



THE MANDEVILLE HALL, KIMBOLTON
Registered Charity No: 302646

HEALTH & SAFETY POLICY

Our Health & Safety Policy is to:

- a) Provide healthy and safe working conditions and equipment for our contractors, volunteers and members and

- b) Keep the centre & equipment in a safe condition for all users and hirers.

We will provide information and assistance as necessary.

The policy will be kept up to date and will be reviewed at least once a year. The next review date is January 2023.

Further details of our policy are set out on the accompanying pages.

Mandeville Hall, Health & Safety (H&S) Policy

WHO IS RESPONSIBLE

The Mandeville Hall Management Committee is ultimately responsible overall for the Health & Safety of the Mandeville Hall.

Name of individual(s) responsible for making sure the Committee address Health & Safety Issues:

Name: Stan Rhodes Position: Chairman Area: Maintenance & Electrical

Name: Barry Andrews Position: Area: Health & Safety Officer

Name: Jean Stratford Position: Trustee Area: Fire Safety

Name: Mavis Campion Position: Trustee Area: Food Hygiene

All employees, volunteers and users/hirers have a responsibility to co-operate with the Management Committee in order to achieve healthy & safe premises and to take reasonable care of themselves and others.

Whenever an employee, volunteer or user notices a Health or Safety problem, which they are unable to put right, they must inform a member of the Management Committee.

Items to consider ensuring correct health & safety:

- Safety inspections & tests
- Reporting of accidents
- Monitoring equipment including electrical
- First Aid box access & contents
- Risk assessments
- Information to Contractors
- Information to Hirers

All statutory requirements for public health and safety are reviewed and implemented. Regular Risk Assessments, which address the normal use of the hall, are carried out and wherever practical potential hazards are reduced and if possible eliminated. Guidance is regularly sought from qualified organisations.

Written records of all health & safety issues, including the “Accident Report Book”, are kept in the Health & Safety file in the Main Hall kitchen area.

1. User Groups

User Groups play a key role in maintaining a healthy and safe environment by operating in a way that does not lower the Health & Safety standards. The policy statements seek to support User Groups in maintaining this standard and the User nominated responsible person is required to sign an acknowledgement of their responsibility to this policy - as part of their hire agreement contract. They or their representative is then responsible for the health & safety of the group during their use of the hall facility.

2. General

Any point can be queried with the Mandeville Hall's Health & Safety Representative whose word is final.

1. Calls to '999' emergency services will be made on a mobile phone from a person present.
2. The entire building is non-smoking at all times:
 - No obvious fire hazards are allowed on the premises.
 - No unauthorised heating appliances are to be used.
 - No highly flammable substances shall be brought into or used in any part of the premises.
 - No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the permission of the H&S Representative.
 - Smoke machines must not be used by Disco's hired for events in the hall.
3. For major events the hirer must provide stewards (over 18years of age) who must be clearly identifiable to ensure the necessary control and comply with the Halls license as follows: Up to 100 present = 1 steward. Over 100 present = 2 stewards. Note the license maximum is 150 persons. **(Also see 9. Car Park)**
4. The Hirer must report all accidents involving injury to the public to a member of the Management Committee as soon as possible and complete the 'Accident Report Book'. Any failure of equipment belonging to the Mandeville Hall or brought in by the Hirer must also be reported as soon as possible. The Mandeville Hall Health and Safety Officer will report any incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
5. **A plan/layout of the building can be found on the main notice board in the entrance area of both halls**

3. First Aid

1. A First Aid box is kept in both of the kitchens. Users are asked to advise a member of the Management Committee if any items have been used so they can be replaced.
2. All accidents must be reported in the "Accident Report Book"
3. A Defibrillator is located on the outside wall of the front entrance to the Main Hall. This equipment is designed to give instructions when required to treat a person experiencing a cardiac arrest.
4. Emergency contact numbers: **Local Doctors: 01480 860205 or 03301 239131**

4. Fire Safety

Fire Extinguishers shall be visually inspected weekly, in the hall by the Trustee responsible for Fire Safety and recorded in the Fire Safety Log Book

Fire Extinguishers are under a maintenance contract so that they are maintained annually.

Maintenance Contractor:

Company Name: Newflame

Address:

**Carleton House,
18 Willow Road, Yaxley
Peterborough. PE7 3HT**

Telephone: 0800 542 2057

1. Fire Exits and Fire Extinguishers must be kept free from obstructions.
2. Notices are displayed around the Hall giving directions for the safe evacuation of the building in the event of fire or emergency.
3. An annual Fire Risk assessment will be carried out.
4. Emergency Lighting will be checked monthly by a nominated member of the Management Committee and recorded in the Fire Safety Log Book
5. All Trustees/volunteers & users/hirers must be fully conversant with the Fire & Emergency Evacuation Procedures shown in the entrance of both halls.

Regarding Safe Escape in the event of a Fire

- Users must acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times so as not to impede emergency evacuation. All fire exits are marked as such and under no circumstances are to be wedged open. For any major events involving numbers exceeding 50, the hirer must check that all exits are unobstructed – this includes checking that emergency exits are unlocked and functional as intended.
Fire drills are not regularly practiced.
- **In the event of an outbreak of fire however slight, the building must be evacuated immediately** – fire extinguishers are provided at all exits to assist in clearing a path for emergency exit. **The muster point is in the car park at the side of the hall.** Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire. The Fire Service should then be called on 999.

5. Food Safety

Food hygiene standards must be met at all times.

H&S in the kitchen areas:

1. Any hirer intending to provide catering (beyond cold or hot drinks and cold proprietary packaged biscuits/cakes) for sale to the general public must ensure there is a person responsible for food preparation that currently holds a food hygiene certificate. If you require any guidance on this matter, contact the Trustee responsible for Food Hygiene (page 2).
2. The hirer must ensure that all appliances are operated in line with the "Kitchen User Guide" which is located in each of the kitchens.
3. The cooker/s must be switched off at the isolation switch when not in use.
4. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use. It remains hot well after being turned off.
5. All rubbish created must be removed from the hall by the hirer.
6. The kitchen and utensils should be left in a hygienic state - for use by the next booking. Cleaning products are provided for the kitchen area and no other cleaning agents should be used. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to a representative of the Management Committee. The Hall does not arrange cleaning between each booking and the Management Committee cannot be held responsible for the condition of the kitchen from the previous booking.

Note: Children under 16years of age are not allowed in the Kitchens or the Bar areas.

6. Electrical Equipment

1. All electrical equipment is inspected in accordance with safety guidelines.
2. Mains must not be overloaded. Fuses must be fitted to suit the current load of the equipment being used.
3. Portable Appliance Testing is to be carried out on portable equipment within the Hall. This is undertaken by a qualified electrician.
4. Leads from points to various pieces of equipment should not present a hazard by trailing across areas of access. Extension leads are for temporary use only. If the lead is over a distance it must be covered with cable covers & "Caution" signs displayed.
5. Faulty pieces of equipment will be identified, labelled & put out of action (or removed) until they can be repaired or replaced.

6. The Hall's electrical facilities are to be regularly inspected. Any user noting any questionable defect should report it immediately to the Management Committee and cease using the faulty appliance/equipment.
7. No electrical equipment is to be stored in the hall such that other user groups could mistake it for equipment provided as part of the hall booking.
6. Users are responsible for the safe operation of all equipment they bring into the Hall. Electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989. Any electrical equipment brought onto the Mandeville Hall premises must have been Portable Appliance Tested (PAT) tested by a Certified Electrician prior to its use (as stated in the Contract of Hire).

7. Hazardous Substances

No hazardous substances, as regulated by the Control of Substances Hazardous to Health 2002 (COSHH), are to be brought into the hall.

8. Caretaking & Cleaning

1. It is essential that care is exercised to follow all labelled instructions on substances, containers & packages. Products should be stored securely.
2. Appropriate protective clothing, such as gloves/overalls/aprons should be used depending on the nature of the work.
3. Step ladders must be maintained in good condition, free from defects and will be inspected in accordance with Health & Safety Executive (HSE) guidelines on the Safe Use of Ladders and Step Ladders.
4. Floors must be cleaned with approved non-slip products & "Caution Wet Floor/ Cleaning in Progress" signs must be displayed.
5. Any problems identified must be reported to the Management Committee immediately.

9. Car Park:

Parking at the hall (12 bays + 2 disabled bays) and surrounding area is very limited and the following points must be observed:

1. Drivers must take care at all times and they should note that the exit is directly onto a main road. Vehicles should not be parked to the front of the Hall if this results in the pathway being restricted to pedestrians (must be within white lines markings).
2. Designated parking for disabled use is available at the side of the building.
3. If hirers are expecting a large number of car drivers attending their event then they must provide a steward to control the traffic around the hall and seek alternative parking arrangements if appropriate.

10. Further General Points for the information of Hirers

1. No safety equipment must be tampered with.
2. In the event of a power failure – an emergency lighting supply is automatically triggered to illuminate exit routes.
3. A qualified First Aider is not provided by the hall facility. Users are advised to consider and resolve their own First Aid requirements.
4. Children are to be supervised at all times. The hall has many features such as a kitchen; stage and storage cupboards which while necessary for hall activities, potentially offer hazards during careless and unacceptable behaviour. Children are not allowed in the kitchen or bar areas.
5. Care must be taken at all times with the front of stage due to the steep drop to the floor of the main hall.
6. The Hall has several furniture store areas. Care must be taken moving furniture in and out of these areas and all items must be stored such as to avoid accidents from over-stacking (**See notices in each storage area for numbers of chairs & stack heights**).
7. Main Hall - total seats must not exceed 120. Maximum number of seats in each row must not exceed 7 with a central aisle and end aisles for each row. The Community Hall total seats must not exceed 50 and rows must not exceed 7 seats.
8. Certain rooms/cupboards are generally locked for authorised access only – as stated on the doors.
9. Due to the Hall being in a residential area we request all users to respect our neighbours and to keep noise levels to a minimum.

11. Insurance

The Mandeville Hall holds both Employer's Liability and Public Liability Insurance cover.

Copies of the Insurances are displayed on the locked notice board in the entrance to both halls.

Adopted and agreed by the Mandeville Hall Management Committee at their meeting on the 11th January 2022 and recorded in the minutes of that said meeting.

Signed:.....

Chairman

NOTICE TO CONTRACTORS

For The Mandeville Hall, Kimbolton to comply with Health & Safety Legislation, all outside contractors employed to do work on the premises are made aware of the expected requirements related to Health & Safety. A contractor accepting a contract from the Mandeville Hall Management Committee shall be deemed to have agreed to comply with the following requirements:

1. As a contractor you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You & your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Mandeville Hall premises are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all aspects, to your legal duties and responsibilities as laid down by the Health & Safety at Work Act 1974, and relevant provisions.
4. The Mandeville Hall Committee will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety & health of employees and others. The Mandeville Hall Committee will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Mandeville Hall Committee taking this action, your site representative will be notified verbally and will have confirmation in writing by the Mandeville Hall's representative to order such a stoppage.
6. The Mandeville Hall Committee will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on the Mandeville Hall premises involving you or your employees.
7. The Mandeville Hall Committee may notify an inspector, appointed under the authority of the Health & Safety at Work Act 1974, of any breach of the regulations.