



# Pencombe and Little Cowarne Parish Hall

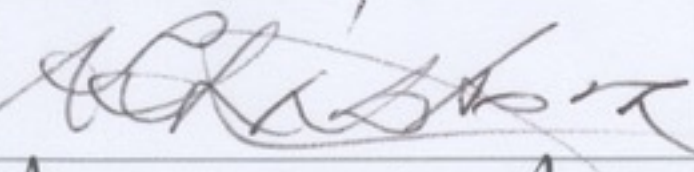
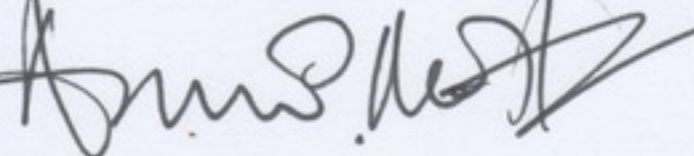
## Health and Safety Policy

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## **Part 1 - General Statement of Policy**

This document is the Health and Safety Policy of Pencombe & Little Cowarne Parish Hall, known hereafter as P&LC Parish Hall.

The Management Committee, although having no legal requirement to record Health and Safety assessments, as Trustees of the charity and as manager of non-domestic premises, recognises and accepts its general duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the premises are safe and that risks are assessed and managed, so far as is reasonably practicable

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 Parish 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 P&LC Parish 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.

P&LC Parish Hall Trustees' 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 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.

## **Part 2: Organisation of Health and Safety**

The P&LC Parish Hall Management Committee has overall responsibility for health and safety at P&LC Parish Hall and takes day to day responsibility for the implementation of this policy.

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It is the duty of all hirers, contractors, cleaners, users and other visitors to take care of themselves and others Who may be affected by their activities and to co-operate with the Trustee Management Committee in keeping the premises safe and healthy.

The Building Representative Trustee will be the Health & Safety Representative and this will be communicated clearly to hirers, contractors, cleaners and visitors.

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 situation which might cause injury and which cannot be rectified immediately they should inform the Chairman, the Bookings Secretary or the Buildings Representative Trustee, as soon as possible 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 the Chairman, the Bookings Secretary or Buildings Representative Trustee informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box:	Health & Safety rep.
Reporting of Accidents:	Health & Safety rep.
Fire precautions and checks:	Buildings rep.
Risk Assessment and Inspections:	Health & Safety rep. / Chair
Information to Contractors	Chair
Information to hirers:	Booking Clerk/Chair
Insurance:	Buildings rep.

A plan of the Hall is attached showing the location of electricity switch room/oil boiler and oil tan/y emergency exits and fire door, and fire extinguishers.

## **Part 3: Arrangements and Procedures**

### **3.1 Licence**

The Hall is licensed for music, singing and dancing by Herefordshire Council. The sale of alcohol is governed by law. P&LC Parish Hall's is Licensed for the sale of alcohol on the premises. The Hall Management Committee holds the licence and is responsible for the supervision of sale of alcohol in accordance with the law. The Hall Management Committee reserves the right not to take responsibility for the supervision of the sale of alcohol at any particular event. In such cases the applicant hirer will be required to obtain an occasional licence with the. sale of alcohol undertaken by an external licensee.

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### **3.2 Fire Precautions and Checks**

#### **3.2.1 Fire Precautions**

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

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

A copy of this plan is on display in the main foyer of the Hall.

The person with responsibility for arranging testing / maintenance of equipment is the Buildings Rep.

Local Fire Brigade Contact: Hereford & Worcester Fire Brigade, St Owen Street, Hereford. 01432 274561.

Company hired to maintain and service fire safety equipment:

Name: Unifire & Security Ltd., Unit 3, Station Road, Bromfield, Ludlow SY8 2BT.

Location of service record: Committee Room Cupboard.

#### **3.2.2 Checking of Equipment, Fittings and Services**

The following checks must be documented and the records kept in the Committee Room Cupboard, with a copy kept digitally.

Weekly: Door mats and stops, clocks, toilets, water heaters, accident book, fridges, outside lights, fire doors, all lights and testing of the fire alarm & emergency lighting system.

Bi -Monthly:	First Aid Box (stock and in date check), ladders, locks and sockets
Half Yearly:	Servicing of fire detection, alarm & emergency lighting systems. Checking /cleaning of diffusers, windows & outside gutters
Yearly:	Maintenance of fire extinguishers & oil fed boiler.
Five year intervals:	Electrical system checked.

### **3.3 Procedure in case of accidents**

The location of the nearest hospital Accident and Emergency/Casualty dept is Hereford County Hospital, Union Walk, Hereford. 01432 355444.

The location and telephone number for the nearest doctor's surgery is: Nunwell Surgery, Pump Street, Bromyard. 01885 483412.

The First Aid Boxes are located in the kitchen and bar.

The person responsible for keeping these up to date is the Health & Safety rep.

The accident forms are kept in the kitchen. These must be completed whenever an accident occurs.

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Any accident must be reported to the Health & Safety rep.

### **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 lists the conditions that must be met with regard to purpose of hire, public safety, food hygiene, accidents, fire and safety equipment.

Fire and other exits must not be obstructed. Illuminated fire exit signs must not be obscured.

A Risk Assessment is carried out 6 monthly and any risks reported to the Management Committee. The Building representative with another Trustee will carry out this Risk Assessment which will cover a visual check of the Building and areas around the building to ensure any changes in operation or the physical building, including floor coverings, fixtures and fittings, furniture, equipment and the like, have not created a potential safety hazard.

### **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 (e.g. have appropriate qualifications, references, experience and, as appropriate to the work to be carried out, undertake their own Risk Assessment, Method Statement and COSHH assessment).
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. electricity cables or oil 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

### **3.6 Insurance**

Company providing the Hall's Employer's Liability and Public Liability insurance cover: Allied & Westminster (Insurance) Services Ltd.

Policy No. VH88j0047440jBS69890

### **3.7 Review of Health and Safety Policy**

The Management Committee will review this policy annually. The next review is due in February 2017.

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**3.8 Contact details of organisations that can give advice on health and safety:**

Health and Safety Executive: [www.hse.gov.uk](http://www.hse.gov.uk)

Hereford Fire Station: 01432 274561

Hereford Council Environmental Health: 01432 261761

## **Fire Safety Rules and Procedures**

The following key rules and procedures must be observed:

1. On arrival, all building users should familiarise themselves with the location of fire exits and fire extinguishers (plan on display in main foyer) and with the fire safety instructions posted. Hirers/Users/Event Organisers should brief themselves and those for whom they are responsible on these fire safety and evacuation procedures. Special attention should be given to the requirements of any people with disabilities.
2. There are five fire escape routes from the building. All routes are clearly marked with green exit signs and emergency lighting. In the event of a fire, exit the building via one of the five exits:
  - Emergency Escape Double Door, with push bar off the front of the Hall
  - Emergency Escape Double Door, with push bar off the rear of the Hall
  - Front Double Door off the Foyer.
  - Rear Single Door off the Kitchen.
  - Side single Door off the Bar.

**All the above doors must be unlocked while the building is in use.**

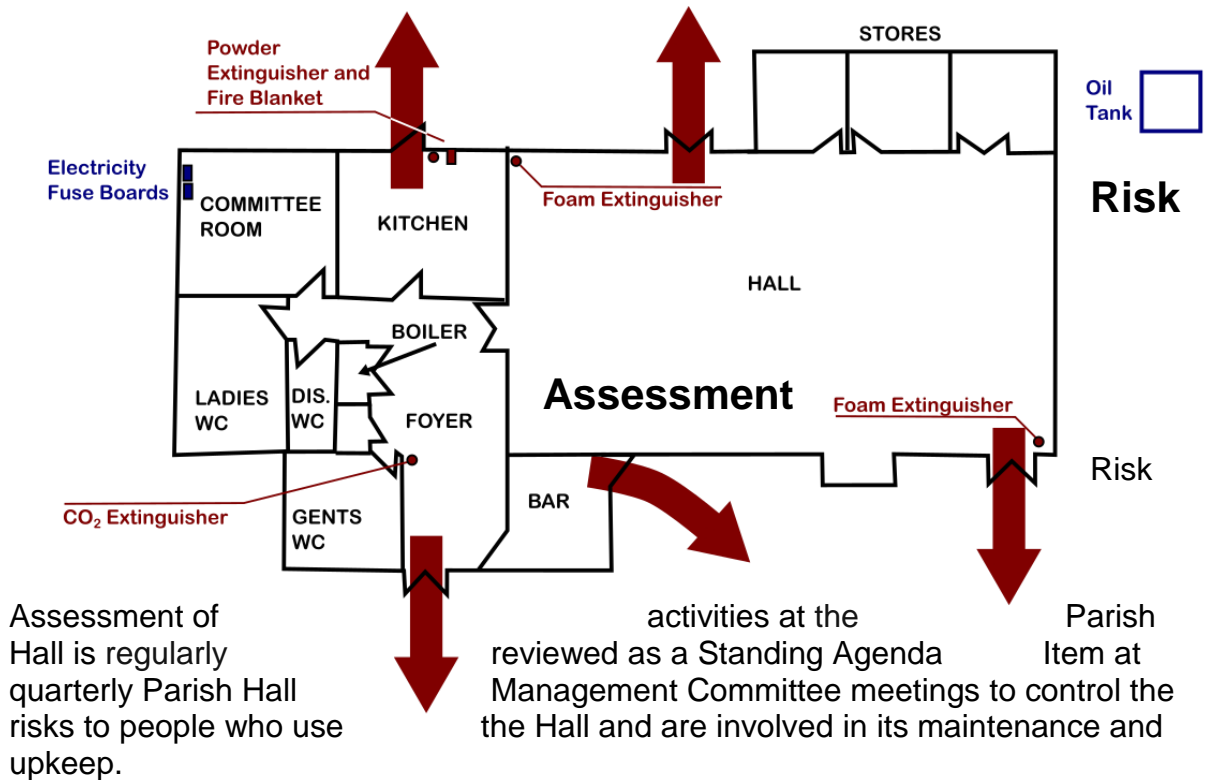
3. The building is provided with an electrical fire alarm system comprising break glass call points, automatic smoke and heat detectors and fire alarm sounders. An indicator panel is located at the front door in the Foyer. The fire alarms are tested regularly, normally when the Hall is not in use, so any fire alarm heard **must be regarded as genuine**, the Hall evacuated, and the emergency services summoned if required.
  - Raise the alarm by breaking the glass on red fire alarm call point.
  - Attempt to fight the fire with equipment available, but only if trained to do so.
  - Leave the building immediately, and direct visitors via the nearest available exit.
  - Do not wait to establish whether it is a false alarm.
  - Do not stop to collect belongings.
  - Close all doors behind you and do not run or shout - this can cause panic.
  - Do not take risks.
  - Do not return to the building for any reason until authorised to do so by a responsible person..

4. **The muster point for a roll call after evacuation is the area at the bottom of the steps adjacent the Notice Board and Post Box.**

Following an evacuation no one should re-enter the building until the risk of danger has been eliminated. There is a list of Responsible Persons who can be "called out" displayed in the Foyer.

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**Locations of Emergency Exits and Fire Fighting Equipment**



There is no legal requirement to record the findings of a risk assessment as less than five people work at the Hall. However, the Management Committee decided that there were sound legal and business reasons to record risk assessment findings and to take steps to make sure that they were brought to the attention of those holding an event or working in the Hall by posting them in the Hall foyer.

Much of the repair and maintenance work at the Hall is done by self-employed workers, who have responsibility for their own health and safety, as well as for other issues like the hours they work and their financial and tax arrangements. The cleaner who works at the Hall stores cleaning materials in a locked cupboard.



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<b>Activity / Hazard</b>	<b>Risk</b>	<b>Preventative measures in place</b>	<b>Further action needed?</b>	<b>Responsible person/people</b>	<b>Action Completed / Remarks</b>
Slips and trips: <ul style="list-style-type: none"> <li>• doorways (rain)</li> <li>• outside steps</li> <li>• wet floors</li> </ul>	Hall users may be injured if they trip over objects or slip on spillages or uneven surfaces	<ul style="list-style-type: none"> <li>• Hirers agreement requires them to clear up spillages immediately and tells them where equipment is.</li> <li>• Hall cleaner knows correct cleaning routine for Hall floor</li> <li>• Outside steps are inspected, maintained and well lit.</li> </ul>	No	Buildings rep. Bookings sec.	(Any problems are reported to Parish Hall Committee and reviewed at quarterly meetings)
Manual handling: <ul style="list-style-type: none"> <li>• lifting &amp; moving tables and chairs</li> </ul>	Injury from handling tables & chairs.	Tables & chairs are stored stacked on trolleys which should be used when moving these items	No	Hirers	
Working at height: <ul style="list-style-type: none"> <li>• changing light bulbs</li> <li>• cleaning windows</li> </ul>	Falls from any height can cause bruising & fractures	<ul style="list-style-type: none"> <li>• Ladders available</li> <li>• Two people present (min) when work undertaken</li> <li>• Contractors employed where necessary</li> </ul>	No	Chairman Buildings rep.	Ladders kept locked only authorised persons have key (Activities not usually carried out by hirers)
Oil central heating boiler	Fire	<ul style="list-style-type: none"> <li>• Appliance regularly serviced.</li> <li>• Boiler in separate/locked room</li> </ul>	No	Buildings rep.	(Hirers cannot usually access boiler)

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<b>Activity / Hazard</b>	<b>Risk</b>	<b>Preventative measures in place</b>	<b>Further action needed?</b>	<b>Responsible person/people</b>	<b>Action Completed / Remarks</b>
Electrical equipment • kitchen equipment • portable electrical equipment	<ul style="list-style-type: none"> <li>• Shocks or burns from faulty electrical equipment</li> <li>• Electrical faults can also cause fires</li> </ul>	<ul style="list-style-type: none"> <li>• Hirers responsible for equipment used on site</li> <li>• Portable equipment checked for visual signs of damage before use</li> <li>• Safety plugs in sockets.</li> <li>• Fixed installations correctly installed / repaired by qualified electrician.</li> <li>• Annual safety checks by qualified electrician</li> </ul>	No	Buildings rep. Bookings sec.	Contractor carries out annual safety checks
Fire: • Faulty electrics • Oil boiler • Cooking	Hall users could be injured from smoke inhalation/ burns	<ul style="list-style-type: none"> <li>• Fire Safety Policy &amp; Procedure</li> <li>• Fire risk assessment regularly reviewed</li> <li>• Fire extinguishers / blankets clearly marked &amp; regularly maintained</li> </ul>	No	H & S rep. Buildings rep.	<a href="http://www.gov.uk/workplacefire-safety-your-responsibilities">www.gov.uk/workplacefire-safety-your-responsibilities</a>
Hazardous substances Cleaning materials	The cleaner & others cleaning, risk skin problems, eye damage, from direct contact. Vapours may cause breathing problems	<ul style="list-style-type: none"> <li>• Mops, brushes, rubber gloves, provided</li> <li>• 'Irritant' cleaning materials replaced by milder / non irritating alternatives where possible</li> <li>• Cleaner instructed to use products safely</li> <li>• Cleaning products stored in locked cupboard</li> </ul>	No	H & S rep. Chairman	Cleaner asked to report any reaction to cleaning products & to seek medical attention
Asbestos	Inhalation of asbestos fibres from materials, leading to cancer (e.g. mesothelioma)	No asbestos used in construction / fabric of the building	No	Chairman. Buildings rep.	

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<b>Activity / Hazard</b>	<b>Risk</b>	<b>Preventative measures in place</b>	<b>Further action needed?</b>	<b>Responsible person/people</b>	<b>Action Completed / Remarks</b>
Food & Drink	Breakage of china & glass, particularly outside	<ul style="list-style-type: none"> <li>• Users encouraged not to take china outside</li> <li>• Users encouraged to use plastic glasses</li> </ul>	No	Bookings sec.	

## **Evacuation Procedure**

The following key rules and procedures must be observed:

1. On arrival, all building users should familiarise themselves with the location of fire exits and fire extinguishers (plan on display in main foyer) and with the fire safety instructions posted. Hirers/Users/Event Organisers should brief themselves and those for whom they are responsible on these fire safety and evacuation procedures. Special attention should be given to the requirements of any people with disabilities.
2. There are five fire escape routes from the building. All routes are clearly marked with green exit signs and emergency lighting. In the event of a fire, exit the building via one of the five exits:
  - Emergency Escape Double Door, with push bar off the front of the Hall
  - Emergency Escape Double Door, with push bar off the rear of the Hall
  - Front Double Door off the Foyer.
  - Rear Single Door off the Kitchen.
  - Side single Door off the Bar.

**All the above doors must be unlocked while the building is in use.**
3. The building is provided with an electrical fire alarm system comprising break glass call points, automatic smoke and heat detectors and fire alarm sounders. An

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indicator panel is located at the front door in the Foyer.

The fire alarms are tested regularly, normally when the Hall is not in use, so any fire alarm heard **must be regarded as genuine**, the Hall evacuated, and the emergency services summoned if required.

- Raise the alarm by breaking the glass on red fire alarm call point.
  - Attempt to fight the fire with equipment available, but only if trained to do so.
  - Leave the building immediately, and direct visitors via the nearest available exit.
  - Do not wait to establish whether it is a false alarm.
  - Do not stop to collect belongings.
  - Close all doors behind you and do not run or shout - this can cause panic.
  - Do not take risks.
  - Do not return to the building for any reason until authorised to do so by a responsible person.
4. **The muster point for a roll call after evacuation is the area at the bottom of the steps adjacent the Notice Board and Post Box.**  
Following an evacuation no one should re-enter the building until the risk of danger has been eliminated. There is a list of Responsible Persons who can be "called out" displayed in the Foyer.
5. Emergency exits must be kept clear at all times.  
Do not attempt to obscure the emergency lighting.

**List of Responsible Persons:**

- Chair Person - Andrew Mottram: 01885 400311/07960 726717
  
- Buildings Rep. - Frank Nicholson: 01885 400738/07921 584045
  
- Secretary - TBA
  
- Treasurer - Susan Drew: 01885 400712/07711 419292

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- Vice Chair & Little Cowarne PCC Rep. - Janet Legge: 01885 400205/07870 660782
  
- Logistics Rep. - Emily Barrett: 01885 400282/07977 222461
  
- Parish Council & PYFC Rep. - Colin Hadley: 01885400337/07817 477850
  
- Pencombe School PTA Rep. - Karen Hodges: 01885 400373/07940 185551
  
- Karen Davies: 01885 400618/07581 481281