



# ENSTONE PARISH HALL HEALTH AND SAFETY POLICY

19 July 2021

# Health and Safety Policy

## Part 1 - General Statement of Policy

### 1.1 Policy

1. This document is the Health and Safety Policy of Enstone Parish Hall.
2. The 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 parish 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.
3. It is the intention of Enstone Parish Hall Management Committee (EPHMC) 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.
4. Enstone Parish 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.
5. 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.
6. 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: Andrew Lee

Position: Chairman

(On behalf of the Management Committee)

Date: 19 July 2021

## Part 2: Organisation of Health and Safety

### 2.1 Responsibility

1. The Enstone Parish Hall Management Committee has overall responsibility for health and safety at Enstone Parish Hall and takes day to day responsibility for the implementation of this policy.
2. 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.
3. 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 within their group.
4. 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 Chairman or the Bookings Clerk, as soon as possible so that the problem can be dealt with.
5. 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, Bookings Clerk or Caretaker informed as soon as possible.
6. The following persons have responsibility for specific items:
  - a. First Aid box: Chairman
  - b. Reporting of Accidents: Chairman
  - c. Fire precautions and checks: Chairman
  - d. Risk Assessment and Inspections: Chairman
  - e. Information to contractors : Chairman
  - f. Information to hirers: Booking Clerk
  - g. Insurance: Honorary Treasurer
7. Annex A shows a plan of the hall with the location of, ground source heat installation plant room, emergency exits, fire doors, fire extinguishers, sanitisers and NHS Test & Trace.

## Part 3: Arrangements and Procedures

### 3.1 License

1. The hall is licensed for music, singing and dancing by PPL PRS Ltd.
2. The sale of alcohol is permitted through West Oxford District Council.

### 3.2 Fire Precautions and Checks

1. The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.
2. A plan of the village hall showing the fire alarm points, fire exits and fire fighting equipment is shown at Annex A. The nearest public accessed telephone is located at the top of Chapel Lane to the right of Adams of Enstone shop. It is anticipated that at least one user of the hall would have access to a mobile phone.
3. Person with responsibility for testing equipment and keeping log book:
  - a. Chairman
  - b. Local Fire Service: Charlbury Fire Station, Sturt Road, Charlbury, OX7 3SX. This is an on-call fire station with one pump and not staffed 24 hours a day. In an emergency ring 999.
  - c. Company hired to maintain and service fire safety equipment:

Name: Executive Fire Protection Ltd,  
Address: 26 Kelburn Road Cowley OX4 3SJ  
Location of service record: Main foyer?
  - e. Checking of Equipment, Fittings and Services:
    - Weekly: Door mats and stops, clocks, toilets, water heaters,, accident book, fridges, outside lights, fire doors, all lights, dishwasher, and fire alarm.
    - Monthly: First Aid Box, locks, sockets, ladders and steps.
    - Half Yearly: Window cleaning, outside gutters,
    - Yearly: Fire extinguishers, electrical certificate, ground source heating system

### 3.3 Procedure in case of accidents or emergencies

1. A separate Emergency Plan with actions, procedures and responsibilities in the event of fire and evacuation is available on the website and notice board.
2. The location of the nearest hospital Accident and Emergency/Casualty dept: Call 0300 3047777 - Horton General Hospital. , Oxford Road , Banbury, Oxfordshire, OX16 9AL or Call 0300 3047777 - John Radcliffe Hospital, Headley Way, Headington , Oxford, Oxfordshire, OX3 9DU. (Dial 111 for urgent advice on what to do or who to see. in an emergency dial 999).

3. The location and telephone number for the nearest doctor's surgery is Charlbury Medical Centre, Enstone Road, Charlbury, Oxfordshire, OX7 3PQ - Emergencies: 01608 811680 (option 1). Out of Hours: 111.

4. The General First Aid Box is located in the kitchen. A Covid 19 First Aid Box is located in the Litchfield Room. The person responsible for keeping these up to date is the Chairman.

5. The accident forms are kept on the main hall noticeboard. These must be completed whenever an accident occurs.

6. Any accident must be reported to the Chairman of the Management Committee.

7. 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.

### **3.4 Covid 19 Precautionary Measures:**

1. The Government has lifted Covid restrictions and the majority of people have been fully vaccinated. However, the virus is still spreading and it is incumbent on all users of the Hall to use common sense with safety for others and the vulnerable as a paramount consideration.

2. Hand sanitisers, wipes, disinfectant and the NHS Test & Trace bar code have been left in position (see Annex A). Each group using the Hall should decide whether to use face coverings and it is advisable to wear them in confined spaces such as toilets, kitchens and corridors, small meeting rooms and at more crowded events.

### **3.5 Safety Rules**

1. 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.

2. 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.

3. Particular health and safety instructions apply to Entertainment Events.

4. A Risk Assessment is carried out monthly and any risks reported to the Management Committee.

### **3.5 Contractors**

1. The Management Committee will check with contractors (including selfemployed persons) before they start work that:
  - a. The contract is clear and understood by both the contractors and the Committee The contractors are competent to carry out the work (eg have appropriate qualifications, references, experience).
  - b. Contractors have adequate public liability insurance cover.
  - c. Contractors have seen the health and safety file and are aware of any hazards which might arise (eg 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.

### **3.6 Insurance**

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

Ansvar Insurance. A business division of: Ecclesiastical Insurance Office plc. Registered Office: Beaufort House, Brunswick Road, Gloucester GL1 1JZ. Registered number: 24869 England

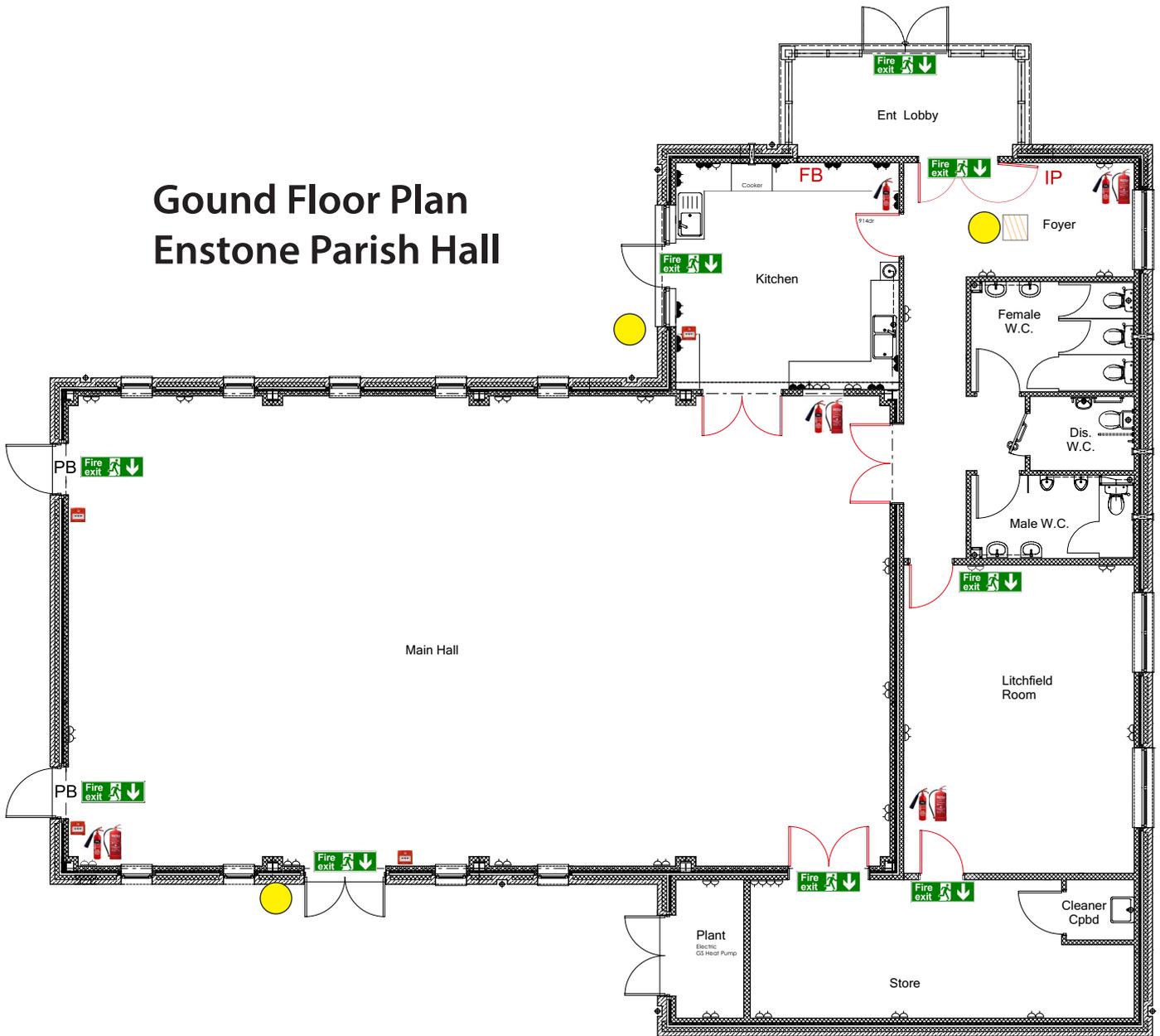
### **3.7 Review of Health and Safety Policy**

1. The Management Committee will review the general policy annually. The next review is due in July 2022.
2. Covid 19 measures will be reviewed as Government policy dictates.

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

1. On line: Health and Safety Executive - <https://www.hse.gov.uk/guidance/index.htm>.
2. If you have a fire safety or road safety question call the free phone community safety helpline on 08000 325 999 or email: [community.safety@oxfordshire.gov.uk](mailto:community.safety@oxfordshire.gov.uk)

# Ground Floor Plan Enstone Parish Hall



**KEY:**



CO2 Extinguisher



Water Extinguisher



Fire Alarm Manual Call Point



Hand Sanitiser



Directional fire Exit Signs



Fire Resisting Door

FB

Fire Blanket

IP

Fire Alarm Indicator Panel

PB

Push Bar



Covid Test & Trace barcode



Enstone Parish Hall  
H&S Policy

HEALTH & SAFETY  
IS EVERYONES  
RESPONSIBILITY

COVID 19 IS STILL HERE  
TAKE SENSIBLE PRECAUTIONS