



Registered Charity No. 301943

## Shedfield Reading and Recreation Rooms

### HEALTH AND SAFETY POLICY

#### Part 1 - General Statement of Policy

1. This document is the Health and Safety Policy of Shedfield Reading and Recreation Rooms. For the purposes of this document the term User refers to the Reading Room Management Committee members, hirers, contractors and other visitors to the premises.
2. The premises comprise the Reading Room (known as the Hall) and the Recreation Rooms (known as the Social Club).
3. The policy of the Shedfield Reading and Recreation Rooms Management Committee is to:
  - a. Provide healthy and safe working conditions, equipment and systems of work for all Users of the premises.
  - b. Keep the premises and equipment in a safe condition for all Users.
  - c. Provide such advice and information as is necessary for all Users.
4. It is the intention of 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.
5. The Management Committee will encourage Users of the premises to engage in the establishment and observance of safe working and other practices.
6. Users 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: Caroline Ford

Position: Chairman

(On behalf of the Management Committee)

## Part 2: Organisation of Health and Safety

7. The Management Committee has overall responsibility for health and safety at Shedfield Reading and Recreation Rooms and takes day to day responsibility for the implementation of this policy.
8. It is the duty of all Users 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.
9. It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of children and vulnerable adults.
10. Should anyone using the premises come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the appropriate person as soon as possible so that the problem can be dealt with.
  1. Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used.
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12. The following persons have responsibility for specific items:

Item	Hall	Social Club (SC)
First Aid box	Chairman	Chairman SC
Reporting of Accidents	Chairman	Chairman SC
Contact for reporting situations which might cause injury	Chairman	Chairman SC
Fire precautions and checks	Treasurer	Chairman SC
Risk Assessment and Inspections	Chairman	Chairman SC
Information to contractors	Treasurer	Chairman SC
Information to hirers:	Chairman	N/A
Insurance	Treasurer	Chairman SC
Equipment Checks	Chairman/ Treasurer	Chairman SC
Public Entertainment Licence	Treasurer	Chairman SC

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

#### **Licences**

13. The hall is licensed for music, singing and dancing by Winchester District Council.
14. No sale of alcoholic drinks may be undertaken unless the hirer has engaged someone who holds a current Alcohol Licence in accordance with the Licensing Act 2003.

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

15. The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.
16. A plan of the premises showing the location of electricity fuse box, gas boiler and gas main tap, emergency exits and fire doors, and fire extinguishers is at Annex A.

#### **Local Fire Brigade:**

Wickham Fire Station,  
Mill Lane, Wickham, Hampshire  
PO17 5HY

#### **Company hired to maintain and service fire safety equipment:**

Chubb Fire & Security  
Unit 3, Fulcrum 4  
Solent Way, Whiteley,  
Fareham, Hampshire PO15 7FT  
Tel: 0344 879 1753

Location of service record: Hall Noticeboard

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

17. The following checks are scheduled:

Weekly:	Door mats, toilets, water heaters, emergency lighting, fire doors, all lights.
Half Yearly:	First Aid Box
Yearly:	Fire extinguishers, gas boiler
5 Yearly:	Electrical Installation Condition Report

A Risk Assessment and Portable Appliance Test (PAT) is carried out immediately prior to the Management Committee meetings.

## Procedure in case of accidents

18. The hospital Accident and Emergency Department offers emergency assessment and treatment to patients with serious injuries or illnesses. Generally, you should only visit your nearest Emergency Department or call 999 for life-threatening emergencies, such as, loss of consciousness, acute confused state and fits that are not stopping, persistent, severe chest pain, breathing difficulties or severe bleeding that cannot be stopped.

**The location of the nearest hospital Accident and Emergency/Casualty department is:**

Queen Alexandra Hospital  
Cosham, Portsmouth  
PO6 3LY  
Tel: 023 92286380 or 023 92286062

**The location of the nearest doctor's surgery is:**

Wickham Surgery  
Houghton Way  
Wickham  
PO17 5GU  
Tel: 01329 833 121 Out of Hours:111

**The location of a community defibrillator is:**

The old Telephone Kiosk in Church Road, Shedfield.

19. The First Aid Box is located in the kitchen
20. The accident forms are kept on the main hall noticeboard. These must be completed whenever an accident occurs.
21. Any accident must be reported to the Chairman of the Management Committee.
22. 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 Chairman.

## Safety Rules

23. Hirers.
  - a. 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.
  - b. 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.
  - c. If moving chairs, do not carry more than two at a time. Chairs should be stacked on the dollies provided, do not stack chairs more than 10 high.

- d. Be aware and seek to avoid the following risks:

Creating slipping hazards - mop up spills immediately

Creating tripping hazards such as buggies, umbrellas, brooms left in circulation areas

Creating toppling hazards by piling equipment

- 24. Contractors. The Management Committee will check with contractors (including self-employed persons) before they start work that:
  - a. The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience).
  - b. Contractors have adequate public liability insurance cover.
  - c. Contractors are aware of any hazards which might arise (e.g. electricity cables or gas pipes).
  - d. Contractors do not work alone on ladders at height (if necessary a volunteer should be present).
  - e. Contractors have their own health and safety policy for their staff.
  - f. The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard.
  - g. 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**

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

Zurich : Policy no. VVH 2720392023

Date of renewal: annually on 6 April

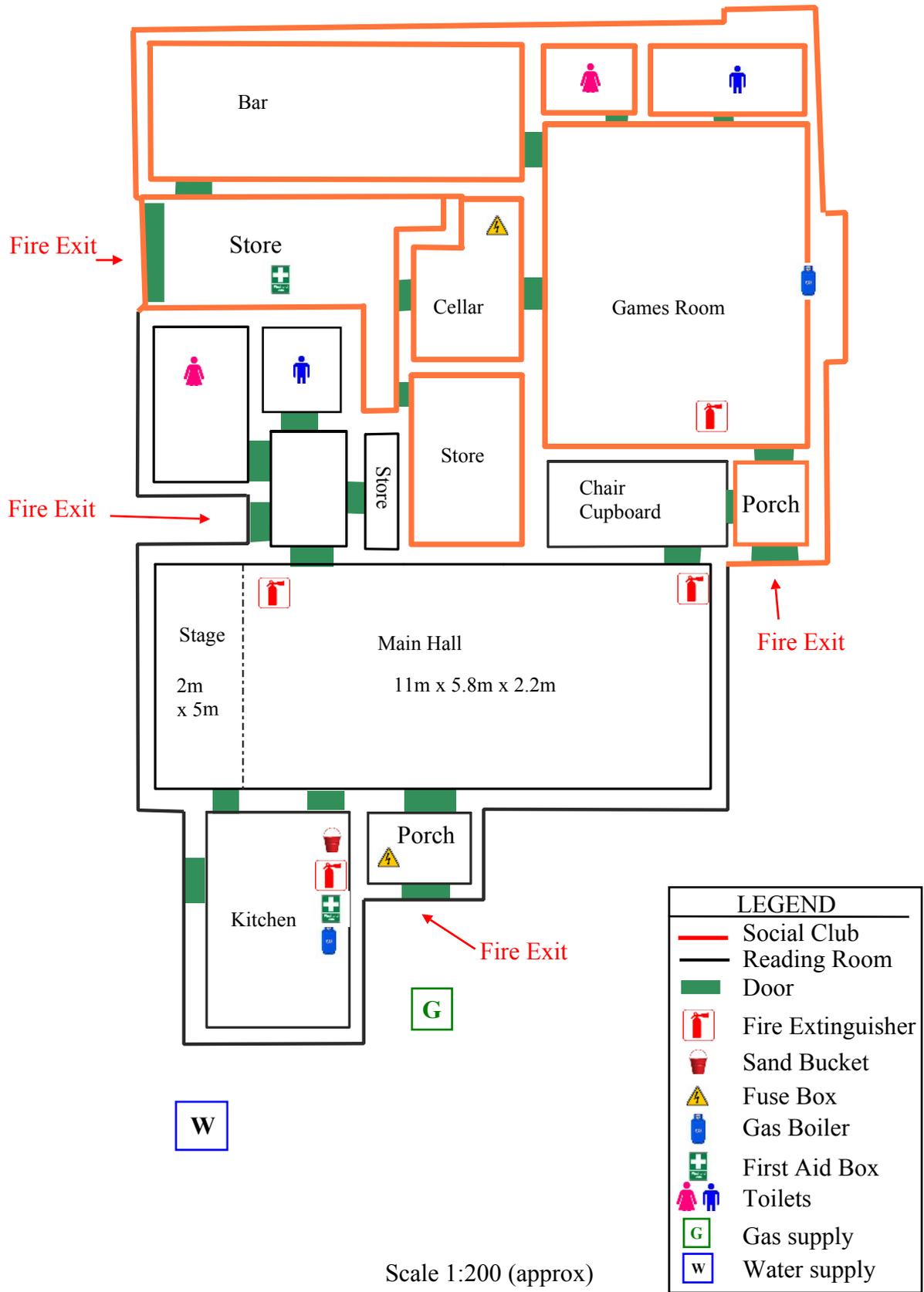
### **Review of Health and Safety Policy**

- 26. The Management Committee will review this policy annually at the AGM of the Reading Room Management Committee.

### **Annexes:**

- A. Plan of premises
- B. Accident Form
- C. Emergency Contacts poster

# Shedfield Reading and Recreation Rooms



# ACCIDENT RECORD FORM

Report No

## ABOUT THE PERSON WHO HAD THE ACCIDENT

1

Name

Address

City/Town

Postcode

Telephone

Occupation

## DETAILS OF PERSON REPORTING THIS ACCIDENT

2

Name

Address

City/Town

Postcode

Telephone

Occupation

## DETAILS OF ACCIDENT/INJURY

3

Date:  /  /

Time:  /

Where did the accident/injury take place?  
.....

Say how the accident happened, give a cause if you can  
.....  
.....

Details of accident/injury  
.....

Signed:

Date:  /  /

## EMPLOYERS USE ONLY

4

*If this incident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)*

How was it reported?

Signed:

Date:  /  /

*Please Note: To comply with the Data Protection Act 1998 (DPA) personal details entered on accident record forms must be kept confidential.*

# Emergency Contacts



**Police, fire brigade or  
ambulance service**

**Dial 999 or 112**

Calls are free, and can be dialled from a  
locked mobile phone



**If you smell gas**

**Dial 0800 111 999**

Calls are free



**Accident and Emergency**

Queen Alexandra Hospital  
Cosham, Portsmouth  
PO6 3LY

**Doctor's surgery**

Wickham Surgery  
Houghton Way,  
PO17 5GU  
Tel: 01329 833 121    Out of Hours:111

**First Aid Box in Kitchen**