

# Boxted and Hartest Institute Health and Safety Policy

## Policy Statement

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, committee members, hirers and members of the public.
- b) Keep the Institute equipment in a safe condition for all users
- c) Provide such training and information as is necessary to all employees, volunteers and users.

It is the intention of the Boxted and Hartest Institute Management Committee to comply with all 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.

Boxted and Hartest Institute Management Committee considers the promotion of the health and safety of its employees, volunteers and 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 safety as on the operation and maintenance of equipment and safe systems of work. To this end it will seek to encourage employees, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Volunteers, employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices as 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 or ill health to themselves or others.

Health and Safety Policy is available on the Hartest website.

[www.hartest.com](http://www.hartest.com)

Signed: (On behalf of the Management Committee) .....

Name: Richard Weller-Poley

(original has been signed)

Position: Chairman

Date: 1 May 2012

## Health and Safety in the Institute

Smoking is not allowed in the Institute

The Boxted and Hartest Institute Management Committee has overall responsibility for the health and safety at the Boxted and Hartest Institute.

The person(s) delegated by the Management Committee to have day-to-day responsibility for the implementation of this policy are:

Name: Bob Moore

Telephone No: 01284 830664

Address: Meadow Place, Somerton Road, Hartest IP29 4NA

Name: Trevor Webb

Telephone No: 01284 830987

Address: Hilary Lodge, Somerton Road, Hartest IP29 4NA

It is the duty of all employees, 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 car park and grounds.

Should anyone using the hall come across a fault, damage or other violation which may cause injury and cannot be rectified immediately they should inform one of the persons above, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.

A risk assessment has been carried out in March 2012 and annually thereafter. A copy of the findings will be placed in the Institute.

The following persons have responsibility for specific items:

First Aid Box: Jo Pask

Reporting of Accidents: User & Injured Party

Fire Precautions and Checks: Bob Moore

Risk Assessment and Inspections: Bob Moore

Information to Contractors and Hirers: Trevor Webb

Insurance: Peter Chapman

A Plan of the Institute is attached which shows fire exits, fire extinguishers and 'Break Glass' fire alarm points.

#### Licence

Babergh District Council licenses the Institute for the following activities: Public entertainment, performance of plays and films, live and recorded music and dancing. Supply of alcohol is not authorised.

Date licence renewal: Not applicable as there is no requirement to renew

#### Evacuation Procedure

In case of fire or any other event likely to cause multiple casualties or panic leave the Institute by any of the emergency exits and assemble at the fire assembly point in the car park.

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

Name: Flame Skill

Address: Morton Peto Road, Gapton Hall Industrial Estate, Great Yarmouth, NR31 0LT

Tel No: 0800 1694 222

Location of Service Record: Institute Notice Board

#### Company hired to maintain and service electrical installations:

Name: David Page, Heat Lec

Address: 9 Bederic Close, Bury St Edmunds, IP32 7DR.

Tel No: 012894 756326: Mob 07860296196

Location of Service Record: Institute Notice Board

#### Company hired to maintain and service the boiler:

Name: R W Pettitt Boiler Services

Address: Lower Farm, Upend, Newmarket CB8 9PH

Tel: 01638730379

#### Company hired to maintain and service gas installations:

Name: Flowline Servicing

Address: Merton Barn, Lower St, Stanstead, CO10 9AW

Tel No: 01787 281064

## List of Equipment/Service date

Item	Test Interval	Service Date
Emergency lighting	monthly	5 years from October 2011
Fire Exits	Monthly	N/A
Fire Alarm Systems	Monthly	5 years from October 2011
Fire Fighting appliances	Annually	May
Electrical Installation	5 Yearly	From October 2011
First Aid Box	Checked monthly and items used replaced	N/A
Gas Appliances	Annually	June
Heating Oil Boiler	Annually	December
Electrical Appliances PAT	Annually	June

The location of the nearest hospital Accident and Emergency/Casualty department is: West Suffolk Hospital, Bury St Edmunds

The location and telephone number for the nearest doctor's surgery is: Lion Road, Glemsford 01787280484

The First Aid box is located in: Kitchen

The person responsible for keeping this up to date is Jo Pask

The accident book/Forms are kept: Kitchen

This must be completed whenever an accident occurs. Any serious accident must be reported to a member of the management committee. The Institute insurers must be advised as soon as possible by phone and, if requested, a written report will be provided.

The person responsible for completing Health and Safety RIDDOR and reporting accidents is: Bob Moore

The Management Committee will be responsible for carrying out all necessary Risk Assessments and safety checks. A list of Committee members is attached.

## Safety Regulations (Hirer)

The following practices must be followed in order to minimise risks:

1. Ensure that all Emergency Doors are unlocked and clear of obstructions internally and externally as soon as the Institute is to be used and throughout the hiring.
2. In case of fire or any other event likely to cause multiple casualties or panic leave the hall by any of the emergency exits and assemble at the fire assembly point in the car park.
3. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water damage.
4. Do not attempt to change light bulbs or tubes or modify or repair any electrical appliance or fitting.
5. Do not cover or place any item on or above the radiators or any heaters
6. Do not bring on to the property any portable electrical appliances that have not been Portable Appliance Tested (PAT) All appliances must be displaying a current 'Passed Test' sticker in accordance with the Electricity at Work Act 1989.
7. Do not leave portable electrical appliances operating unattended.
8. Portable gas heaters are not allowed in the Institute
9. Do not work on steps or ladders until they are properly secured and another person is present.
10. Do not attempt to move heavy and bulky items. Two people are required to lift, move and stack tables. Use the trolley to transport fold up tables. Do not stack chairs more than 10 high.
  11. Do not allow children in the kitchen unless accompanied by an adult.
  12. Wear suitable protective clothing when handling any toxic materials
  13. The lid to the cellar door in the main hall should be lifted by at least two people and secured by the chain to hold it up. The lid should be closed immediately after the equipment has been taken out.
  14. Report any evidence of damage or faults to equipment or the building's facilities to Trevor Webb or any other available member of the management committee.
  15. Report every accident in the Accident book located in the kitchen and to Bob Moore

16. All hirers must ensure that the Institute capacities are not exceeded.  
The maximum number of persons allowed in the Institute are:

- |   |             |
|---|-------------|
| a) Seated at tables                     | 130 persons |
| b) Mixed Occupancy (tables and dancing) | 180 persons |
| c) Dancing                              | 250 persons |
| d) Closely seated audience              | 180 persons |

17. Fires, pyrotechnics or any naked flame, with the exception of the gas cooker in the kitchen are not allowed on any part of the property.

18. The hire agreement must be signed at the time of booking and returned to acknowledge acceptance of the Institute's Health and Safety Policy.

## Insurance

Name and address of Insurer: Allied Westminster (Insurance Services) Ltd,  
Allied House, Holgate Lane, Boston Spa LS23 6BN

Tel No of Insurer: 01937 845245

Policy No: VH 88/0047440/BS67192

Date of renewal: 31st March

Coverage/limits: Buildings/Contents etc Public Liability etc Limit £10m

The Management Committee will review this policy annually in March

Committee members with responsibility for aspects of health and safety will report to the Management Committee regularly, including any accidents, faults, misuse by hirers, or other matters that could affect the health and safety of users or employees.

## Contractors

A representative of the Management Committee will check with all contractors (including self-employed persons) before they start work that:

1. The contract is clear and understood by both the contractor and the Management Committee.
2. All contractors employed by the Management Committee operate a safe system of work and, if requested, will produce a method statement.
3. The contractors are competent to carry out the work and have adequate public liability insurance cover.
4. Contractors have seen the Health and Safety file and are aware of any hazards that may arise. For example electricity cables, oil and gas pipes.
5. Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
6. Contractors must have their own Health and Safety policy for their staff.
7. The contractor knows which member of the Management Committee is responsible for overseeing that their work is in accordance with the agreed terms and to a satisfactory standard.
8. All alterations to electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

## Boxted and Hartest Institute Procedures

### Fire

1. Please ensure that your guests are aware of the Fire Safety Plan which shows the position of the Fire Extinguishers and the break glass points which will set off the fire alarm.
2. In the event of fire, the person in charge of the Institute or function will instruct all persons to leave the building using the nearest exits and assemble at the fire assembly point located in the car park.
3. CALL THE FIRE BRIGADE. The nearest public telephone is on the village green.  
DIAL 999 AND GIVE THIS ADDRESS: **THE GREEN, HARTEST, BURY ST EDMUNDS, SUFFOLK IP29 4DH**
4. Attendants should ensure that once the building has been evacuated members of the public do not re-enter to collect personal belongings etc.
5. Whilst waiting for the Fire Brigade, telephone one of the Management Committee members:  
**Bob Moore 01284830664**  
**Trevor Webb 01284830987**  
**Peter Chapman 01284830271**  
**Jo Pask 01284830268**  
Or any other member that is known to you.
6. On arrival of the Fire Brigade, the person in charge of the Institute at the time should report to the Officer in Charge that all persons are safe or should inform him/her last known position.
7. Attendants should only attempt to extinguish the fire using the fire appliances provided if it is considered safe to do so.

### Accident



1. The first aid box is in the Kitchen.
2. Enter the details of the Accident Book which can be found in the kitchen.
3. For serious accidents contact a Management Committee Member (who may have to contact Health and Safety).

**Bob Moore** **01284830664**

**Trevor Webb** **01284830987**

**Jo Pask** **01284830268**

NB. Smaller accidents should be entered in the Accident Book only.

Serious accidents include:

1. Any fracture, other than fingers or toes.
2. Any amputation.
3. Dislocation of shoulder, hip, knee or spine.
4. Loss of sight, temporary or permanent.
5. A chemical or hot burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from electric shock leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury leading to hypothermia, heat-induced illness or unconsciousness.
8. Any injury that requires admittance to hospital for more than 24 hours.
9. Loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent.
10. Absorption of any substance by inhalation, ingestion or through the skin that leads to an acute illness requiring medical treatment or loss of consciousness.
11. Acute illness requiring medical treatment where there is reason to believe that it resulted from exposure to a biological agent, its toxins or infected material.
12. Any accident requiring a member of public to receive hospital treatment or be attended to by an ambulance.

If unsure contact a Management Committee Member.

# END OF SESSION CHECK LIST

1. Check all rooms including the ladies and gentlemen's toilets to ensure all have been vacated.
2. Check that all heaters and cookers have been turned off
3. Check that all electrical appliances are turned off and unplugged.
4. Search for any possible smouldering fires and clear waste paper.
5. Close and lock storage cupboards and all appropriate internal doors.
6. All hall equipment used must be returned to its proper storage cupboard or space as set out in the attached plan.
7. Turn out all lights not required for security purposes.
8. Secure and lock all outside doors and windows.

