

EAST MALLING INSTITUTE HALL

HEALTH AND SAFETY POLICY

General Statement of Policy

- 1.1 As managers of non-domestic premises, the EMIT Trustees and Management Committee recognise and accept the general duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure that the Institute Hall is safe and that risks are assessed and managed, so far as reasonably practicable. As such, it is our policy to:
 - a) provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, committee members and hirers
 - b) keep the Institute Hall and equipment in a safe condition for all users
 - c) provide such training and information as is necessary to staff, volunteers and users.
- 1.2 It is the intention of the East Malling Institute Trust to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health, or danger arising from its activities and operations.
- 1.3 The East Malling Institute Trust considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Trustees and Management Committee recognise that the effective prevention of accidents depends as much on a committed attitude to safety as on the operation and maintenance of equipment and safe systems of work. To this end, we will seek to encourage employees, committee members, other volunteers and users to engage in the establishment and observance of safe working practices.
- 1.4 Employees, 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 Management Committee, (including in this policy) with all safety requirements set out in the Hire Agreement and with safety notices on the premises, and to accept responsibility to do everything they reasonably can to prevent injury to themselves and others.

Organisation of Health and Safety

- 2.1 The East Malling Institute Hall Management Committee has overall responsibility for health and safety at the East Malling Institute Hall.
- 2.2 The person delegated by the Management Committee to have day to day responsibility for the implementation of this policy is the Chairman of the Committee, who for the time being is Michelle Tatton who may be contacted as follows:

Email: michelle.tatton@aol.com
Telephone: 01732 521889 / 07715957310

In the absence of the Chairman responsibility will lie with the Booking Secretary, Roger Roud, who may be contacted as follows:

Email: rouds@talktalk.net

Telephone: 01732 840828 / 07501061106

- 2.3 It is the duty of all employees, committee members, volunteers, hirers and 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, including the external grounds.

- 2.4 Should anyone using the Hall discover a fault, damage or other situation which may cause injury or harm which they cannot safely rectify immediately they should inform the Chairman and/or Booking Secretary as soon as possible so that the problem may be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.
- 2.5 Between them, the Chairman and Booking Secretary will oversee or arrange the following, either directly or by delegation to another committee member or volunteer:

Reporting of accidents
Fire precautions and checks
Training in the use of hazardous substances and equipment
Risk assessment and inspections
Information to contractors
Information to hirers
Insurance

Fire Safety

In the event of a fire

- 3.1 In the event of a fire the building must be vacated **immediately** via the nearest safe available exit. All exits are clearly marked with signage and all users should acquaint themselves with all exits (normal and emergency). Fire extinguishers are provided to assist in clearing a path for emergency exit.
- 3.2 If feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire.
- 3.3 The muster point is by the large tree in the car park immediately behind the Hall.
- 3.4 Call 999 from a mobile phone. Identify yourself and give the location of the emergency as East Malling Institute Hall, Mill Street ME19 6DD. There is no landline telephone in the Hall.

Fire Precautions

- 3.5 The fire alarms will be tested periodically by the Booking Secretary and a full safety check of the alarms will be carried out regularly. Fire drills are not regularly executed or required.
- 3.6 The Management Committee will have regard to the checklist below. The Chairman and/or Booking Secretary will ensure that inspections are carried out periodically - although **all Committee Members and users** are asked to be alert to potential issues.
- Has the structural fire resistance been impaired by alterations and repairs?
 - Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
 - Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?
 - Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties?
 - Are curtains clear of the ground?
 - Are the self-closing mechanisms of fire doors operating and closing the doors properly?
 - Are emergency exit push-bar devices functioning correctly?
 - Are fire exits and escape routes clearly marked, kept clear and unobstructed, and illuminated?

- Are fire doors being kept shut? Fire doors should not be wedged open.
- Are the lighting, and emergency lighting, systems adequate and functioning correctly?
- Are the requirements regarding the maximum permitted number of people present in the Hall being observed i.e. 100 persons closely seated or dancing; 80 persons seated at tables/seated at tables with dancing; 70 persons for exhibitions
- Are the floor coverings and stairs in good condition?
- Has the electrical equipment and supply been professionally checked?
- Has the firefighting equipment been serviced?
- Has the detection system and battery been checked?
- Are the smoking rules being adhered to?
- Is stage scenery being checked for flammability?
- Is rubbish being kept safely and removed frequently?
- Are the security measures functioning?
- Are there any hazards anticipated or overlooked?

General Safety

- 4.1 All hirers will be expected to read the whole of the Hire Agreement and should sign it as evidence that they agree to the Conditions of Hire. All new hirers will also be given information/training by the Booking Secretary about safety procedures at the Hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment and any restrictions on use).
- 4.2 The following practices must be followed by all users including hirers, Committee Members, volunteers, employees and contractors in order to minimise risks:
- **Make sure that all emergency exit doors are clear and unlocked** as soon as the hall is to be used and throughout the hiring
 - **Do not** operate or touch any electrical equipment where 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** leave portable electrical or gas appliances operating while unattended
 - **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested (PAT)
 - **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
 - **Do not** stack more than five chairs
 - **Do not** smoke anywhere in the building
 - **Do not** bring hazardous or flammable substances onto the premises
 - **Do not** put up internal decorations of a combustible nature without the permission of the Chairman and/or Booking Secretary
 - **Do not** allow any activities to take place in the Hall that would involve a danger to the public
 - **Wear/use** suitable protective personal equipment/clothing e.g. masks, goggles, gloves where the task requires it e.g. handling cleaning or other toxic materials
 - **Report** any evidence of damage or faults to equipment or the building's facilities to the Chairman and/or Booking Secretary as soon as possible
 - **Report** every accident in the accident book and to the Chairman and/or Booking Secretary as soon as possible after the incident
 - **At no time** should the total number of people in the Hall exceed the maximum permitted numbers i.e. 100 persons closely seated or dancing; 80 persons seated at tables/seated at tables with dancing; 70 persons for exhibitions

You should ensure that:

- **Necessary steps are taken** to minimise slipping/tripping hazards e.g. by ensuring electrical leads are not trailing on the floor.

- **Care is taken** when moving furniture in and out of the Hall and ensure items are stacked/stored safely and securely at the end of the hire period
- **Security measures are being observed** – are all windows and doors being closed and secured at the end of each hirer period?
- **You have made your own First Aid arrangements** for your event
- **The Hall is left in a clean, safe and satisfactory condition** at the end of each hire period. The Hall is not cleaned between every booking and any failure to leave any part of the Hall in a clean, satisfactory and safe condition following your hire may result in a surcharge
- **Children are supervised at all times.** Hall features such as the stage, kitchen and storage cupboards offer potential hazards.

4.3 Be aware of 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
- **risk to individuals** while in sole occupancy of the building
- **risks involved in handling kitchen equipment** e.g. cooker, water heater and knives
- **creating toppling hazards** by piling equipment e.g. in store cupboards or on top of cupboards/shelves.

4.4 Use of the Kitchen

- 4.5
- **Hirers must ensure**, if they are intending to provide catering (beyond hot drinks and proprietary packaged biscuits/cakes) that there is a person responsible for food preparation who holds a current Food Hygiene Certificate.
 - **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
 - **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 supervised serving of food at functions). Avoid over-crowding in the kitchen and do not allow running
 - **For safety, the serving hatch should be used for transferring food and drink to the hall whenever possible**, especially in the case of hot food and drink
 - **Turn off the cooker** when not in use. Always check the cooker is switched off at the end of your hire
 - **Be aware that the cooker and hob remain hot** well after being turned off
 - **Take care** when handling hot utensils
 - **Remove all food and waste** at the end of your booking, placing items in the outside rubbish bins provided
 - **Leave the kitchen** in a clean and hygienic state after your hire in a fit condition to be used by the next hirer

4.6 Use of the Car Park

- 4.7 The car park at the rear of the Hall is owned by East Malling & Larkfield Parish Council. While Hall users may use it, it is not for the exclusive use of the Hall and parking cannot be guaranteed.

4.8 Please observe the following:

- **Park in the marked bays** and be aware that the exit from the car park is directly onto the main road
- **Do not park so as to block any of the exits at the rear of the Hall**
- **The car park is adjacent to a park** so anticipate that there may be children in the vicinity who may be less careful or observant
- **Do not park in the disabled bays** unless you have a Disabled Badge

Contractors

- 5.1 The management committee will check with contractors (including self-employed persons) before they start work that:
- the terms of the contract are clear and understood by both the contractors and the committee
 - the contractor is competent to carry out the work e.g. has appropriate qualifications, references, experience
 - the contractor has adequate public liability insurance cover
 - the contractor is made aware of any known hazards (e.g. electricity cables or gas pipes)
 - the contractor knows which member of the committee is responsible for overseeing that their work is carried out as required and to a satisfactory standard
 - any alterations or additions to the electrical installations or equipment will conform to the current regulations of the Institute of Electrical Engineers
- 5.2 Contractors will be responsible for ensuring their employees, servants or agents are provided with and use any personal protective equipment such as clothes, masks, goggles and gloves necessary for the work they are carrying out at the Institute Hall.

Insurance

- 6.1 The Management Committee will be responsible for arranging adequate insurance cover in respect of Employer's Liability and Public Liability.
- 6.2 The Chairman shall be the point of contact with Insurers for the purpose of renewal, claims handling and queries.

Review of Health and Safety Policy

- 7.1 This policy will be reviewed annually at the first meeting after the Annual General Meeting unless circumstances arise that dictate that an earlier review should take place.
- 7.2 Committee members will report any health and safety matters at Committee Meetings including any accidents, faults, misuse by hirers or other matters that could affect the health and safety of users, visitors, volunteers or employees – save that in the event of an urgent issue the matter should not wait until the next Committee Meeting but will be raised immediately with the Chairman and/or Booking Secretary.