maintenance team	31/10/2019 / 5 yearly
2	Organisation of Health & Safety	Compile Gas testing & maintenance records	Safety File	Maintenance team	31/10/2019 / annual
2	The Control of Asbestos at Work Regs 2006	All asbestos was removed by licenced contractors in 2017.	Dropbox	Maintenance team	31/03/2020 / annual
2	The Water Supply (Water Fittings) Regulations 1999	All water fittings and equipment must conform to these regs unless installed before legislation. Compile Legionella testing records	Dropbox	Maintenance team	31/12/2019 / annual
	Management of Health and Safety at Work Regulations 1999	Risk Assessment of all tasks and processes.	Dropbox	H&S Representative	31/12/2019 / annual
	Regulatory Reform (Fire Safety) Order 2005	Risk assessment of fire hazards and follow up. Act upon advice from competent person re provision and maintenance of fire precautions, firefighting equipment, detection, fire exits. Training.	Dropbox	H&S Representative	31/03/20 / annual
2.2	Regulatory Reform (Fire Safety) Order 2005	Compile DSD monthly test check sheet	Safety File	H&S Representative	31/10/2019 / monthly
		Update floor plan with locations of: Gas Mains Water Mains Electrical distribution boards		Maintenance team / H&S Representative	31/10/19