



# THE CADBURY HALL, FRAMPTON

## HEALTH AND SAFETY POLICY

**Location:** Cadbury Hall, Lake Lane, Frampton on Severn, Glos. GL2 7HG

**Date of this review:** August 2016

**Prepared by:** FCA Executive Committee (EXC)

### **Part 1. General Statement of Policy**

This document is the Health and Safety Policy of The Cadbury Hall, Frampton (as controlled by Frampton on Severn Community Association).

Our policy is to:

- Provide healthy and safe working / recreational conditions, equipment and systems of occupation for any employees, contractors, volunteers, committee members and hirers
- Keep the premises and equipment in a safe condition for all users
- Provide such training and information as is necessary to staff, volunteers and users

It is the intention of the EXC to comply with all Health and Safety legislation and to act positively, where it can reasonably do so, to prevent injury, ill health or and danger arising from its activities and operations.

The EXC considers the promotion of the health and safety of all those who use the premises (including contractors who might work there) to be of great importance. The EXC recognises that the effective prevention of accidents depends as much on the committed attitude of mind to safety as on the operation and maintenance of the building, equipment, furniture and fittings. To this end, it will seek to encourage all volunteers, committee members and users in the establishment and observation of safe practices.

**Users, hirers and all visitors will be expected to recognise that there is a duty on them to comply with practices set out by the EXC, with all safety requirements set out in the hiring agreement and with safety notices displayed in the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.**

D.A. Gardner

Position:

Chair of FCA General Committee of Trustees and FCA Executive Committee

Date:

August 2016

## Part 2. Organisation of Health and Safety

The EXC has overall responsibility for health and safety at The Cadbury Hall, Frampton.

The persons delegated by the EXC to have day to day responsibility for, and to oversee implementation of this policy is:

Name: D A Gardner  
Position: Chair FCA Committees

**It is the duty of all volunteers, users, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the EXC in keeping the premises safe and healthy, including the surrounds.**

Should anyone using the Cadbury Hall premises come across a fault, damage or other situation which might cause injury and which cannot be immediately rectified, they should inform one of the people named 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 should not be used.

The following persons have responsibility for specific items:

- First Aid Box DG
- Reporting Accidents DG
- Fire Precautions/Checks JB /FSSC staff
- Risk Assessments EXC
- Inspections EXC
- Information to contractors NW
- Information to hirers SM
- Insurance JB
- Training in the use of hazardous equipment and substances EXC

### Cadbury Hall Plan:

A plan of the premises showing the location of fire exits, fire extinguishers, main electricity cable, electricity distribution boards, water stop cock, boiler house, stairs and loft access points is attached.

## Part 3. Arrangements and Procedures

### 3.1 Licences: Licensing Act 2003 - Premises Licence - Issued by Stroud District Council - Dated

The Cadbury Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated

<b>Licensable Activity authorised:</b>	<b>Times:</b>
Live Music	Every Day from 0900 to 2400 (midnight)
Recorded Music	Every Day from 0900 to 2400 (midnight)
Facilities for Making Music	Every Day from 0900 to 2400 (midnight)
Activities similar to live & recorded music and dance	Every Day from 0900 to 2400 (midnight)
Performance of Dance	Every Day from 0900 to 2400 (midnight)
Facilities for Dancing	Every Day from 0900 to 2400 (midnight)
Facilities for entertainment similar to music & dancing	Every Day from 0900 to 2400 (midnight)
Plays	Every Day from 0900 to 2400 (midnight)

The consumption and sale of alcohol anywhere within the Cadbury Hall premises is controlled by FCA through FSSC.

<u>Day</u>	<u>Licensing Hours</u>
Monday	1200 - 2300
Tuesday	1200 - 2300
Wednesday	1200 - 2300
Thursday	1200 - 2300
Friday	1200 - 0000
Saturday	1200 - 0000
Sunday	1200 - 2230

### **3.2 Fire Precautions and checks**

The Fire Risk Assessment for the Cadbury Hall is attached to this document

A plan of the premises indicating fire exits, location of fire extinguishers and evacuation assembly points is also attached.

	<b>Contact details</b>	<b>Any further action needed</b>
Person with responsibility for testing (see the Fire Risk Assessment)	J Ball - Weekly checks FSSC staff - Daily checks	
Gloucestershire Fire & Rescue contact details	Waterwells Business Park, Quedgeley, Glos. 01452 753333	
Fire Alarm system contact	Security One Ltd., Unit 6, The Glenmore Centre, Waterwells Business Park, Quedgeley, Glos. GL2 2AP	
Fire Extinguisher maintenance contact	Security One Ltd., Unit 6, The Glenmore Centre, Waterwells Business Park, Quedgeley, Glos. GL2 2AP	

#### Testing schedule:

<b>Item</b>	<b>Test interval</b>	<b>Location / other notes</b>	<b>Next 'Service' date</b>
RCD	Weekly check	Main distribution cupboard	<a href="#">September 2020</a>
Emergency lighting	Weekly / Monthly	All areas	Ongoing
Fire Exits	Weekly	All areas	As required
Fire Extinguishers/ Blankets	Weekly check/Annual service	All areas	<a href="#">May 2017</a>
Electrical Installation	5 years		<a href="#">September 2020</a>
PAT	Bi-annually	Secretary to notify all user groups	<a href="#">October 2017</a>

### **3.3 Procedure in case of Accidents:**

The location of the nearest hospital A&E dept.	Gloucestershire Royal Hospital Great Western Road, Gloucester
The location (and Tel. No.)for the nearest doctor's surgery	The Surgery Tel.: (01452 740213) Whitminster Lane, Frampton on Severn. GL2 7HR
First Aid Boxes are located : Burns Kit located:	1. Kitchen 2. Hall store 1. Kitchen
The person responsible for keeping this up to date is:	DG
The 'accident book' :	Kept with the First Aid box. This must be completed whenever an accident occurs
Any accident requiring treatment by the doctor or attendance at A&E must be reported to the member of the Executive Committee responsible who is:	DG
The person responsible for completion of RIDDOR forms and reporting accidents is:	DG

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

- a fracture (other than to fingers, thumbs or toes)
- any injury resulting in 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 the skin
- acute illness requiring medical treatment which may have resulted from a biological agent, its toxins or infected material

#### **Examples of reportable 'dangerous occurrences' would include:**

- electrical short circuit or overload causing fire or explosion
- unintended collapse or partial collapse of a building under construction or alteration, or of a wall or a floor
- explosion or fire

### **3.4 Safety Rules**

It is the intention of the Cadbury Hall, Frampton Management Committee (on behalf of the trustees of Frampton Community Association) 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 or operations.

**Employees, 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 committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility and to do everything they can to prevent injury or harm to themselves or others.**

The management committee has carried out risk assessments. The following procedures must be followed by all users to minimise risks:

- make sure all emergency exit doors and exit routes are clear whilst using any of the facilities
- do not operate or touch any electrical equipment where there are any signs of damage, exposure of components or signs of water penetration
- only work on steps, ladders or at height when equipment is properly secured and another person is present
- make sure portable electrical appliances are not left unattended when switched on
- do not bring onto the property any portable electrical appliances which have not been (currently) PAT tested
- do not attempt to lift heavy or bulky items and always use the trolleys provide for moving tables and chairs
- children should not enter the kitchen unless under close supervision and for a specific purpose e.g. for a supervised cookery lesson or, in the case of older children, to assist with the serving of food at a function
- be aware of and follow basic food hygiene rules
- wear suitable protective clothing when handling cleaning materials
- report any evidence of damage or equipment faults or the building's facilities to a member of the management committee as soon as possible
- report every accident (however minor) in the 'accident book'
- be aware of and seek to avoid the following risks:
  - creating any slipping hazards on stairs, polished or wet floors - mop spills immediately
  - creating tripping hazards such as buggies, umbrellas, brushes and other items left in rooms and corridors
  - use adequate lighting to avoid tripping in poorly lit areas
  - any risks to individuals related to sole occupancy of any area of the building
  - creating 'toppling' hazards by piling equipment / inappropriate use of racking in storage areas

#### **Work by contractors:**

The management committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both contractor and committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications and experience
- contractors have adequate public liability insurance
- contractors are aware of any hazards which might cause problems e.g. location of electrical wiring
- contractors do not work alone from ladders or at height
- contractors have their own H&S policies / assessments for their staff
- the contractor knows which committee member is responsible for overseeing / signing off their work

#### **Responsibilities of Hirers:**

***All hirers will be expected to read the whole of the hiring agreement and will be required to sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information/training by the bookings secretary (or his/her representative from the Management Committee) about safety procedures at the Cadbury Hall which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move tables etc.) and will be shown the location of the First Aid Kit, Accident Book, Cleaning kit etc.***

## Part 4. Insurance

The following insurance policies are in place:

Type	Insurer	Policy Number	Values	Renewal Date
Cadbury Hall Buildings	Gloucestershire CC	N/A	N/A	24 June 2017
FCA Buildings	AON UK Ltd Maven Underwriters	VM/M/000704	Sevenside Scout HQ Buildings - £ 156K	18 March 2017
Contents	As above	As above	Cadbury Hall - £ 105 421	As above
Public liability	As above	As above	£ 5m	As above
Employer Liability	As above	As above	£ 10m	As above
Other risks	As above	As above	Trustees Indemnity - £500K Business Interruption - £75K Legal Expenses - £100k	

## Part 5. Review of Health and Safety Policy / Assessments

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

The Executive Committee will review this policy and related assessments annually.

Abbreviations: GEC - FCA General Committee of Trustees  
EXC - FCA Executive Committee  
FSSC - Frampton Sports and Social Club Ltd.  
DG - Miss D Gardner (Chair FCA Committees)  
NW - N Wills (Vice Chair FCA Committees)  
JB - J Ball (FCA Hon. Treasurer)  
SM - Mrs S Murray (Bookings Secretary)  
PB - P Broomfield (FSSC)

*Next Assessment Review Date -  
August 2017*