



CLARENCE HALL HEALTH, SAFETY & FIRE POLICY

Last updated January 2023

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PART 1 - POLICY STATEMENT

This document is the Health, Safety and Fire Policy of The Clarence Hall, Crickhowell.

The Clarence Hall, Crickhowell is a registered charity (1187701) and a company limited by guarantee (11971202). The Trustees of the Hall have delegated the management of compliance with this policy to The Clarence Hall Management Board ("Management Board"), which is the management body for The Clarence Hall, Crickhowell.

Our policy is to:

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

The Management Board is committed to compliance with all Health and Safety legislation and to acting positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Management Board considers the promotion of the health and safety of its Trustees, volunteers and those who use its premises, including contractors who may work there, to be of great importance. The Management Board 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. To this end, the Management Board will seek to encourage employees, volunteers, and users to engage in the establishment and observance of safe working practices.

Volunteers, hirers, contractors and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Management Board, 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.

Signed *Dean Christy*
 (On behalf of the Management Board)
Name: Dean Christy

Position: Chair, The Clarence Hall Management Board

Date: 20 January 2023

Review Date: 20 January 2025

PART 2 - ORGANISATION OF HEALTH & SAFETY - RESPONSIBILITIES

The Management Board has overall responsibility for health and safety at The Clarence Hall, Crickhowell.

The persons delegated by the Management Board to have day-to-day responsibility for the implementation of this policy are the members of the Hall's Health & Safety Committee:

1. Sam Ady (overall responsibility)
2. David Jeremiah 3. Duncan McInnes

Health & Safety Noticeboard This is where Health & Safety notices and public information are posted. It is located in the Bar.	Health & Safety Wall Cabinet This is where all Health & Safety documents and the First Aid Box are kept. It is located in the Kitchen.
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It is the duty of all Hall users, visitors and contractors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Board in keeping the premises in a safe and healthy condition.

There is a general Risk Assessment, available on request and posted on the Health Safety noticeboard, which all users of the Hall should read and note. Where appropriate, if the activities of users might carry risks which are not included in the general risk assessment, they will be expected to carry out their own risk assessment and hand a copy to the Secretary in advance of the activity taking place.

Any external bodies including contractors who intend carrying out maintenance or repair work inside or outside the building are expected to carry out their own risk assessments and provide the person with responsibility for Health & Safety (see above) with a copy before commencing work.

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 persons above, or the Secretary, Ann Chamberlain, 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. Contact details for reporting faults and damage can be found on the Health & Safety Noticeboard.

The following persons have responsibility for specific items:

First Aid Box	Ann Chamberlain, Secretary
Accident / RIDDOR Reporting	Ann Chamberlain, Secretary
Fire precautions and checks	Health & Safety Committee / Nigel Brace (Caretaker)

Risk Assessment & Inspections	David Jeremiah / Nigel Brace (Caretaker)
Information to Contractors	Health & Safety Committee
Information to Hirers	Ann Chamberlain (Secretary) / Nigel Brace (caretaker)

A plan of the hall is attached showing the location of:

- fire exits
- fire extinguishers
- fuse box
- stopcock
- boiler

In the event of an accident there is a first aid box in the Health & Safety Wall Cabinet (see Part 4 – Accidents & Accident Reporting).

PART 3 - FIRE SAFETY

Fire Precautions and Checks

The Management Board monitors the effectiveness of its arrangements for the planning, organisation, control, monitoring and review of fire preventative and protective measures by means of its **Fire Risk Assessment document**, which is stored in the Health & Safety Wall Cabinet.

The Fire Risk Assessment includes the following documents:

- a) Floor Plan with detailed evacuation procedures
- b) Fire Precautions and Evacuation Procedures – Guidance for Hirers
- c) “In Case of Fire” notice

These 3 documents are displayed prominently within the Hall. They also form part of the Hire Agreement so that organisers of events are also made aware of them.

3.1 Fire Authority

Mid and West Wales Fire and Rescue Service
Lime Grove Avenue
Carmarthen
SA31 1SP
Tel: 0370 6060699
Website: <https://www.mawwfire.gov.uk/eng/>
Email Address: mail@mawwfire.gov.uk

3.2 Responsibility for annual inspections and maintaining and servicing the fire safety equipment, electrical systems and heating/hot water systems:

- (i) Name Blackwood Fire Limited
 Responsibility Fire Extinguishers
 Telephone No. 01495 220399
- (ii) Name Chris Griffiths, Electrician
 Responsibility Electrical installation, including emergency lighting
 Telephone No. 07974 764810
- (iii) Name Steve Williams & Sons Ltd.
 Responsibility Gas boiler and heating/hot water installation
 Telephone No. 07855 864407

3.3 Location of Service Records: Health & Safety Wall Cabinet

3.4 Checks & Routine Maintenance

Item	Responsibility	Frequency
Fire resisting doors, walls & partitions	Health & Safety Committee & Nigel Brace (Caretaker)	Monthly
Escape routes & exit doors		Monthly and before an event
Fire safety signs		Monthly
Fire warning system		Monthly
Fire fighting equipment		Monthly
Emergency Lighting		Monthly and 6-monthly

3.5 Gas Leak: if you suspect a gas leak, call the National Number: 0800 111 999

PART 4 - ACCIDENTS & ACCIDENT REPORTING

4.1 Nearby Hospitals & GP Surgeries

Minor injuries: <i>(e.g. broken bone, sprain, bruise, wound, small burn, bite, minor eye or head injury)</i>	Nevill Hall Hospital, Brecon Road, Abergavenny, NP7 7EG Available 24 hours per day, 7 days per week Telephone: 01873 732732
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Serious injuries and life-threatening emergencies	The Grange University Hospital* Caerleon Road, Llanfrechfa, Cwmbran NP44 8YN Tel: 01633 493100
Doctor's surgery	The nearest doctor's surgery is: Crickhowell Health Centre, Beaufort Street, Crickhowell, Tel: 01873 810255

* The Grange University Hospital provides specialist services to seriously ill patients or those with significant injuries, and it is the designated trauma unit for Gwent. It is likely that if you need to be cared for at The Grange University Hospital, you will be directed there by a Healthcare Professional or taken there after calling 999.

4.2 Defibrillator

The nearest defibrillator is located in the Crickhowell Resource & Information Centre, situated next door to the Clarence Hall, opposite the public toilets.

4.3 First Aid Box

The First Aid Box is located in The Health & Safety Wall Cabinet.

The person responsible for keeping this up to date is:

Ann Chamberlain

4.4 Accident Forms

Accident forms are located in the Health & Safety Wall Cabinet.

A form must be completed whenever an accident occurs.

The follow-up of accidents is the responsibility of

Ann Chamberlain

The Secretary must be notified of the accident immediately so that the completed form can be reviewed and any necessary action taken. The form will then be confidentially filed.

4.5 RIDDOR: (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Reports can be completed online via the Health & Safety Executive website
<https://www.hse.gov.uk/forms/incident/>

The person responsible for completing RIDDOR forms
and reporting accidents is:

Ann Chamberlain

(i) RIDDOR - Specified Injuries to Workers

The following major injuries or incidents must be reported.

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

(ii) RIDDOR - Occupational diseases

Reportable diseases are those which are linked with occupational exposure to specified hazards.

(iii) RIDDOR - Dangerous Occurrences

The list of dangerous occurrences is designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. This allows the authorities to learn about the circumstances and their causes, providing valuable information which can be used to help prevent accidents.

Full information on RIDDOR regulations and what needs to be reported can be obtained via the website of the Health & Safety Executive:

<https://www.hse.gov.uk/riddor/index.htm>

PART 5 - SAFETY RULES

5.1 Hirers and visitors

All hirers are required to read the whole of the Hiring Agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/ training by the Secretary and/or Caretaker about safety procedures on hall premises which they will be expected to follow and will be shown

the location of Accident Reporting Forms, General Risk Assessment and Fire Evacuation Procedure.

Hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Management Board, with all safety requirements set out in the Hiring Agreement and safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others. The Management Board reserves the right to terminate the hire agreement if these requirements are not observed.

Where appropriate, if the activities of users might carry risks which are not included in the general risk assessment, they will be expected to carry out their own risk assessment and hand a copy to the Secretary in advance of the activity taking place.

5.2 Minimisation of Risk

The Management Board has carried out risk assessments which are regularly reviewed (see paragraph 5.3). The following practices must be followed in order to minimise risks:

- All emergency exit doors must be clear and unlocked throughout the hiring;
- Electrical equipment must not be operated or touched where there are signs of damage;
- Steps or ladders must not be used unless properly secured and another person present (see para 5.5 “Working at Height”);
- Portable electrical appliances must not be left operating while unattended;
- Portable gas appliances must not be used without expressed permission from the person responsible for health and safety;
- Portable electrical items which have not been PAT tested must not be brought onto the premises;
- No attempt must be made to move heavy or bulky items - trolleys must be used;
- Do not stack chairs too high – no more than 10;
- No attempt should be made to carry or tip a water boiler when it contains hot water- it must first be left to cool;
- Children must not be allowed into the kitchen except under close supervision (e.g. for supervised cookery lessons or, for older children, supervised serving of food at functions). Overcrowding should be avoided and running should not be allowed;
- Suitable protective clothing must be worn when handling cleaning materials. Protective gloves and aprons are located in the filing cabinet drawer 4 in the scene dock;
- In order to guard against slipping hazards, all spills must be mopped immediately, particularly on stairs or polished floors. A ‘caution, wet floor’ sign is available in the cleaning cupboard in the kitchen;

- Do not leave any objects or items of equipment where they may pose a tripping hazard. Adequate lighting must be used to avoid tripping in poorly lit areas;
- Any evidence of damage or faults to equipment or the building's facilities must be reported to the Secretary or one of the nominated Trustees – contact details are on the Health & Safety notice board;
- Accidents must be recorded on an Accident Reporting form, kept in the Health & Safety Wall Cabinet, and also reported to the Secretary – see section 4.4.

5.3 Risk Assessments and Inspections

It is the responsibility of every Trustee to identify and report any unsafe or unhealthy practice or condition they may observe.

Trustees with responsibility for aspects of Health and Safety will report to the Management Board immediately on any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or volunteers.

The persons delegated by the Management Board to have day to day responsibility for providing safe conditions, equipment and systems for all users are:

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|------------------------------------------|
| 1. Sam Ady |
| 2. David Jeremiah 3. Duncan McInnes |

The appointed persons are responsible for organising regulatory inspections by approved external bodies, carrying out formal inspections and reviewing and where necessary revising, the health and safety risk assessment.

Equipment for regulatory inspection includes gas boiler and gas appliances, fire alarms, electrical services and electrical appliances. Equipment for informal inspection includes step ladders, smoke alarms, carbon monoxide alarm.

5.4 Contractors

Checks will be made with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the Management Board.
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience).
- Contractors have adequate public liability insurance cover.
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes).

- Contractors do not work alone on ladders at height (if necessary an employee or a member of the Management Board should be present).
- Contractors have their own health and safety policy for their staff.
- The contractor knows which member of the Management Board is responsible for overseeing that their work is as asked and to a satisfactory standard.
- 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.

5.5 Working at Height

Working at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Common causes are falls from ladders and through fragile roofs. The Work at Height Regulations 2005 aim to prevent death and injury from a fall from height. An HSE advisory booklet on Working at Height can be found in the Health & Safety wall cupboard and should be referred to before any such work is undertaken.

5.6 Food Hygiene

In compliance with local authority regulations, the Clarence Hall has been registered with Powys County Council as a food premises and has been awarded a 5* rating.

Any Hirers using the kitchen/bar facilities must comply with the information relating to Food Hygiene that is held in the Health & Safety wall cupboard.

5.7 COSHH (Control of Substances Hazardous to Health)

The only substances used in the Hall are cleaning products. Washing up liquid is kept in the kitchen as it needs to be accessible. Other substances are kept in the locked cleaning cupboard with access for authorised hall users only.

A COSHH Risk Assessment has been prepared which is located in the Health & Safety Wall Cabinet.

5.8 COVID precautions

The Management Board complies with the most up to date guidance issued by the Welsh Government concerning the running of the Hall and prepares any necessary Covid risk assessments relating to events organised by the Management Board.

Hand sanitizer and wipes for hall users and hirer's use are provided at the entrance, in the toilets and in the kitchen.

The Management Board requires that all hirers will also follow Welsh Government rules relating to their particular activity and it is the hirer's responsibility to familiarise

themselves with the prevailing rules and to prepare any required Covid risk assessment.

If these requirements are not observed, the Management Board reserves the right to terminate the hire/licence immediately, without refunding part or all of the hire fees. The Hirers/Licensors carry all liability flowing from any failure to observe the Terms and Conditions.

PART 6 – GENERAL ARRANGEMENTS

6.1 Licence(s)

The hall has a Premises Licence issued by Powys County Council.

Other licences are applied for on an ad hoc basis.

6.2 Insurance

The Clarence Hall's Employer's Liability and Public Liability insurance cover is provided by:

Ansvar Insurance

Policy No. CCP2218710

Date of Renewal: annually on 6th April

6.3 Review of Health and Safety Policy

The Management Board will review this policy at least annually.

Health & Safety is a fixed item on the agenda of the monthly Management meeting.

Date of last update and approval by Management Board: January 2023

Date of next review: January 2025

Responsible officer: Sam Ady