

# Health and Safety Policy for South Zeal Victory Hall

Issue 7: Updated on 8<sup>th</sup> October 2020

This document is written based upon the format and guidelines issued by the Health and Safety Executive for Health and Safety policies for village halls/ community buildings, and to comply with the Conditions of Hire for Victory Hall. Following the emergence of Covid-19 and the issuing of advice from HM Government, this document has been updated to be compliant with the current guidance as of 8<sup>th</sup> October 2020.

This is the statement of general policy and arrangements for: South Zeal Victory Hall  
Overall and final responsibility for health and safety is that of: South Zeal Victory Hall Management Committee  
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:  
Combined responsibility of the Management Committee and designated persons.

The Management Committee is responsible for the safety of the hall building and those fixtures and fittings which are part of the hall/ belonging to the hall and not the activities undertaken by and equipment owned and used within the hall by the hirers of the hall.

| Statement of general policy  | Responsibility of | Action / Arrangements   |
|--|-------------------|---|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | Vice Chairman     | By liaison with the cleaner/ caretaker. In accordance with Covid-19 guidelines appropriate PPE and cleaning equipment will be provided to minimize risk of infection/transmission. Appropriate steps to fulfill HSE measures in relation to Covid-19 guidelines will be put in place. |
| To provide adequate training to ensure employees are competent to do their work  | Vice Chairman     | By liaison with the cleaner/ caretaker. Updated cleaning guidelines will be provided.   |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health      | Vice Chairman     | By liaison with the cleaner/ caretaker. Procedure in place to ensure employees have access to latest HSE guidance.  |

# Health and Safety Policy for South Zeal Victory Hall

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| <p>To adhere to the Regulatory Reform (Fire Safety) Order 2005</p> | <p>Appointed 'competent person' as described within the Act</p> <p>D Lewis</p> | <ul style="list-style-type: none"> <li>• That the hall contains all the necessary physical fire safety installations, fire exits, fire exit warning lights, fire extinguishers, fire blankets in the kitchen, smoke alarms, fire retardant treated curtains.</li> <li>• To ensure that all hirers of the hall are asked to read the hall's 'Fire Safety Policy', and that by signing the Hire Agreement they agree that they have and read and will abide by the Policy.</li> <li>• Ensure that copies of the 'Fire Safety Policy' are displayed in the hall and available on the hall's website.</li> <li>• Ensure that 6 clear up to date Fire notices are always prominently displayed in the following locations:             <ul style="list-style-type: none"> <li>a) By the light switch adjacent to the main hall doors (also with location of extinguishers &amp; fire exits)</li> <li>b) On the disabled access door.</li> <li>c) In the kitchen x 2 (also with location of extinguishers &amp; fire exits)</li> <li>d) In the meeting room</li> <li>e) On the Committee Room noticeboard</li> </ul> </li> <li>• That the procedures and checks are carried out as stated in the hall's 'Fire Safety Logbook'. This includes logs of fire safety equipment checks.</li> <li>• That the Fire Risk Assessment, detailed within this document is reviewed annually and any actions being taken.</li> </ul> |
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# Health and Safety Policy for South Zeal Victory Hall

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| <p>To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances</p> | <p>as indicated</p>  | <ul style="list-style-type: none"> <li>• (Secretary) To ensure that the Risk Assessment is used correctly to identify hazards and that the Committee takes all appropriate action to rectify hazards. This is reviewed annually. Next review date: <b>August 2021</b>.</li> <li>• (Caretaker) To ensure that any other potential harmful substances are stored in the locked boiler room.</li> <li>• (Vice Chairman) Electrical safety: we conform to the guidelines issued by the Devon Association of Community Buildings reproduced as APPENDIX B at the end of this document.</li> <li>• To ensure that a FIT (fixed installation testing) check is conducted at least every 5 years by a qualified electrician. Next testing date: <b>February 2022</b>. Also to ensure that interim equipment faults are rectified quickly. The procedure for noticing faults is by regular inspection of all equipment by either the user, the caretaker or management committee members. This includes the South Zeal Players lighting rig.</li> <li>• Annual emergency lighting inspection and testing. Next testing date: <b>January 2021. This document is signed on the basis that there are presently two emergency lighting failures (side door and outside gent's toilets). These are awaiting repair/ replacement.</b></li> <li>• To ensure that a PAT (portable appliance testing) check is voluntarily undertaken every 12 months by a suitably trained person. Next testing date: <b>June 2021</b>. Also to ensure that interim equipment faults are rectified quickly. The procedure for noticing faults is by regular inspection of all equipment by the caretaker.</li> <li>• (Vice Chairman) To ensure that the boiler is serviced annually by a qualified heating engineer, that any problems are immediately rectified and that an appropriate certificate is issued by the engineer. Next service date: <b>March 2016 if the present boiler is in situ. If a new boiler has been installed then 12 months from installation date.</b> Also to ensure that an adequate supply of oil is maintained and that should the boiler/ heating &amp; water system break down, that it is mended quickly.</li> <li>• (Chairman) To ensure that light bulbs are replaced quickly when they blow. The Caretaker will also check for blown bulbs as part of her duties and report back to the Chairman. Due to the height of the room, we have agreed that the replacement of bulbs in the ceiling / walls of the main hall must only be carried out by a tradesman and not members of the public or committee members, unless the latter are trades people used to working up high ladders.</li> </ul> |                              |
| <p>Health and safety law poster is displayed:</p>  | <p>In the kitchen. Additional HSE signage to be displayed at entrance and exit points, and other key locations in the hall to comply with Covid-19 guidance.</p> |  |                              |
| <p>First-aid box and accident book are located:</p>  | <p>In the kitchen. Responsible person to check first-aid box to be provided with PPE.</p>  |  |                              |
| <p>Signed: (Secretary)</p>   | <p>A. Clarke</p>   | <p>Date:</p>   | <p><b>27/09/2020</b></p>     |
| <p>Subject to review, monitoring and revision by:</p>  | <p>As directed by the Management Committee</p>   | <p>Date:</p>   | <p><b>September 2021</b></p> |

# Health and Safety Policy for South Zeal Victory Hall

## Risk Assessment

# Health and Safety Policy for South Zeal Victory Hall

| What is the hazard?  | Slips trips and falls.                              | Who might be harmed and how? | Users of the hall may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects. |                       |      |
|--|---|------------------------------|---|-----------------------|------|
| What are we already doing?   | Do we need to do anything else to manage this risk? |                              | Action by whom?   | Action by when?       | Done |
| <u>OUTSIDE</u>   |   |                              |   |                       |      |
| White line on the bottom external step – maintain paintwork.   |   |                              | No action   |                       |      |
| Safety rails on steps and outside area.  |   |                              | No action   |                       |      |
| Textured paving slabs outside hall door.   |   |                              | No action   |                       |      |
| External timed lights and additional external manual lights.   |   |                              | No action   |                       |      |
| <u>INSIDE</u>  |   |                              |   |                       |      |
| Internal steps and the edge of the stage are highlighted as a potential hazard with hazard tape.   |   |                              | No action   |                       |      |
| The radiator in the main hall close to the entrance has a protruding piece of metal at the top. It is now covered over to protect users from injury. |   |                              | No action   |                       |      |
| The hall cleaner knows which products to use on which type of floor.   |   |                              | DW  |                       |      |
| Surfaces are inspected regularly and repaired as necessary.  |   |                              |   | Continuous monitoring | N/A  |
| Large floor mats at the entrance to avoid slipping. In good condition.   |   |                              | No action   |                       |      |
| Wooden floor surface of the main hall, whilst varnished is not slippery.   |   |                              | No action   |                       |      |
| Floor surfaces in the rest of the hall are all specifically non slip.  |   |                              | No action   |                       |      |
| The main hall radiators are of a type that do not require a heat guard.  |   |                              | Vice Chair  |                       |      |
| Good lighting in all room and corridors.   |   |                              | No action   |                       |      |
| No storage in corridors.   |   |                              | All to maintain   |                       |      |
| No trailing electrical leads/ cables.  |   |                              | All to maintain   |                       |      |
| A portable step ladder with handrail to access the stage from the front is available for use.  |   |                              | No action   |                       |      |
| <u>Work at height</u>  |   |                              |   |                       |      |
| What is the hazard?  | Work at height                                      | Who might be harmed and how? | Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.                         |                       |      |

# Health and Safety Policy for South Zeal Victory Hall

| <b>What are we already doing?</b>  | <b>Do we need to do anything else to manage this risk?</b>                   | <b>Action by whom?</b>              | <b>Action by when?</b>   | <b>Done</b> |
|--|--|-------------------------------------|--|-------------|
| The South Zeal Player's stage lighting box is accessed via a static fold out loft ladder rather than a free standing ladder.   |  | No action                           |  |             |
| Appropriate commercial stepladder securely stored and available for use.<br><br>HSE guidance on safe use of stepladders are available to those who may use stepladder. [FR March 2012] |  | No action                           |  |             |
| <b>What is the hazard?</b>   | <b>Hazardous substances</b>  | <b>Who might be harmed and how?</b> | The cleaner and others cleaning, risk skin problems, e.g, dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems. Boiling water is used safely to avoid the risk of scalding. |             |
| <b>What are we already doing?</b>  | <b>Do we need to do anything else to manage this risk?</b>                   | <b>Action by whom?</b>              | <b>Action by when?</b>   | <b>Done</b> |
| Mops, brushes and gloves provided.   |  | Designated principal cleaner        |  |             |
| Cleaner aware of how to use products safely.   |  | Designated principal cleaner        |  |             |
| Cleaning products stored securely.   |  | Designated principal cleaner        | Ongoing  |             |
|  | Only use food safe cleaning products in the kitchen. Ensure users know this. | Designated principal cleaner        |  |             |
| Written instructions for the water boiler are placed adjacent to the boiler. A drip tray is provided.  |  | No action                           |  |             |
| A thermostat has been installed to regulate the maximum temperature of the hot taps.   |  | No action                           |  |             |
| <b>What is the hazard?</b>   | <b>Electricity</b>   | <b>Who might be harmed and how?</b> | Users risk electric shocks or burns from faulty equipment or installation.   |             |
| <b>What are we already doing?</b>  | <b>Do we need to do anything else to manage this risk?</b>                   | <b>Action by whom?</b>              | <b>Action by when?</b>   | <b>Done</b> |
| Internal safety lights are installed in case of power cut.   |  |                                     |  |             |

# Health and Safety Policy for South Zeal Victory Hall

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|--|-------------------------|--|---|------------------------|-------------|
| Fixed installation correctly installed by qualified electrician and inspected regularly as per page 2 of this document.  |                         | Secretary  | As on page 2  |                        |             |
| Fixed and portable electrical equipment inspected and regularly as per page 2 of this document.  |                         | Secretary  | As on page 2  |                        |             |
| All repairs by a qualified electrician.  |                         | Caretaker/<br>Chair/<br>Vice Chair                         |   |                        |             |
| Safety plugs in some sockets.  |                         | No action  |   |                        |             |
| Standard Conditions of Hire specify safety details regarding hall hirers using their own electrical equipment in the hall  |                         | No action  |   |                        |             |
| We ensure users know where the fuse box is and how to switch off in an emergency.  |                         | Information in hall  |   |                        |             |
|  |                         |  |   |                        |             |
| <b>What is the hazard?</b>   | <b>Stored equipment</b> | <b>Who might be harmed and how?</b>                        | Users could be injured by collapsing stacks or equipment. |                        |             |
| <b>What are we already doing?</b>  |                         | <b>Do we need to do anything else to manage this risk?</b> | <b>Action by whom?</b>                                    | <b>Action by when?</b> | <b>Done</b> |
| Hirers are requested to leave tables & chairs where used to allow designated cleaner to ensure all used equipment is properly cleaned and then safely stored (see Covid-19 section of RA). Signs placed to this effect adjacent to both storage locations. |                         |  | Designated principal cleaner                              | As left                | N/A         |
| Tables are secured in place by chains.   |                         |  | Caretaker to continually check                            | As left                | N/A         |
| All storage rooms; Pre-School, School and boiler room are kept locked with signs on the door stating 'Keep locked'.  |                         |  | Caretaker to continually check                            | As left                | N/A         |
| Stepladders are secured in place by a chain.   |                         |  | Caretaker to continually check chains                     | As left                | N/A         |
| Brooms are hung off the floor.   |                         |  | No action   |                        |             |
|  |                         |  |   |                        |             |
| <b>Miscellaneous</b>   |                         |  |   |                        |             |
| <b>What are we already doing?</b>  |                         | <b>Do we need to do anything else to manage this risk?</b> | <b>Action by whom?</b>                                    | <b>Action by when?</b> | <b>Done</b> |

# Health and Safety Policy for South Zeal Victory Hall

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| Entrance door accidentally hitting a user / making noise disturbance : door has self-closures  |  | No action                      |  |  |
| Children might leave the building unnoticed. There are door alarms that are permanently fitted to both the entrance and other internal doors, which in theory could be used by others users on occasions when children are using the hall. |  | No action                      |  |  |
| Safety diffuser installed covering the fluorescent lights in the kitchen.  |  | No action                      |  |  |
| Check that the toilet seats are regularly inspected to ensure that they are secure.  |  | Caretaker to continually check |  |  |

| What is the hazard?  | Fire | Who might be harmed and how? | If trapped, hall users could suffer fatal injuries from smoke inhalation/ burns. |
|--|------|------------------------------|--|
| <p><b>Sources of ignition:</b></p> <ul style="list-style-type: none"> <li>• Cooking equipment</li> <li>• Boiler flue</li> <li>• Electric wall heaters</li> <li>• Electric water heater</li> <li>• Central heating boiler</li> <li>• General wiring, lighting and other electrical equipment</li> </ul> <p><b>Sources of oxygen:</b><br/>There is only natural airflow through doors, windows and other openings; with no mechanical air conditioning systems or air handling systems.</p> <p><b>Sources of fuel:</b></p> <ul style="list-style-type: none"> <li>• Oil fired boiler</li> <li>• Curtains</li> <li>• Suspended ceiling</li> <li>• Paint stored on premises</li> <li>• Any of the following kept in any of the storage areas: “ packaging materials, stationery, advertising material and decorations; plastics and rubber, e.g. polyurethane foam-filled furniture and polystyrene-based display materials and rubber or foam exercise mats; upholstered seating and cushions, textiles and soft furnishings and clothing displays “</li> <li>• Litter and waste products, particularly finely divided items such as shredded paper.</li> </ul> |      |                              |  |
| <p><b>People at particular risk in the event of a fire</b></p> <ul style="list-style-type: none"> <li>• Hirers who are ‘managing’ the premises but are unfamiliar with the location</li> <li>• Those working alone on the premises i.e. cleaner, caretaker, hirer</li> <li>• children</li> <li>• General visitors who will often unfamiliar with the premises</li> <li>• People with disabilities (including mobility impairment, or hearing or vision impairment, etc.)</li> <li>• People who may have some reason for not being able to leave the premises quickly, e.g. people performing at the premises (whilst getting changed)</li> <li>• People who are sensory impaired due to alcohol (at parties etc.)</li> </ul>   |      |                              |  |



# Health and Safety Policy for South Zeal Victory Hall

| Evaluation of the risk of a fire occurring   |   |                      |                 |      |
|--|---|----------------------|-----------------|------|
| <p><b>Accidental</b></p> <ul style="list-style-type: none"> <li>No mobile heaters are on site</li> </ul> <p><b>By act or omission</b></p> <ul style="list-style-type: none"> <li>All electrical equipment is properly maintained</li> <li>No waste is allowed to accumulate near a heat source</li> </ul> <p><b>Deliberately</b></p> <ul style="list-style-type: none"> <li>No rubbish bins are placed close to the property, giving opportunistic arson possibilities</li> <li>Security lights are on at night</li> </ul> |   |                      |                 |      |
| What are we already doing?   | Do we need to do anything else to manage this risk?   | Action by whom?      | Action by when? | Done |
| <b>Remove or reduce sources of ignition</b>  |   |                      |                 |      |
| There are no naked flames or portable heaters, only fixed high wall mounted convector heaters and a central heating system.  |   | No action            |                 |      |
| There are no sources of heat near flammable materials such as curtains, scenery and displays.  |   | No action            |                 |      |
| The central heating system is maintained appropriately.  |   | Management Committee | ongoing         | N/A  |
| Electrical equipment is maintained appropriately.  |   | Management Committee | Ongoing         | N/A  |
|  | Can we confirm that all electrical and mechanical equipment is used in accordance with the manufacturer's instructions? | Not possible         |                 |      |
| The risk of arson is reduced by: <ol style="list-style-type: none"> <li>Having no postbox</li> <li>External security lighting</li> <li>Main windows in the hall open high up</li> <li>The hall's location opposite a streetlight on the main street in the village also helps, along with the vigilance of neighbours.</li> </ol>  | No further suggestions.   | No action            |                 |      |
| <b>Remove or reduce sources of fuel</b>  |   |                      |                 |      |
| Curtains were treated with fire retardant coating when new. Confirmed treatment was for lifetime.  |   | No action            |                 |      |
| Flammable items; paint etc. are kept in a metal cupboard in the locked boiler room.  |   | No action            |                 |      |

# Health and Safety Policy for South Zeal Victory Hall

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| From HSE guidelines: "Ensure that display materials (including artificial and dried foliage), scenery and stands, are fire-retardant, or have been treated with a proprietary fire-retardant treatment designed to enhance their fire performance." To be discussed | Remove unnecessary items from above stage  |           |  | Done<br>2016 |
| <b>Remove or reduce sources of oxygen</b>   |  |           |  |              |
| Oxygen is not perceived as a hazard, as there are no fans on site and doors and windows are closed when the building is not in use. Nor do we store oxidizing materials or oxygen cylinders on site.  |  |           |  |              |
| <b>Fire protection measures / fire detection and warning systems / fire fighting equipment</b>  |  |           |  |              |
| Fire extinguishers and fire blankets all checked annually, with inspection certificate issued.  |  | Ongoing   |  | N/A          |
| Fire exit signs are placed above the 3 fire exit doors and fire route signs are placed appropriately in the hall. The fire exit doors are all in working order – push down the bar to immediately open. These doors are in addition to the lockable entrance door.  |  | No action |  |              |
| Internal emergency lighting is operational in the hall.   |  | No action |  |              |
| There is external night time hall lighting.   |  | No action |  |              |
| Notices to users for action in the event of a fire are displayed around the hall and hirers are asked to take note upon commencing hire.  |  | No action |  |              |
| Considering people who may be at particular risk, the hall has 3 front doors and 1 rear door; the rear and 2 of the front doors are fire doors.   |  | No action |  |              |
| We allow Hirers to use their own electrical appliances on site.   | We have no way of policing items brought on site. Hirers are expected to produce their own individual risk assessments.  |           |  |              |
| Smoke alarms installed.   |  | No action |  |              |
|   | <p><b>FIRE SAFETY CHECKS:</b></p> <p>The hall's 'Fire Safety Logbook' checking procedures came into place in March 2014. The logbook follows the format provided by the Devon &amp; Somerset Fire &amp; Rescue Authority, following our requested site visit from them in December 2013.</p> <p>The 'Logbook' is kept in the kitchen and is regularly checked by the hall's 'competent person' (see page 1).</p> |           |  |              |

# Health and Safety Policy for South Zeal Victory Hall

| What is the hazard?   | Covid-19 (coronavirus risk of transmission & infection)  | Who might be harmed and how?  | Anyone who enters the hall. |      |  |
|---|--|---|-----------------------------|------|--|
| What are we already doing?  | Do we need to do anything else to manage this risk?  | Action by whom?   | Action by when?             | Done |  |
| Hirer T&C's updated. Responsibility is on the hirer to comply fully with the Covid-19 guidelines as provided by the Government.   | We need to maintain awareness of guidelines as they change and ensure updated information is readily accessible to all hirers and users via website. A copy of the T&C's will be sent with the booking form of every hire.   | All Committee   | Ongoing                     |      |  |
| Signage   | Clear signage will be displayed throughout the hall to aid compliance with all necessary Covid-19 related measures.  |   |                             |      |  |
| Users of the Victory Hall will be required to use designated Entrance & Exit points and one-way system at the back of the hall. Clear signage will be provided highlighting these points. | Entrance through single door at front of hall. Exit through double doors at front of hall. Users required to use the one-way system.   | All Committee   | On-going                    |      |  |
| Increased hygiene   | All users of the hall will be required to use Hand Sanitisers provided at entrance to the hall.<br>Hand towels & soap dispensers will be provided in the toilets & kitchen to enable users to wash hands thoroughly as necessary.<br>All wall hand dryers will be turned off until further notice due to the risk of transmission.<br>A maximum of one person to be allowed in each toilet at a time.<br>Disabled toilet will be for use of all hirers of the hall.<br>People waiting for the toilet will need to social distance.   | All committee   | As on page 2                |      |  |
| Cleaning of the hall  | The principal job of cleaning the hall is assigned to the caretaker: Mrs Dawn Watkins<br>In the absence of DW, cleaning of the hall will be provided by <b>the hirers of the hall</b> .<br>Cleaning will take place at the end of each hire when the principal cleaner will follow the Covid-19 guidelines and Checklist. A record book will be provided to be signed after each occasion that it is cleaned by exiting hirer and Cleaner. Details are provided in the T&C's<br>Use of village hall owned cutlery & crockery suspended until further notice. Hirers to bring their own and remove their own. | Caretaker/<br>Chair/<br>Vice<br>Chair.<br>Information in Hire Agreement |                             |      |  |
| Storage   | There is already a designated area to be used by the Pre-school to store unwanted or unused items. Regular hirers will be provided with guidance as to where they can store their equipment safely before & after each hire.<br>Any items belonging to the VH must be cleaned and returned at the end of the hire – to where they came from  | No action   |                             |      |  |

# Health and Safety Policy for South Zeal Victory Hall

|                   |  |                                     |  |  |
|-------------------|--|-------------------------------------|--|--|
| Kitchen           | Designated Restricted Area due to it being impossible for all users to comply with social distancing. All users in this area will be required to use appropriate PPE and enter/exit at designated points.  | Information given in Hire Agreement |  |  |
| Waste disposal    | Hirers are responsible for removing all their own waste from the hall at the end of each hire in black refuse sacks.   |                                     |  |  |
| Social distancing | <p>Social distancing to be maintained by all users of the hall when exiting or entering the hall and when accessing facilities available (e.g. toilet).</p> <p>Pinch point at back of hall with corridors leading to kitchen and toilets. A one-way system will be implemented with signage to highlight Entrance and Exit points to this area.</p> <p>Queuing in this corridor is prohibited and users are to use this corridor for access only.</p>  | Information given in Hire Agreement |  |  |
| Legionella        | While the hall is closed and not in use all taps are flushed for 5 minutes on a weekly basis to reduce the risk of bacterial contamination.  |                                     |  |  |
| Record Keeping    | <p>A log book for cleaning is provided. Hirers must sign this once they have completed their required cleaning steps. The designated or principle cleaner from the hall must also complete this once they have cleaned the hall after each hire.</p> <p>Hirers are expected to keep a log of all people who enter the hall during their hire. This must include contact details. Hirers must make their guests aware that their details may be passed on to Trace &amp; Track if required.</p>   |                                     |  |  |
| Outbreak          | <p>If a person who intends to visit the hall feels unwell they are required to avoid the hall to minimize chance of transmission.</p> <p>If there is a suspected case discovered on site in the hall, the premises will be immediately closed and quarantined for 4 days. All hires during this period will be cancelled, and if necessary refunded for exceptional reasons.</p> <p>Pre-school will be informed of the closure of the hall and persons responsible at South Tawton primary School will ensure transfer of provision to a separate location.</p> <p>After 4 days the designated cleaner will arrange or complete a deep-clean of all areas of VH. Disposal of infected items will require double-bagging in black refuse sacks.</p> <p>The Management Committee will not take any responsibility for non-compliance or for individuals should they contract Covid-19 after the appearance of a suspected case because we consider that we have taken the necessary steps to ensure the safety and welfare of the users of the hall.</p> |                                     |  |  |