

**The Nigel Poulton Community Hall**  
School Lane  
Watton-at-Stone  
Hertford  
Herts. SG14 3SF

# **HEALTH AND SAFETY POLICY**

## **March 8th (Edition 2)**

### **Document Control**

<b>Title</b>	Health and Safety Policy
<b>Author</b>	Chairman
<b>Authority</b>	Watton-at-Stone Community Hall (WASCH) Trustees
<b>The Venue</b>	The Nigel Poulton Community Hall (TNPCH)
<b>The Venue Owner</b>	The Watton-at-Stone Parish Council
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<b>Review/ Update</b>	6-monthly
<b>Exceptional Review</b>	Following any material change of use or introduction of new guidelines

Signed: *JS Meischke*

Date: 3<sup>rd</sup> November 2022

John Meischke – Chairman of the Watton-at-Stone Community Hall Board of Trustees

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

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

### **Part 3: Arrangements and Procedure**

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

This document is the Health and Safety Policy of the Watton-at-Stone Community Hall (WASCH) Trustees for The Nigel Poulton Community Hall (TNPCH).

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for contractors, volunteers, committee members and hirers.
- b) Keep **TNPCH** and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to volunteers and users.

It is the intention of the WASCH Trustees to comply with 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 WASCH Trustees believe that 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 Trustees recognise 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 Trustees will seek to encourage Parish Council members, volunteers and users to engage in the establishment and observance of safe working practices.

Contractors, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, 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 Trustees):**

.....

**Name:**

.....

**Position:**

.....

**Date:** .....

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

**The WASCH Trustees have overall responsibility for health and safety.**

**The person delegated by the Trustees to have day-to-day responsibility for the implementation of this policy is:**

**Name:**      John Meischke

**Telephone No:** 07970083256

**Office address:** 9 Beane Road, Watton-at-Stone, Hertford, Herts SG14 3SG

**It is the duty of all contractors, volunteers, hirers and visitors to take care of themselves and others who may be affected by their activities, and to co-operate with the Trustees in keeping the premises (including the grounds) safe and healthy.**

**If anyone using the building identifies a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the person above, or the Bookings Secretary (i.e., Jane Allsop, the Parish Council Clerk, on 01920 830330) 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, if possible, it must be placed in the store room.**

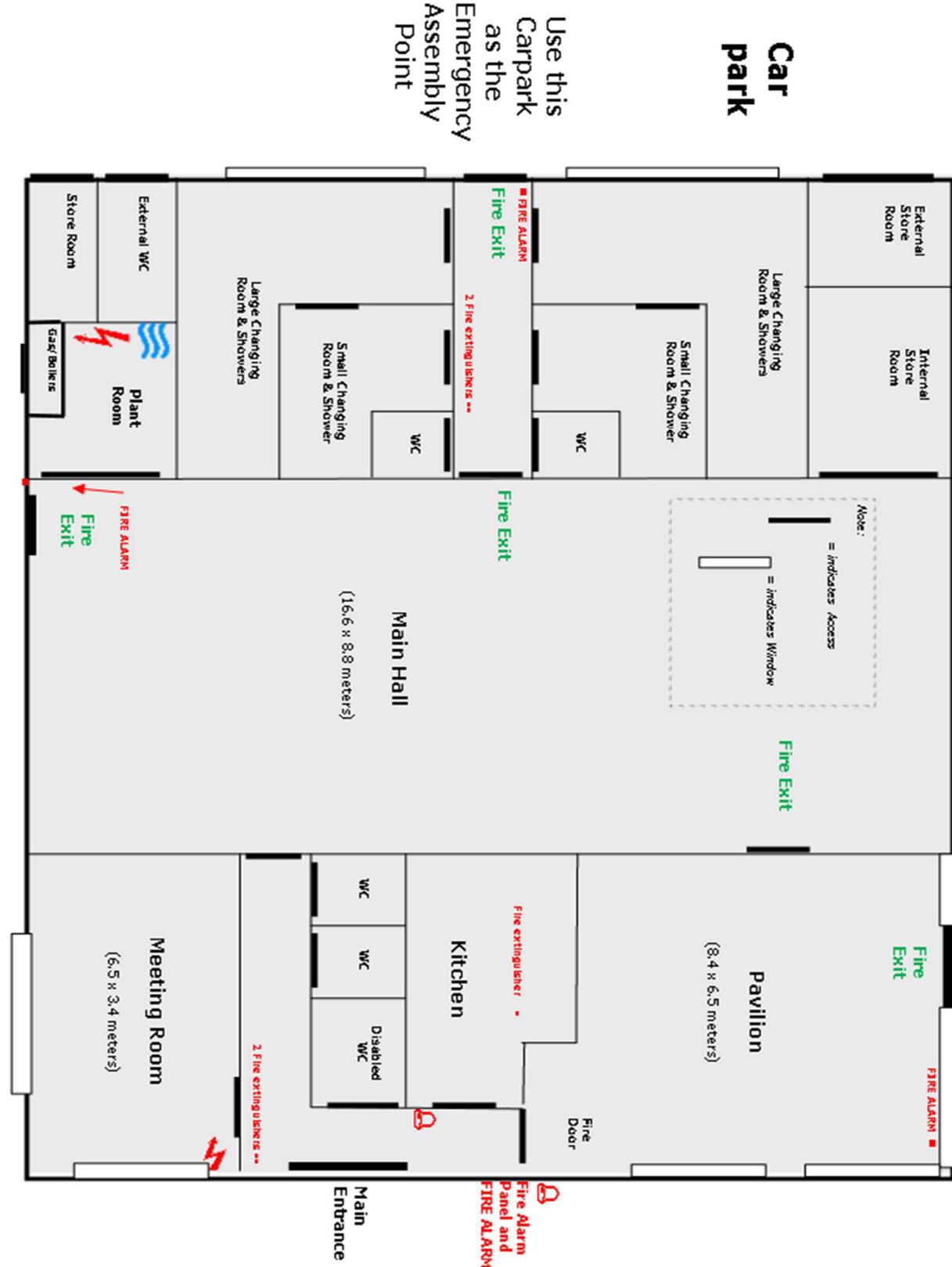
**The following persons have responsibility for specific items:**

<b>First-Aid box</b>	<b>Trustees</b>
<b>Reporting of accidents</b>	<b>Parish Council Clerk</b>
<b>Fire precautions and checks</b>	<b>Parish Council Clerk</b>
<b>Risk assessment and inspections</b>	<b>Trustees</b>
<b>Information to contractors</b>	<b>Parish Council Clerk</b>
<b>Information to hirers</b>	<b>Parish Council Clerk</b>
<b>Insurance</b>	<b>Trustees</b>

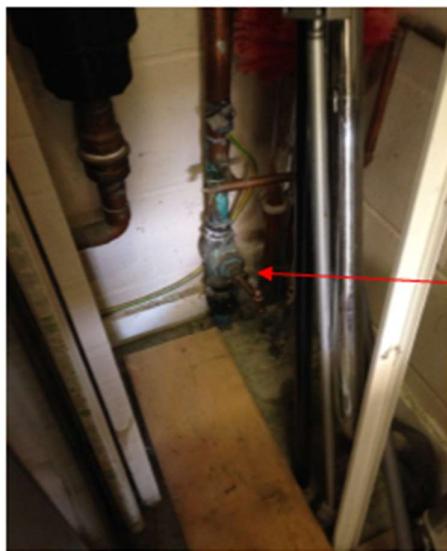
**The following diagram show the layout of the building and the location of fire-exits, alarms and extinguishers.**

**Subsequent illustrations show the emergency controls in the Plant Room, Kitchen, Meeting Room and the outside Boiler-Room (facing School Lane).**

**SYMBOLS:**  electric box  water main



### Emergency Controls in the Plant Room :



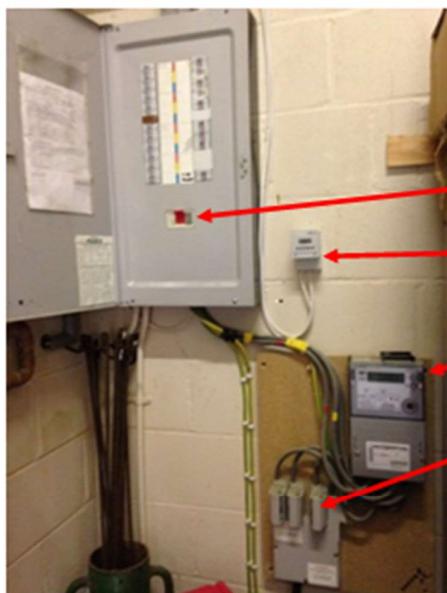
WATER

Large Water stopcock for shutting off the main water supply

Situated on the back wall at the right-hand side, by the floor

Turn clockwise to shut

ELECTRIC



Circuit breaker board/ panel for the electricity supply

Situated on the back wall left-hand side

Mains Switch

Outside lighting timer con-

Electricity meter

Three Main fuses



Control panels for the heating and water

Situated on the left-hand sidewall

Switches Labelled

### **Emergency Controls in the Kitchen:**



ELECTRIC

Circuit breaker panel for the electricity supply  
for the Kitchen only

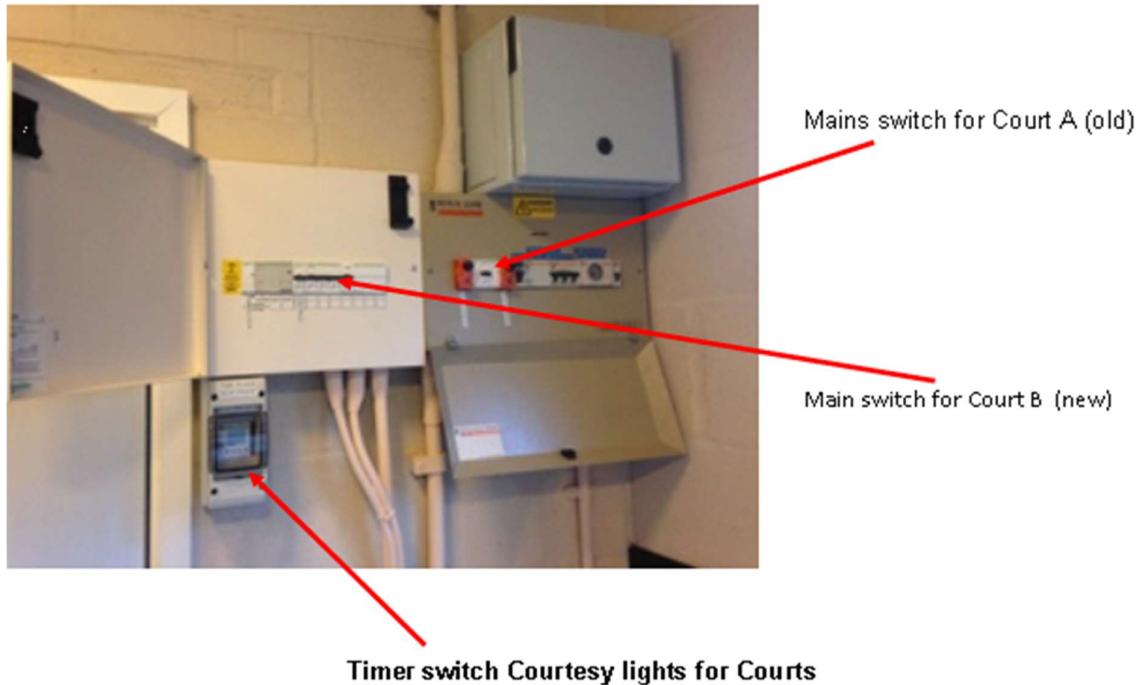
Mains Switch

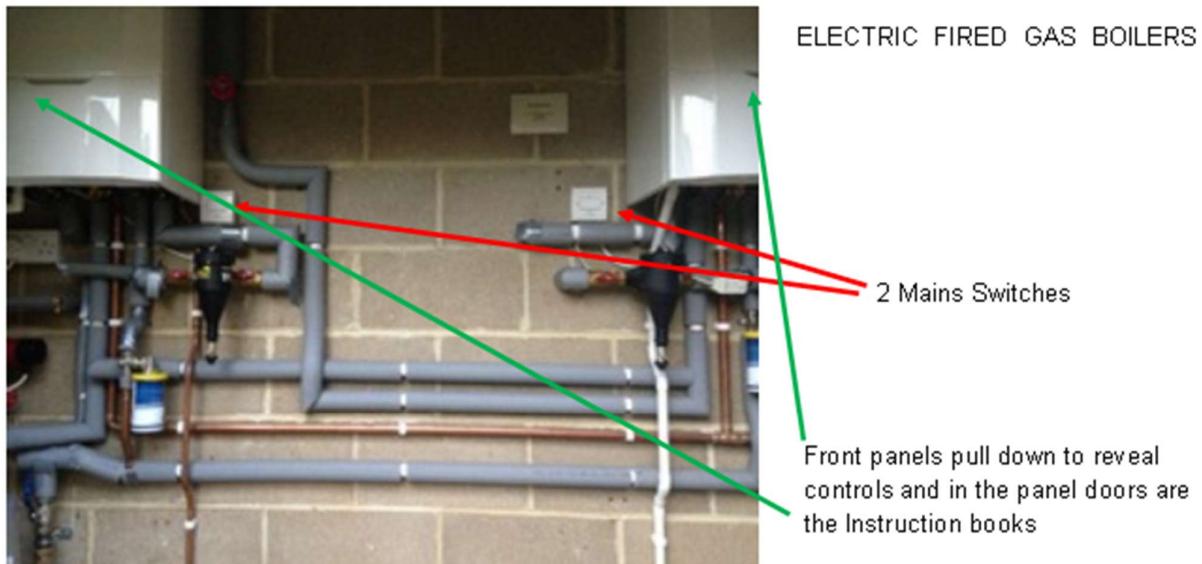
Situated to the left of door on entry, at top of wall

### **Emergency Controls in the Meeting Room:**

ELECTRIC

Controls for Tennis Court Lights



**Emergency Controls in the Boiler Room (outside facing School Lane):**

**NOTE : Turn off the electricity supply before turning off the gas, unless its an Emergency**

The Fire alarm panel for the whole of the building is situated between the disabled toilet and the kitchen  
 The alarm key is in the meeting room cabinet together with the keys for testing the emergency escape lights.

Field Gate lock number 2304

**EMERGENCY PHONE NUMBERS**

Plumbers      James Turners, Office 01992 583176,    Engineer Mark 07766 058663

Electricians      DP Electrics      Tim Wignall 07973 757076

Lock Smith      Mike Lewis      Home 01920 830899    Mobile 07971 507811

## Part 3: Arrangements and Procedures

### Fire Precautions and Checks

See attached for a copy of the current Fire Risk Assessment, including the evacuation procedure and a map (as above) showing the fire-exits, fire-fighting equipment and assembly point.

The WASCH Trustees are responsible for the annual update of the Fire Risk Assessment.

Fire Brigade contact: telephone 999 (or in a non-emergency 01438 202500)

The Company hired to maintain and service fire safety equipment is:

*Herts Fire Protection  
2 Spellbrooke  
Hitchin  
Herts. SG5 2NB  
Telephone: 01462 623 194 Mobile: 07702 271175*

The location of the service-records is on the main notice-board and on each individual fire extinguishers.

List of tested Equipment and its location.

Item	Test interval (e.g. weekly/ monthly/annual)	Location
Emergency Lighting	Monthly	Above all fire doors
Fire Exits	Weekly	Main Hall Changing Rooms Pavilion
Fire-fighting appliances	Annually	Main Entrance, Changing Rooms, Kitchen and Plant Room
Electrical installation and Fuse panels	Annually	Kitchen, Plant Room and Meeting Room

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

- The nearest Accident and Emergency/Casualty department is located at the Lister Hospital in Stevenage.
- The nearest Doctor's Surgery is located at the Watton Place Clinic in the High Street, Watton-at-Stone. Telephone 01920 830232
- Non-urgent care at Hertford or QEII Hospital Welwyn Garden City
- The First-Aid Box is located in the entrance hall of building.

The Accident Book is kept with the First-Aid Box and must be completed whenever an accident occurs.

Any accident must be reported to the Parish Clerk, a WASCH Trustee or a Parish Councillor.

The person responsible for completing RIDDOR (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*) forms and reporting accidents is either the Parish Council Clerk or the Chairman of the WASCH Trustees.

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Relevant examples of reportable dangerous-occurrences include:

- electrical short-circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire
- gas leak.

## **Safety Rules**

All hirers are expected to read the whole of the hiring agreement and must sign it as evidence that they agree to the conditions therein. All new hirers will also be given information/training by the Bookings Secretary with regard to safety procedures to be followed at TNPCH (e.g., fire evacuation-procedures) and will be shown the location of the Accident Book and Health and Safety file.

Contractors, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Trustees, 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.

Although the Trustees have carried out the risk assessments the following practices must be followed so as to minimise risks.

- **Make sure that all Emergency Exit doors are clear and unlocked as soon as the building is to be used and throughout the hiring.**
- **Do not operate or touch any electrical equipment on which 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.**
- **Do not bring any portable electrical appliances into the building.**
- **Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs).**
- **Do not allow children in the kitchen except under close supervision.**  
(e.g., for supervised cookery-lessons or, in the case of older children, for the supervised serving of food at functions). Avoid over-crowding 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 Parish Council Clerk or Chairman of the WASCH Trustees**

**Be aware and seek to avoid the following risks.**

- Creating slipping-hazards on stairs, polished or wet floors: mop spills immediately.
- Creating tripping-hazards such as buggies, umbrellas, mops and other items left in halls and corridors.
- Use adequate lighting to avoid tripping in poorly-lit areas.
- The risks associated with being alone in the building.
- The risks involved in handling kitchen equipment e.g., cooker, water heater and knives.
- Creating toppling-hazards by piling equipment e.g., in store cupboards.

**Contractors**

The Trustees will check with Contractors (including self-employed persons) before they start work to ensure that:

- the contract is clear and understood by both parties
- Contractors are competent to carry out the work (e.g., have appropriate qualifications, references, experience)
- Contractors have adequate Public Liability Insurance cover
- Contractors have seen this Health and Safety Policy and are aware of any hazards which might arise (e.g., electricity cables or gas pipes)
- Contractors do not work alone at height on ladders
- Contractors have their own Health and Safety Policy for their staff
- the Contractor knows which member of the WASCH Trustees is responsible for overseeing that their work is completed as per specification and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

**Insurance**

**Public Liability insurance cover is in place for the owners of the TNPCH, namely the Watton-at-Stone Parish Council (NB: the WASCH Trustees all have to be members of the Parish Council).**

**The insurer is:** Aviva Insurance Ltd, Pitheavlis, Perth PH2 0NH

**Policy Number:** LCO01161

**Date of Renewal:** 1<sup>st</sup> June (every year)

**The certificate is on the notice-board in the entrance hall to the building.**