

Mereworth Village Hall
And
Sports Pavilion

Health & Safety Policy Manual

Issue No 6
Dated: May 2022

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May 2022

Section 01 – Our statement of general policy – Health & Safety at work act 1974

Mereworth Village Hall And Sports Pavilion HEALTH AND SAFETY POLICY

1. General Statement of Health and Safety Policy.

1. The aim of the Mereworth Village Hall Committee is to provide a safe and healthy environment for staff, hirers and visitors. The Committee believes that the prevention of accidents, injury or loss is essential to the effective operation of the Hall and Sports Pavilion, and is part of the legal right of its hirers.
2. The Committee notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every **trustee,co-opted member, volunteer, committee member, and hirer** to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons, are not exposed to unacceptable risks to their health and safety. The Committee accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.
3. The arrangements outlined in this policy statement and the various other safety provisions made by the Committee cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Committee will take all reasonable steps to identify and reduce hazards to a minimum but all staff and hirers must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the Village Hall or Sports Pavilion premises.
4. The Committee will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and hirers.

Signed...

Chair, Mereworth Village Hall Committee

Date: ..

Signed.....

Secretary, Mereworth Village Hall Committee

Date: ...

Date for Next Review: May 2023

Section 02 - Responsibilities

The Village Hall Committee operates a Health & Safety Policy which seeks to provide a healthy and safe environment for all Village Hall and Sports Pavilion bookings. All sections apply equally to the Village Hall and the Sports Pavilion.

All statutory requirements for public health and safety are reviewed and implemented in accord with Local Government recommendations. 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 the appropriate departments of the Tonbridge and Malling Borough

Council, and the Kent Fire Service.

Written records of all health & safety issues are kept and available for inspection on request. An 'Accident Report Form' is also available.

User Groups must play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our H&S standards. The policy statements below 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 hall booking contract. They or their representative is then responsible for the health & safety of the group during their use of the hall facility.

User Group Supervisors

Supervisors of User Groups are responsible and have the day to day responsibilities for ensuring that operations under their areas of control are conducted in compliance with current legislation, Committee policies and approved working procedures.

Supervisors will:-

1. Instigate all accident investigations within their area of responsibility, review accident reports and progress preventative action where appropriate and follow up recommendations for future avoidance of the hazard.
2. Ensure that all control measures arising from the risk assessments carried out under the Management of Health and Safety at Work Regulations, COSHH and other associated legislation are implemented and that their respective groups receive adequate instruction on all safety rules, procedures and safe working methods (including the issue of personal protective equipment if applicable).
3. Ensure that proper safety precautions have been taken, with regard to equipment, processes, substances, articles and working methods.
4. Impart to all users under their control, the responsibilities they have to themselves and others whilst in the Hall. They are required to give personal leadership in carefully integrating safety into all aspects of the Hall.
5. Responsible for the instruction of new Trustees and Co-opted Members and Volunteers and Members on safety requirements and arrange for adequate training and instruction to be given to Trustees and Co-opted Members, Volunteers & Members on safety and health matters by internal or external training as appropriate.
6. Ensure that operators of machinery are competent and are aware of the hazards and the precautions that must be taken when operating specific types of machinery.
7. Be responsible for ensuring that accident reporting procedures are properly followed.

The Mereworth Village Hall Committee

1. The Committee together with its User Organisations is responsible for advising on, and implementation of all aspects of health and safety within the Hall and Sports Pavilion.
2. The Committee through its User Organisation's representative will maintain a close co-ordination with all divisions of the Hall Users to ensure their compliance with the statutory requirements arising from both UK and European Legislation.
3. They will ensure that Trustees and Co-opted Members, Volunteers & Members receive adequate instruction on all safety rules, procedures and safe working methods
4. They will also ensure that any hazard not previously identified in the risk assessment manual is properly identified, assessed and control measures established. Appropriate records of such assessments will be retained and the control measures monitored for as long as they are valid.
5. They will impart to all persons under their supervision, the responsibilities they (the Trustees and Co-opted Members, volunteer or group member) have to themselves and others while at work.
6. They will check on-site safety arrangements and ensure that the Committee are made aware of any safety requirements. They will initiate actions where necessary to prevent unsafe conditions.

All Trustees and Co-opted Members, Volunteers & Group Members

All Trustees and Co-opted Members and volunteers and group members have to:

1. Co-operate with the Committee on Health and Safety matters;
2. Not interfere with anything provided to safeguard their health and safety;
3. Take reasonable care of their own health and safety; and Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
4. Trustees and Co-opted Members, Volunteers and Group Members are to conform to site safety requirements and work in accordance with legislation, working procedures and codes of practice for safe working.
5. Trustees and Co-opted Members and Volunteers & Group Members should report unsafe conditions immediately to their person in charge so that they can take the appropriate action, including stopping work or activities if necessary. Report issues to the Village Hall Committee.
6. Trustees and Co-opted Members and Volunteers must use and keep in good order; any safety equipment and personal protective equipment provided to them by the Hall or their respective Organisation and report any defects in the equipment to their Responsible Person. Trustees and Co-opted Members, Group Members and Volunteers must take care of themselves and others whilst at work and co-operate with the

Committee in carrying out its statutory obligations.

Section 03 – General Points

Any point can be queried with the Committee whose word is final.

1. The entire building is non-smoking at all times.
2. No activities are allowed which involve danger to the public.
3. No obvious fire hazards are allowed on the premises.
4. No unauthorised heating appliances are to be used.
5. No hazardous substances (as regulated by COSHH) are to be used or stored in the hall.
6. No highly flammable substances shall be brought into or used in any part of the premises.
7. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the permission of the Committee.
8. The Hirer must report all accidents involving injury to the public to a member of the Mereworth Village Hall committee as soon as possible and complete an 'Accident Report Form'.
9. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible.
10. Certain types of accident or injury must be reported on a separate Local Authority form. A Mereworth Village Hall Committee member will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Section 04 – Use of the Kitchen

1. 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.
2. Users must remove all food at the end of their booking. Outside rubbish bins are provided for disposal of waste. Bags of food waste must not be left within the external rubbish bins provided. Excessive rubbish created such as by parties should be removed by the hirer.
3. The kitchen and utensils should be left in a hygienic state – usable by the next booking. Cleaning facilities are provided. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to the Booking Secretary.
5. While these standards are followed by the Hall's cleaner, 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.
6. No Children or Minors are allowed within the Kitchen area without

- adequate supervision at all times.
7. Electric Kettles must be switched off at the wall and unplugged and emptied after use.

Section 05 - First Aid Functions

1. First Aid boxes are sited in the kitchen. No qualified First Aider is provided by the hall. Users are advised to consider and resolve their own First Aid requirements.
2. A schedule is completed/signed by an Authorised member of the Committee to check the contents and remove/ replace any out of date items.

Section 06 - In Case Of Fire

Regarding Safe Escape in the event of a Fire

1. Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times such as not to impede emergency evacuation.
2. All fire doors are marked as such and under no circumstances are to be wedged open. For all events, the hirer must check that all exits are unobstructed – this includes checking that emergency exits are unlocked and functional as intended.
3. Fire drills are not regularly practiced. User Organisations are responsible for practicing their own fire drills.
4. In the event of an outbreak of fire however slight, the building must be evacuated immediately and the Fire Brigade called – fire extinguishers are provided at the exits to assist in clearing a path for emergency exit.
5. The muster point dependant on safety either the far side of the village hall car park to the rear of the building or the far side of Butchers Lane down from the hall. To the side of the Sports Pavilion. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire.
6. The Fire Service should then be called on 999.

Section 07 - Accident Reporting

1 All accidents / incidents must be reported, preferably to the Secretary (however minor). This is to allow the Committee to consider Risk reduction and provide safer facilities and methods of operation. Incidents must be recorded in the relevant premises accident book.

Section 08 - Management Of Health & Safety at Work Regulations 1999

1. The Committee has adopted a systematic approach to minimise or control the risks created in all our work activities, and areas (See Risk Assessments).
2. The Committee and Safety Representatives have conducted a widespread system of Risk Assessment.
3. The Risk Assessments carried out include: -
 - 1 Identifying the hazards of the workplace.
 - 2 Assessing the risks and recording the findings.
 - 3 Establishing whether existing safeguards are adequate.
 - 4 Implementing suitable measures to ensure that risks are eliminated or controlled.
4. The results of the assessments will where necessary dictate formal documentation for safe working procedures, and detailed risk assessment documents, which will be made available to all Trustees and Co-opted Members and users of the facilities.

Section 09 - Common Hazards & Observations within The Village Hall and Sports Pavilion

1. No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practical to the Committee.
2. In the event of a power failure – an emergency lighting supply is automatically triggered to illuminate exit routes.
3. Children are to be supervised at all times. The hall has many features such as a kitchen; toilets, and storage cupboards which while necessary for hall activities, potentially offer hazards during careless and unacceptable behaviour.
4. The Village Hall has a furniture store room. Care must be taken moving furniture in and out of this room, and all items must be stored such as to avoid accidents from over-stacking.
5. Users are responsible for the safe operation of all equipment they bring into the Village Hall or Sports Pavilion which must have a current Portable Appliance Tested (PAT) label. Electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989.
6. The Village Hall and Sports Pavilion's electrical and gas facilities are regularly inspected by authorised personnel and a certificate issued. Any user noting any questionable defect should report it immediately and where appropriate cease using the faulty appliance.
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.

8. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards. Lengths of floor cable covers are to be used.
9. Certain rooms/cupboards are generally locked for authorised access only – as stated on the doors.
10. A regular Asbestos Survey of the Village Hall and Pavilion has been undertaken detailing any asbestos containing materials, any identified ACM's are indicated by red/black warning labels.

Section 10 - Manual Handling Operations Regulations 1992

1. The Committee has a commitment to achieve the elimination of manual handling hazards.
2. An analysis is carried out in which manual handling activities are clearly identified and approached in a considered way in order to, so far as is reasonably practicable, avoid the need for Trustees and Co-opted Members to carry out Manual Handling Operations which may involve risk of injury.
3. Risk Assessments identify the foreseeable hazards of Manual Handling in moving storage, tables, and chairs.
4. Users will ensure that lifting operations in their area of responsibility are carried out in accordance with safe practices.
5. They will be responsible for confirming that the Risk Assessments are applicable for the proposed lifting operation and that they are conversant with both the Risk Assessments and the safe working procedures.

Section 11 - Workplace (Health, Safety, Welfare) Regulations 1992

1. Incompliance with the Workplace regulations we carry out assessments of the workplace (Hall & Rooms) to ensure that all Premises, Devices or Systems are maintained in an efficient state, efficient working order, in good repair, and subject to a suitable maintenance system (where appropriate).
2. A schedule of assessment is made/signed every month signed by an Authorised Member of the Committee covering: -
 - * Ventilation * Temperature * Lighting * Cleanliness & Waste Materials
 - * Washing Facilities * Room Dimensions & Space * Seating*
 - Conditions of Floor and Traffic Routes* Access to site, Doors & Locks.

Section 12 – Working Alone Safely

1. Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work Act and the Management of Health and Safety Regulations still apply.

2. To this end, safe systems for monitoring and assessing the risks involved, and putting measures in place to avoid or control the risks have been established.
3. All relevant hazards are identified and the appropriate control measures chosen. An invaluable source of information on hazards is the consultation with our Trustees and Co-opted Members & users on health and safety matters.
4. Control measures will include instruction, training, supervision, protective equipment etc. It is essential that the employer takes steps to check that control measures are used and review the risk assessment from time to time ensure it is still adequate.
5. Risk assessment will help decide on the level of monitoring and/or supervision. Some high - risk activities may require the presence of another person.
6. Examples where a second person may be required will be electrical work at or near exposed live conductors. The risk of violence, particularly late at night may also need to be considered.

Section 13 - Control of Substances Hazardous to Health Regulations 2002 (COSHH)

General Policy

1. The Committee will ensure the collection of up-to-date information on the toxicity and potential hazards of all substances used by the organisation. The information will be available to those with a legitimate need for that information.
2. The Committee will limit exposure to and, where necessary, monitor the use of substances hazardous to health as an ongoing priority. Particular care will be taken with the introduction of new substances and the risks assessed as required.
3. A manual containing COSHH assessments will be prepared if required.

Section 14 – Sub Contractors and Suppliers

1. The persons responsible for assessing the competency of sub-contractors and suppliers prior to the commencement of works will be the Committee or Premises Safety.
2. All Sub-Contractors, suppliers or third party service providers are:
 - 1 Expected to comply with, and read, the provisions of our safety policy.
 - 2 Ensure that any operatives under their control or employ have the competence and knowledge of our safe working procedures and also that they will comply with the committee safety policy as issued.
 - 3 Sub-contractors are not entitled to modify, alter or otherwise interfere with any plant, equipment, or materials for which they have no responsibility or need to use, unless otherwise authorised by the Committee Treasurer.

- 4 To ensure that any injury sustained or damage caused by sub-contractors or drivers in our work area must be reported to the site supervisor immediately.
 - 5 Need to arrange the provision of suitable welfare facilities and first aid equipment for their Trustees and Co-opted Members unless arrangements have been made on their behalf by the site management.
 - 6 To observe all statutory provisions concerning dangerous, hazardous, explosive, inflammable or other volatile substances and materials which they shall bring on site.
 - 7 To keep all work places, for which they are responsible, clean and tidy and to clear them periodically as work progresses.
 - 8 To wear protective clothing and use safety equipment appropriate to the operation that they are undertaking and also to observe our Environment.
 - 9 This will require the reporting and documenting of relevant codes of practice and regulations that control that activity.
3. All Sub-Contractors will generally be expected to actively cooperate in the implementation of our Health & Safety culture. They will be required to exert and prove the due diligence to what is considered incumbent upon any normal commercial enterprises, construction companies and heavy industry as a whole. All contractors must sign the separate 'Contractors Asbestos Permit to Work' form prior to the commencement of any work which is available from the Asbestos Co-Coordinator.

Monitoring

1. To ensure compliance, the above points are to be checked on a regular basis at Monthly meetings, during site inspections etc. by the Committee and in general by the vigilance of all committee members whilst on site or in a work area.

Section 15 – Working at Height Regulations 2005

1. We recognise that we must do all that is reasonably practicable to prevent anyone from working at heights, to this end we will ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.
2. Where we cannot avoid working at height, we will ensure the following:
 - Ensure that the work is properly planned, appropriately supervised and carried out in as safe a way as reasonably practicable
 - Plan for emergencies and rescue
 - Take account of the risk assessment carried out under regulation 3 of the management of health and safety at work regulations 1999.
 - Ensure that work is postponed while weather conditions endanger

- health or safety.
 - Ensure that everyone involved in the work is competent (or, if being trained is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.
 - Where other precautions do not entirely eliminate the risk of a fall occurring, we will advise those who will be working at height how to avoid falling, and how to avoid or minimise the risk of injury to themselves should they fall.
3. When we select electing equipment for work at height we will:
- Use the most suitable equipment;
 - Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);
 1. Take account of:
 - The working conditions; and
 - Risks to the safety of all those at the place where the work equipment is to be used.

Section 16-Asbestos

See Appendix 2 for full details of the Asbestos Policy.

Section 17 – Monitoring of the system

The monitoring of the Health and Safety Policy is essential to provide information that is needed in order to achieve effective control over the management of health and safety. It is primarily carried out as indicated below.

Inspections

External Inspections, typically:

1 Health and Safety Representatives – Covering

- Attending an open invitation to our meetings to assess and discuss our Policy

2 Insurance Company Assessors – Covering

- Fire, public and employers liability issues, claims, assessing premiums and security.
- Site condition reports.

Reports are issued to the Committee and are followed up and actioned along with any recommendations.

Safety Audits

1. Regular safety audits will be carried out to ensure the effectiveness and relevance of the health and safety policies and management systems in place, at the Village Hall and Sports Pavilion and Car park locations, Safety audits will be carried out by the Committee.
2. The audit will ensure that action is taken to eliminate any deficiencies noted. The results of the safety audits will be discussed at the Committee

management review meeting.

Accident/Hazardous Incident Reports

1. All accidents and hazardous incidents will be investigated by a Committee member and reported to the full Committee.

Schedule One

MEREWORTH VILLAGE HALLS

Registered Charity No. 266640

CONDITIONS OF HIRE FOR MEREWORTH VILLAGE HALL, SPORTS PAVILION, AND/OR ANY EQUIPMENT

- 1) All applications for the hire of the hall, pavilion or equipment must be in writing, and forwarded on completion to the Booking Secretary, or other appointed member of the Mereworth Village Hall Committee (hereinafter referred to as "the Committee"). The person by whom this application form is signed for all purposes be considered the Hirer and liable as such.
- 2) An additional deposit of £100 is required at the time of booking, which is returnable if all the conditions are adhered to and the hall and surroundings are left in a clean and tidy condition. The Committee may retain part or all of the deposit if the function is not ended at 11:45 pm after hiring, if other conditions are not met, or if equipment is damaged. All hire charges, including the deposit, must be paid at least two weeks before the date of hire.
- 3) No intoxicating liquors shall be sold unless an occasional licence for the hall or pavilion shall be in force at such time, and the hirer shall produce such licence to the Booking Secretary before the commencement of the hiring.
- 4) The hirer shall be entirely responsible for obtaining any other licence that may be required by law, having regard to the nature of the function and indemnifying the Committee against any claims which may arise from the failure to do so.
- 5) The hall is licensed with the Performing Right Society and Phonographic Performance Limited for playing recorded music.
- 6) The Committee shall not be responsible for any loss or damage to any property arising out of hiring, nor for any loss, damage, or injury which may be incurred by, or be done, or happen, to any person or persons resorting to the hall during the hiring, arising from any cause whatsoever, or for any loss due to any breakage of machinery, failure of the supply of electricity, gas, leakage of water, sewage, fire, government restriction, or act of God, which may cause the hall or pavilion to be temporarily closed for the hiring to be interrupted or cancelled. The hirer shall indemnify the Committee against any claim, which may be made by any person resorting to the hall during the hiring in respect of any such loss, damage or injury. The hirer shall at all times keep the access to fire doors unblocked, and the fire doors left closed at all times (not wedged or held open in any way).
- 7) The right to entry to the hall is reserved to any member of the Committee or any other authorised agent of that Committee and any police officer at any time during the hiring.

- 8) The Hirer shall at the expiration of the period of the hiring leave the hall/pavilion in a clean and orderly state. The Committee may, if it thinks fit, charge the hirer for any expense incurred as a result of the hall/pavilion being left in a dirty, disorderly or damaged state and charge to the Hirer the cost of remedying any defect or disrepair or for any damage caused to the hall/pavilion, furniture, equipment, or fittings during the period of the hire, retaining towards such charge all or part of the deposit paid pursuant to clause 2.
- 9) The Hirer shall not permit or suffer to be done on the demised premises anything which may be a nuisance or annoyance or cause inconvenience to the owners and occupiers of adjoining or neighbouring property.
- 10) The Hirer shall ensure at the expiration of the period of hiring that all electrical installations are switched off and all gas and water fittings are turned off. The Committee may if it thinks fit charge the Hirer for any extra expense it may incur as a result of them not complying with this condition of hiring.
- 11) The Hirer shall ensure that all vehicles parked outside the hall in connection with this hiring shall be parked to avoid any possible obstruction to the access way of properties adjoining or adjacent to the hall.
- 12) The Committee reserves the right to refuse the hire of the hall to any person or organisation.
- 13) No admission charge shall be made to any function, except by a recognised club or society.
- 14) The Hirer shall endeavour to ensure that not more than 90 persons shall attend at any one time any function / dance / entertainment in the hall.
- 15) The Committee reserve the right to impose from time to time as they think fit extra or special conditions in respect of every or one hiring of the hall and the intention to make such extra or special conditions will be notified to the person applying for hire at the time of booking.
- 16) It is the responsibility of the Hirer to supply at their expense all sundries such as toilet paper, soap, detergents, towels and any other additional items that may be required. Please ensure that disposable items such as paper towels, serviettes and nappies are not flushed down toilets, as this is likely to cause a blockage.
- 17) The Hirer must be over 21 years of age, remain in the hall during the period of hire, and be responsible for the collection and return of the key.
- 18) For parties between the ages of 10 - 18 the hirer must have a supervisory ratio of 1 adult per 10 children
- 19) Certain doors within the hall leading to the fire exits are fitted with cabin locks. These will only be in use if the hirer makes the decision to use them at their own risk.
- 20) A full copy of the Health and Safety policy manual is available upon request (and on the Mereworth Parish Council web site www.mereworthpc.kentparishes.gov.uk/default.cfm?pid=2333). The Hirer is responsible for reviewing the policy and for compliance with the terms of the policy.

- 21) Under no circumstances should water (from floor cleaning etc) be thrown over the soft-surfaced covered play area at the rear of the hall, as this renders it unusable by the pre-school playgroup.
- 22) The Hirer must ensure that lifting operations in their area of responsibility are carried out in accordance with safe practices.

Schedule 2

Fire Risk Assessment – Mereworth Village Hall and the Sports Pavilion

Description of Premises

Mereworth Village Hall is a brick-built single-story community building situated in Butchers Lane.

The Sports Pavilion is a brick built single story building with attic space and is situated on the recreation ground in The Street.

The Hall is a registered charity (No 266640) and is run by a Management Committee of local volunteers. The committee consists of representatives from user groups and elected members of the public, and its members are all Managing Trustees of the Charity.

The building comprises an entrance hall, separate men's, women's and disabled toilets, a storage room (for furniture and other equipment) and a separate kitchen (with a serving hatch). There are two halls which are available to hire for both private and public events.

There is a car park to the rear of the building, with space for approximately 10 cars. There are emergency exits leading directly out of the building from the storeroom, the front entrance hall and the toilet area. These premises and the Sports Pavilion meet all the requirements of the Disability Discrimination Act 1995 and the Equality Act 2010.

The Sports Pavilion comprises of an entrance hall, separate men's and women's toilets, a shower room for officials, two changing areas for teams, one reception room and a separate kitchen (with a serving hatch).

Both buildings are hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities. A written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement (Schedule 1).

The Booking Form and Rules of Hire draw the hirers' attention to the health and safety that the Booking places upon them.

The buildings are not licensed for the sale of alcohol. Hirers are responsible for arranging a temporary event license (if required) and for meeting the obligations of the license.

Principle Uses of the Village Hall and Sports Pavilion

The Village Hall is used for a wide variety of functions. These cover, but are not limited to; Pre-school, and Community activity groups, Parish Council meetings, private parties etc.

The Sports Pavilion is used for a wide variety of sporting and community activities and events

The Village Hall Management Committee will encourage all regular users of both buildings to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own Group of users and their activities.

This Fire Risk Assessment has been done by the Village Hall Management Committee to cover all aspects of the Hall and Pavilion, but in particular for those Hirers who are not familiar with the layout and equipment.

The Management Committee encourages Hirers to make themselves aware of the exit routes, the firefighting equipment, and the plans of the buildings detailing the location of the equipment and the escape routes. The plans are available to all users and are also on the Notice Boards.

People at Risk of Fire

The Hirer shall note that on leaving the buildings that all lights are turned off, doors closed, heating turned down to pilot (which is ZERO not off) Night storage to be left on (during winter months), all rubbish, boxes, goods, etc., to be taken away, and the buildings to be swept (and mopped if liquids spilt), and all left in a clean and tidy condition. Keys are the responsibility of the Management Committee.

Hall and Pavilion Users

These will generally be familiar with the Village Hall or Pavilion.

Those that aren't will find the simple layout easy to navigate and assimilate. In the Village Hall, the large hall has an easily identifiable fire exit, and the small hall has easily identifiable fire exits on both sides.. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. The fire exit through the store room is fitted with a push bar release.

The Pavilion has exits through the entrance doors or the doors opening onto the playing fields.

Disabled Persons

At a typical function there may possibly be a limited number of people with disabilities

It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on a level with the paths outside, which are either concrete or paved, or decking. The exit through the front door of the Village Hall has a specially designed ramp to ensure safe access and exit, so there are no barriers to wheel chairs.

Children

It is the responsibility of hirers to ensure all children within the Hall or Pavilion are supervised and that they are given adequate assistance in the event of an

evacuation. Primary hall user groups, such as Play Groups are expected to have carried out their own Fire Risk Assessment.

Other Members of the Public (who are not using the hall)

Members of the public may walk past the Village Hall or Sports Pavilion.

FIRE ASSEMBLY POINTS

Sports Pavilion

Mereworth Village Hall

Car park at the A228 end

Dependant on safety either far bay of the village hall car park to the rear of the building or far side of Butchers Lane down from the hall.

Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrics in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board.	Open to the air
Gas leak in mains supply to fires	Any combustible materials close to the kitchen and Halls	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc.)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. electric hob, oven, fridge, hot water boiler, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking accidents	Hot oil igniting on the hob or under the grill. Food burning in the oven or on the hob.	Open to the air
Faulty lighting system	The lighting equipment itself, the ceiling panels and tiles around it.	Open to the air

Children playing with matches or other combustibles	Any combustible material close to where the children are playing, including children's clothes and hair.	Open to the air
Arson	Could be any source	Open to the air

Fire Hazard	Likelihood 1-Low 5-High	Risk to people from fire hazard	Measures to avoid or reduce	
			The Hazard	Risk to people
Fire inside the Village Hall or Sports Pavilion	3	Smoke inhalation. Burns. Death.	Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once a year. The location of the firefighting equipment and exits are clearly marked on a plan of the Village Hall, or Sports Pavilion which is published on the notice board by the main entrance. Ensure that suitable fire detection equipment is installed and maintained. The Village Hall Committee will take the advice of the fire practitioner to increase,	Ensure hall users/hirers know how to evacuate the building, where the firefighting equipment is located and where the assembly point is. Also ensure the hirers know they must organize a fire marshall to check the building has been vacated and that the fire brigade has been called out if appropriate. Ensure all fire door exits are checked for illumination, ease of opening and that emergency exit routes are clear, on a weekly basis. The Village Hall Committee

			change, or move location of the fire detection/fighting equipment as appropriate. A test of continued illumination in event of a power failure will be carried out quarterly. A test of smoke alarms will be carried out quarterly Ensure that the Village Hall and Pavilion furnishings are made of non-combustible materials or material that has been fire proofed to the standard applicable at the time of purchase. This includes curtains and chairs. etc. Village Hall and Sports Pavilion users will be asked to remove all their rubbish when they leave the building.	tests the ease of access to and through the escape routes and to the assembly point at least once a year and logs the results. Ensure that a record of key holders is kept. Users will be made aware of their responsibilities via the booking process. Regular user groups will be advised to carry out their own risk assessments and that a copy will be lodged with the Village Hall Committee.
Fire on premises outside the Village Hall or Sports Pavilion	1	Potentially evacuating people towards the source of the fire		Ensure hirers understand and accept their responsibilities to evacuate the building in the event of a fire and to allocate

				a fire marshal to ensure a proper and safe evacuation.
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances, electric fires, or portable devices.	1	Electrocution while attempting to put out the fire with water	A qualified practitioner checks the internal electric installation once a year (including portable electric appliances) and the overall power supply to the Village Hall or Sports Pavilion at least once every 5 years. A certificate of inspection will be obtained for each inspection.	Ensure suitable firefighting equipment is available close to the likely sources of electrical fires.
Smoking	3	Smoke inhalation, Burns	A No Smoking policy will be enforced throughout the premises. Signs will be strategically placed.	
Cooking Accidents	3	Smoke inhalation and burns	Ensure users are aware of appropriate safety precautions concerning the use of cookers. Ensure that fire blankets are strategically placed near the appliances.	
Children playing with matches or other	2	Smoke inhalation and burns		Ensure Hirers are aware of their responsibility to

combustibles				supervise children whilst on the premises.
Arson	1	Smoke inhalation and burns	Ensure appropriate levels of security lighting and/or CCTV is installed and maintained. Ensure Village Hall and pavilion hirers are aware of their responsibilities for the buildings during their occupation and take reasonable steps to prevent willful damage.	Wherever possible locking mechanisms for ensuring internal safety without compromising emergency routes are fitted.
Gas leak in main supply to Gas fires	1	Death from Explosive combustion and associated damage	Ensure that the Gas Fires are maintained at least once per year and that during the inspection the engineer checks the sections of the gas inlet pipeline. A safety inspection certificate should be obtained after each service.	

APPENDIX 1

MERWORTH VILLAGE HALL AND

MERWORTH SPORTS PAVILION ASBESTOS POLICY



Mereworth Village Hall
Butchers Lane
Mereworth
Kent
ME18 5QD

Mereworth Sports Pavilion
The Street
Mereworth
Kent
ME18 5LS

Issue Date: 25th October 2016

Plan Issue by: Mr Rene Bennet, MVH

Plan Implemented by: Mrs Gill Kirby

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1. Purpose

1.1 The purpose of an Asbestos Management Plan is to control the risk to health associated with asbestos and asbestos containing materials, by ensuring compliance with the following legislation.

- The health and Safety at Work etc. Act 1974 requires an employer to provide a safe workplace.
- There are duties to prepare a risk assessment and to make written assessments to protect those at risk in the Management of Health and Safety at Work Regulations 1999.
- There are duties to maintain workplace buildings and premises to protect occupants and workers under the Workplace (Health, Safety and Welfare Regulations) 1992.
- Arrangements to deal with asbestos during refurbishment may also be required by the Construction (Design and Management) Regulations 2007.
- The Control of Asbestos Regulations 2012 introduces a specific duty to manage the risk from asbestos-containing material in premises. Specifically Regulation 4 – Duty to manage asbestos in non-domestic premises.

1.2 This Asbestos Management Plan has been tailored to the requirements of the MVH and the Sports Pavilion and will:

- Identify and describe the administrative lines of authority for managing asbestos and asbestos materials.
- Outline responsibilities, procedures and systems for the effective management of asbestos containing materials and the minimisation of health risks associated with the presence of asbestos.

2. Duty to Manage

2.1 'Owners and occupiers of non-domestic premises, who have maintenance and repair responsibilities for those premises, have a duty to assess them for the presence of asbestos and the condition of that asbestos. Where asbestos is present the duty holder must ensure that the risk from the asbestos is assessed, that a written plan identifying where the asbestos is located is prepared and that measures to manage the risk from asbestos are set out in that plan and are implemented.' Control of Asbestos Regulations 2012 – Work with materials containing asbestos Regulation 4 Guidance.

2.2 As stated in the Control of Asbestos Regulation 2012, the asbestos Co-ordinator recognises the duty to manage all asbestos containing materials in the following premises:

Mereworth Village Hall
Butchers Lane
Mereworth
Kent
ME18 5QD

Mereworth Sports Pavilion
The Street
Mereworth
Kent
ME18 5LS

3. Nomination of Asbestos Coordinator

3.1 Mrs Gill Kirby has been named as Asbestos Coordinator, responsible for all asbestos related activities and legal responsibilities as detailed in the Control of Asbestos Regulations 2012, at Mereworth Village Hall and Mereworth Sports Pavilion.

3.2 It is recognised that the above Mrs Gill Kirby is suitable for the role of Asbestos Coordinator and has sufficient levels of; authority, resources and competence to effectively fulfil the role.

3.3 The Asbestos Coordinator will retain both a typed and a computerised version of all asbestos-related documents for easy retrieval and distribution.

4. Nomination of Asbestos Consultancy

4.1 Spectra Analysis Services Ltd has been nominated to assist the Asbestos Coordinator in their role as duty holder.

4.2 Mereworth Village Hall and Mereworth Sports Pavilion has assessed Spectra Analysis Services Ltd as suitable to perform the role of an asbestos consultancy, as the following requirements are fulfilled:

- Spectra Analysis Services Ltd is an independent UKAS accredited laboratory (UKAS Testing number 1506 & UKAS Inspection number 170)
- All Spectra Analysis Services Ltd personnel engaged in the analysis of any bulk samples taken from site to be tested for the presence of asbestos hold a current BOHS P401 (Identification of asbestos in bulk samples) certificate or CCP.
- All Spectra Analysis Services Ltd personnel attending site to carry out any surveying or risk assessments on behalf of the Asbestos Coordinator in their role as duty holder hold a current BOHS P402 (Building surveys and bulk sampling for asbestos including risk assessments and risk management strategies) certificate or CCP.
- All Spectra Analysis Services Ltd personnel attending site to carry out any analytical support on behalf of the Asbestos Coordinator in their role as duty holder hold current BOHS P403 (Asbestos fibre counting) and P404 (Air sampling and clearance testing of asbestos) certificates or CCP.
- Spectra Analysis Services Ltd has a number of personnel who hold a current BOHS S301 and the Certificate of Competence in Asbestos (COCA) that are available to answer any legislative or technical queries that the Asbestos Coordinator may have.

4.3 All parties are fully aware that although some duties have been delegated to Spectra Analysis Services Ltd, the legal responsibility cannot be delegated and remains with the Asbestos Coordinator.

5. Operating Policy

5.1 Asbestos containing materials are a potential hazard if they are disturbed, cut, drilled or removed without taking the appropriate precautionary measures to prevent the exposure of all persons in the vicinity. Within the Mereworth Village Hall and the Mereworth Sports Pavilion potential exposure to asbestos can occur through the following route.

- Through damage or disturbance of asbestos containing materials during maintenance, repair, refurbishment or demolition.

5.2 The risk from exposure to asbestos shall be kept to a minimum as far as is reasonably practicable by:

- Arranging for competent persons to undertake surveys of its premises to identify the presence of asbestos containing materials. Within its premises such assessments shall be in line with HSG 264 Management Survey requirements unless refurbishment is being undertaken in which case a Refurbishment/Demolition survey shall be carried out.
- Arranging for competent persons to sample and analyse any suspect materials. All such testing shall be carried out by a UKAS Accredited Laboratory.
- Section 5 of the Asbestos Inspection Report details the register of asbestos containing materials and their location. In addition the location of asbestos containing materials in both premises is identified by a red/black warning label.
- Undertaking thorough assessment of the risks posed by each asbestos containing material identified, taking into account – product type, condition, surface treatment, position and vulnerability.
- Arranging for competent persons to deal with any damaged or friable asbestos containing material, by removal and replacement, or encapsulation, whichever method presents the least risk of asbestos fibre release and will minimise the potential for future exposure.
- Ensuring that where asbestos containing materials are found to be in sound condition and not subject to damage, they are left undisturbed and their condition periodically monitored.
- Providing suitable and sufficient information and instruction to any contractors working on the site.
- Ensuring, where work with asbestos containing materials must be undertaken, it is undertaken by licenced contractors using safe working practices. These would be adopted by its employees, temporary workers and contractors.

- Periodically reviewing the asbestos management plan every 12 months to ensure that it is adequate and that it continues to meet both legal requirements and the needs of the business.

6. Administrative lines of authority

6.1 Responsibilities of the Asbestos Co-ordinator

- Co-ordinate the Asbestos Management Plan.
- Appoint a competent company / person to carry out an asbestos survey of all site buildings.
- Arrange for assessments of the risks posed by asbestos containing materials contained within the buildings and assist in the development of appropriate safe working practices.
- Maintain a register of survey results, periodically updating when necessary.
- Arrange for the labelling of asbestos containing materials identified during the survey where deemed necessary.
- Review the results of the risk assessments and arrange for remedial actions to ensure that risks categorised with a score greater than 10 are reduced using an appropriate technique.
- Arrange for sampling of suspect asbestos containing materials via a UKAS Accredited Laboratory as required.
- Arrange a medium to long term asbestos removal plan based on potential risk and need for general refurbishment.
- Arrange all asbestos removal works and work on or near asbestos containing materials using the Asbestos Removal Assessment Plan and the procedures for working on or near asbestos containing materials.
- Develop and maintain a routine surveillance programme for asbestos containing materials comprising re-inspection on a 5 yearly basis and, where appropriate, air monitoring.
- Ensure that all contractors under their control have been made aware of any asbestos containing materials.
- Ensure that a risk assessment and safe method of work has been carried out by the contractor before allowing any work on or near asbestos containing materials and complete the 'Contractors Asbestos Permit to Work' form.

- Ensure that they are knowledgeable of the main points of the asbestos survey of the buildings which they occupy.
- Have knowledge of the Emergency Action required in the event of damage to asbestos containing materials.

6.2 Responsibilities of Contractors

- Undertake risk assessments of all work activities. Where the presence of asbestos containing materials is identified or suspected, appropriate arrangements are to be discussed with the Asbestos Co-ordinator.
- Only disturb, or work on asbestos containing materials if they have permission to do so, hold appropriate HSE licence, have the Asbestos Co-ordinators approval, have received appropriate training and have read and understood any relevant Asbestos Surveys, risk assessments and safe methods of work practices.
- Immediately report to the Asbestos Co-ordinator any material they suspect of being an asbestos containing material before disturbing, or working on it.
- Immediately stop work and report to the Asbestos Co-ordinator any damage to any asbestos containing material caused by their work activity, as per Emergency Action Plan.

7. Asbestos Surveys

7.1 Whilst asbestos has been identified in both premises these are of low risk. They either require no further action or monitoring/managing on an on-going basis, risk scores are either 2 or 3 in all cases.

A full copy of the latest report can be provided upon request from the Asbestos Co-ordinator Gill Kirby 01732 846192 e-mail gill.kirby@talktalk.net

8. Administration of the Asbestos Management Programme

8.1 Any issues/concerns relating to asbestos in either building should be immediately reported to the asbestos Co-Ordinator who will liaise with the Committee Chairman and contact Spectra Analysis Services Ltd for advice and guidance and agree any necessary inspections.

9. Management Plan Review

9.1 The asbestos plan will be reviewed annually.

10. Emergency Procedures

10.1 In the event of damage to an asbestos containing material, potentially resulting in the release of airborne asbestos fibres, the following actions must be taken:

- The Asbestos Coordinator must be notified immediately;
- If the Asbestos Coordinator suspects a disturbance has been made, the area must be cleared of personnel and access immediately restricted.

- Any personnel whose clothes have become contaminated must double-bag these items for later cleaning or disposal;
- The Asbestos Coordinator should employ the services of Spectra Analysis Services Ltd and take what action is deemed necessary.

10.2 The survey should be updated and the appropriate risk assessments carried out on the damaged asbestos containing material.

10.3 The results of any and all air monitoring including reassurance, leak, background and clearance air tests are to be kept for a minimum of five years, whilst the results of any personal monitoring must be kept for forty years.

11. Working on or near asbestos containing materials

11.1 The majority of work with asbestos containing materials must be carried out by a HSE Licensed Contractor, however there are some tasks which can be carried out by a designated competent person rather than non-licensed contractors as long as they comply with all of the following:

- The work is undertaken by a competent person. To be considered a competent person an individual will have received and be in possession of an up to date basic operative training certificate. Be trained in decontamination procedures, hazardous materials waste transfer.
- The work to be carried out must be of a non-licensable nature. Normally, non-licensed work includes work on asbestos-containing textured coatings, asbestos cement, on some other bonded asbestos-containing materials.

6.2 The Health & Safety Executive have produced a number of 'Task Sheets' that detail what asbestos related work can be carried out without a license. The sheets also describe best practice on carrying out that work whilst reducing exposure to an adequate level. This information can be found on the HSE web site at <http://www.hse.gov.uk/asbestos/essentials/>

12. Asbestos Warning Label

12.1 When labelling asbestos containing materials present within premises, it is recommended that the label is used in accordance with the Control of Asbestos Regulations 2012.

13. Record Keeping

13.1 The following records shall be kept in support of this document for a period of five years:

- Asbestos Surveys and risk assessments
- Work activity risk assessments and safe methods of work
- Asbestos sampling results
- Routine visual inspection and air monitoring results
- Emergency visual inspection and air monitoring results
- All visual inspection and air monitoring results from asbestos removal/remedial works (excluding personal monitoring)

- Asbestos containing material remedial work/removal records, including relevant HSE notifications
- Asbestos Contractor approval records
- Records relating to the transportation and disposal of waste asbestos containing materials, including Environment Agency issued Consignment Notes.

13.2 The following records shall be kept in support of this document for a period of forty years:

- Asbestos Incident reports
- Occupational health records
- Personal monitoring reports



