



The Institute, Kelvedon

Charity Number 272790

78 High Street
Kelvedon,
Essex
CO5 9AA

Health and Safety Policy

General Statement of Policy

This document is the Health and Safety Policy of The Institute 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 village 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 The Institute 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 Institute Hall 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.

Name: Barry French

Position: Chairperson

(On behalf of the Management Committee)

Date: May 2019

Organisation of Health and Safety

The Institute Hall Management Committee has overall responsibility for health and safety at The Institute 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 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 cannot be rectified immediately they should inform the Chairperson or the Bookings Secretary, 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 or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid boxes: Chairperson & H&S committee member

Reporting of Accidents: Chairman

Fire precautions and checks: Chairman & H&S committee member

Risk Assessment and Inspections: Chairman & H&S committee member

Information to contractors: Chairman & H&S committee member

Information to hirers: Booking Secretary

Insurance: Honorary Treasurer

Plans of the halls are attached showing the location of electricity switch room, gas boilers and gas main tap, emergency exits and fire doors, and fire extinguishers.

A carbon monoxide detector and warning systems has been installed in the main hall and the store room of the small hall.

Arrangements and Procedures

Licence

The Institute hall is licensed for music, singing and dancing by Braintree District Council.

The sale of alcohol is permitted through a Temporary Event Notice.

The Institute holds a license from TheMusicLicence for playing and performing music.

Fire Precautions and Checks

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

Plans of the halls showing the fire alarm points, fire exits and firefighting equipment is attached.

The nearest telephone is located opposite the main hall entrance next to the URC Church in New Road.

Person with responsibility for testing equipment and keeping log book: Chairperson & H&S committee member

Company hired to maintain and service fire extinguishers:

Name: E&J Fire Ltd

Address: Ricebridge Industrial Estate, Station Rd, Thorpe-le-Soken, Clacton-on-Sea CO16 0HH

Phone: 01255 860645

Company hired to maintain and service fire alarms:

Name: MPE alarms

Address: Anglo House, 557 - 563 Rayleigh Rd, Southend-on-Sea, Leigh-on-Sea SS9 5HP

Phone: 01702 527891

Location of service record: Main foyer

Checking of Equipment, Fittings and Services:

Weekly: Door mats and stops, clocks, toilets, water heaters, accident book, outside lights, exit lighting is illuminated, fire doors, all lights and fire alarm.

Monthly: First Aid Box, firefighting equipment and emergency lighting.

Half Yearly: Fire alarms and Emergency lighting.

Yearly: Fire extinguishers, electrical certificate, gas boiler

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is Colchester General Hospital, Turner Rd, Mile End, Colchester CO4 5JL
Phone: 01206 747474

The location and telephone number for the nearest doctor's surgery is Kelvedon and Feering Health Centre, 46 High St, Kelvedon, Colchester CO5 9AG
Phone: 01376 572906

The First Aid Boxes are in the kitchen of the Main hall and in the marked drawer of the coffee point in the Small hall.

The person responsible for keeping these up to date is the Chairperson & H&S committee member

The blank accident forms are kept in the marked drawer in the kitchen of the Main hall and in the marked drawer in the coffee point in the Small hall. These must be completed and passed to the Chairperson whenever an accident occurs.

Any accident must be reported to the Chairperson of the Management Committee.

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 Chairperson.

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 Risk Assessment is carried out yearly and any risks reported to the Management Committee.

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)
- 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 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 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

Insurance

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

Ansvar : Policy no. CCP 2184679

Date of renewal: 7th February 2020

Review of Health and Safety Policy

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

Contact details for the Chairperson and Booking Secretary:

Chairperson: Barry French
Phone: 07792674588
Email: chairperson@kelvedoninstitute.co.uk

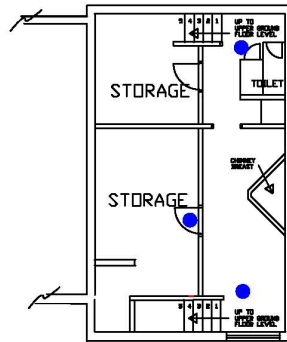
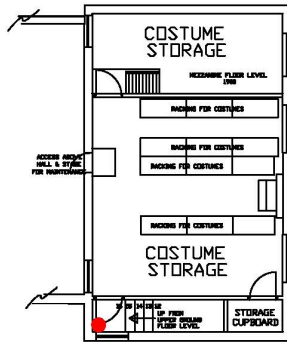
Booking Secretary: Jill Hinds
Phone: 01376 570508
Email: bookings@kelvedoninstitute.co.uk

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

Health and Safety Executive, Osprey House, Hedgerows Business Park, Colchester Road, Springfield, Chelmsford, Essex, CM2 5PF
Phone: 0300 003 1747

Braintree District Council, Causeway House Bocking End Braintree Essex CM7 9HB.
Phone: 01376 552525

FIRE SAFETY



FIRST FLOOR

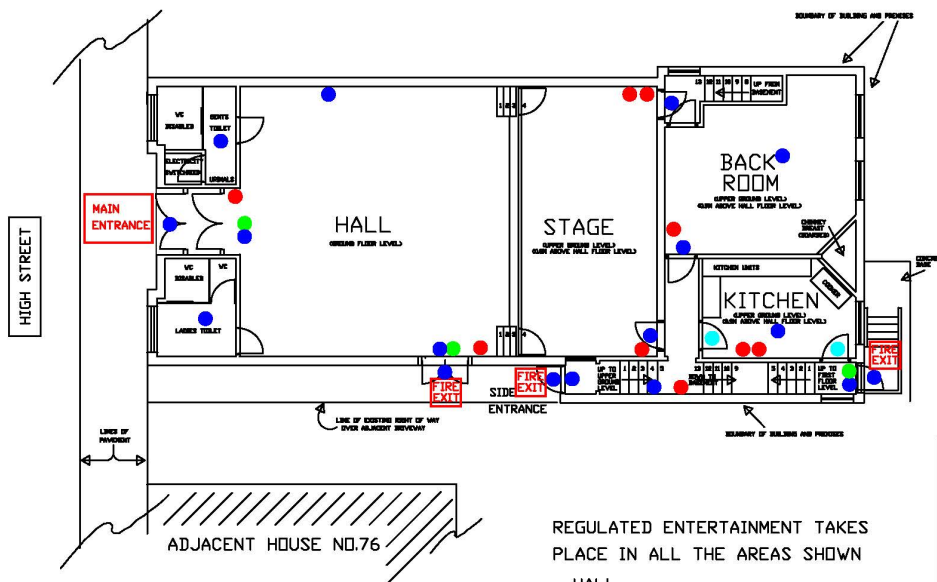
BASEMENT

REGULATED ENTERTAINMENT DOES NOT TAKE PLACE IN THESE TWO AREAS

LEGEND

- PORTABLE FIRE FIGHTING EQUIPMENT
- FIRE EXIT SIGNS
- EMERGENCY LIGHTING Incl. FIRE EXIT SIGNS
- FIRE DOOR WITH SELF CLOSING DEVICE

THE INSTITUTE 78, HIGH STREET, KELVEDON, ESSEX				
Drawing Number	2019/02 part 2	Scale	SIGNED	B.L.French
			DATE	01-08-2019



REGULATED ENTERTAINMENT TAKES PLACE IN ALL THE AREAS SHOWN

HALL
KITCHEN
BACK ROOM

LEGEND

- PORTABLE FIRE FIGHTING EQUIPMENT
- FIRE EXIT SIGNS
- EMERGENCY LIGHTING Incl. FIRE EXIT SIGNS
- FIRE DOOR WITH SELF CLOSING DEVICE

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FIRE SAFETY

