

COMBERTON VILLAGE INSTITUTE TRUST

Charitable Incorporated Organisation 1189495

Safety Policy

Part 1 – General Statement of Policy

This document is the Safety Policy of Comberton Village Institute Trust, which is responsible through its Trustees for the management of the New Village Hall and the Old Village Hall, including the kitchen serving the Old Village Hall and the Commercial Centre.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, trustees and hirers;
- b) Keep the halls and equipment in a safe condition;
- c) Provide such training and information as is necessary for staff, volunteers and users;
- d) Ensure that all hirers are aware of emergency escape routes and the need to have their own emergency planning procedure in place.

It is the intention of the Trustees to comply with all health and safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the Trust's activities and operations.

The Trustees consider the promotion of the health and safety of their employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Trustees recognise 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. To this end, they seek to encourage employees and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors are expected to recognise their duty to comply with the practices specified by the Trustees, with all safety requirements set out in the hiring agreement and with safety notices on the premises. They must accept responsibility to do everything they can to prevent injury to themselves or others.

Signed on behalf of the Trustees:

Name: Dr B J McCabe

Position: Chairman, Comberton Village Institute Trust

Date:

Part 2 - Organisation of Health and Safety

The Trustees have overall responsibility for health and safety at the New and Old Village Halls.

The person delegated by the Trustees to have day-to-day responsibility for the implementation of this policy is:

Name: Dr B J McCabe, Chairman

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 Trustees in keeping the premises, including the grounds, safe and healthy.

Faults, damage or other situations which might cause injury and which cannot be rectified immediately should be notified to the person above or the Village Hall Administrator as soon as possible.

The following persons have responsibility for specific items:

First Aid Box – Safety Co-ordinator

Reporting of accidents (including RIDDOR) – Safety Co-ordinator

Fire precautions and checks – Safety Co-ordinator

Risk assessment and inspections – Safety Co-ordinator

Information to contractors – Property Manager

Information to hirers - Village Hall Administrator

Insurance - Treasurer

The current identities and contact details of the above are displayed inside the front door to the New Village Hall.

Part 3 – Arrangements and procedures

3.1 Licence

The New Village Hall has a Premises Licence authorising certain activities at certain times. A copy is posted on the New Village Hall notice board.

3.2 Fire Precautions and Checks

Fire safety risk assessments have been carried out and are filed in the Trustees' filing cabinet and archived on-line.

Company hired to maintain and service fire safety equipment:

CAMFIRE, 10 Hythe Close, Burwell, Cambridge, Cambridgeshire CB25 0EZ
Tel: [01638 741894](tel:01638741894)

Location of service record: Trustees' filing cabinet and on-line archived.

3.3 Procedure in case of accidents

The nearest hospital Accident and Emergency/Casualty department is at Addenbrooke's Hospital, Cambridge.

The location and telephone number of the nearest doctor's surgery is Green End, Comberton: 01223 262500.

The First Aid Box is in the kitchen above the fridge/freezer in the New Hall.

The Accident Report Book is kept in the First Aid Box. This must be completed whenever an accident occurs. Completed Accident Report forms are filed in the Trustees' filing cabinet.

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high

- unintended collapse of a building under construction
- explosion or fire

Reporting an incident on a RIDDOR form, Statutory Instruments 2013 no. 1471

On line - RIDDOR database (<http://www.hse.gov.uk/riddor/report.htm>)

Telephone - 0345 300 9923 (8.30 am – 5.00 pm)

There are no paper forms. If necessary, RIDDOR reports may be sent to:-
H & S E, Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS

3.4 Health and safety Information

Health and Safety Information relating to the construction of the New Village Hall is in the Trustees' filing cabinet and archived on-line.

3.5 Safety Rules

All hirers are expected to read the whole of the hiring agreement and to sign the hiring form as evidence that they agree to the hiring conditions. The Village Hall Administrator will give all new hirers copies of the Village Hall Letting Regulations and Safety Regulations, which they will be expected to comply with. Hirers are expected to know the locations of the First Aid Box and the Accident Book.

The Trustees have carried out risk assessments including a review to consider emergency planning, including potential terrorist threats. Any potential hazards thus identified which could involve hirers are described in the Hirers' Safety Regulations. Risk assessments are filed in the Trustees' filing cabinet and the Trustees on-line archive.

Any evidence of damage, or faults in equipment or the building's facilities, must be reported to a Trustee to be brought to the attention of the Safety Co-ordinator or Property Manager.

3.6 Internet Safety

Internet access is available to users of the New Village Hall. The router is configured to access the internet via Open DNS using Family Shield, which blocks domains categorized as Tasteless, Proxy/Anonymizer, Sexuality or Pornography.

3.7 Contractors

The Trustee arranging work by contractors (who will usually be the Property Manager), will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by the contractors and the Trustee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references and experience
- contractors have adequate public liability insurance cover
- contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- the contractor knows which Trustee is responsible for overseeing their work
- any alterations or additions to the electrical installations or equipment conform to the current regulations of the Institute of Electrical Engineers.

3.8 Insurance

Employer's Liability and Public Liability insurance cover for the New Hall:
Hiscox Insurance Company Limited, 22 Bishopsgate, London EC2N 4BQ
Policy Number: 8261407

Property Owner's Liability Insurance cover for the Old Hall:
Aviva Insurance Limited. Registered in Scotland, No. 2116. Registered Office: Pitheavlis,
Perth PH2 0NH.
Policy Number: 100644053CPO

3.9 Protection Policy for Children and Vulnerable Adults

This policy has been approved by the Trust and is displayed on the New Village Hall notice board. It is reviewed annually. The next review is due in October 2025.

3.10 Emergency Exit/Planning

Emergency exits are available, signposted and equipped with push-release bars in all ground floor meeting rooms. It is recommended that hirers unbolt the double side gates from the inside at the commencement of their hire (ensuring they are bolted again at the end of the hire) in order to facilitate emergency exit from the site should the front door not be accessible. In addition, exit from the rear of the site is available via a gate at the rear of the hall accessing Hines Lane. The padlock can be unlocked using a key located in the cleaner's cupboard in the main hall and it is recommended that hirers familiarise themselves with this padlock and have the key easily accessible at all times during their hire. We also refer hirers to the UK Protect website at <https://www.protectuk.police.uk> for further advice and guidance.

3.11 Review of Safety Policy

The Trustees review this policy annually. The next review is due in October 2025.

The Safety Co-ordinator will report to the Trustees regularly, reporting accidents, faults, misuse by hirers and other matters which could affect the health and safety of users or employees.

Comberton Village Hall

Safety, Maintenance and Operating Procedures

Routine checks and maintenance are carried out in the New Village Hall and in the Old Village Hall where stated, as follows:

Weekly:

Condition of fire extinguishers (both Halls)
Fire alarm manual call point testing and testing of fire door retainers
State of fire doors
CCTV operation
Stairlift operation

Monthly checks:

Operation of Disabled Toilet alarm
Emergency lighting (both Halls)
First Aid cabinet fully stocked with in-date materials

3-Monthly checks:

Toilet and kitchen fans - functioning and cleanliness (both Halls)
Residual current devices
Stairs (both Halls)
Main water stop-cock

6-Monthly checks:

General tidiness of site

12-Monthly checks:

Ladders and steps
Dishwasher
Portable Appliance Testing (both Halls)

Routine maintenance

Central heating boiler (annual)
Fire extinguishers (annual)
Emergency lighting, fire detection, intruder detection, CCTV (6 monthly)
Full system electrical check (every 3 years)
Stairlift (annual)
Heating and ventilation system (annual)
An Operating Procedure covering the stair lift and the training of users is available in the kitchen of the New Village Hall and the Trustees on-line archive.

W M Lee

B J McCabe

15 October 2024

Next review due October 2025