



Billingshurst Centre Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of the Billingshurst Centre, operated by Billingshurst Parish Council as Sole Managing Trustee.

Our policy is to:

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

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

Billingshurst Parish Council considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Council 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, it will seek to encourage employees, Councillors and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Council, 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: (On behalf of the Council)

Name

Position

Date

Part 2: Organisation of Health and Safety

Billingshurst Parish Council has overall responsibility for health and safety at the Billingshurst Centre.

The person (s) delegated by the Council to have day to day responsibility for the implementation of this policy is/are:

Name Mrs Norma Sullivan, Centre Manager
Telephone No: 01403 787690

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

Should anyone using the Centre come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the person above, as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the Centre Office.

The following persons have responsibility for specific items:

First Aid box	Centre Manager
Reporting of accidents	Centre Manager
Fire precautions and checks	Centre Manager
Training in use of hazardous substances and equipment	Centre Manager
Risk assessment	Parish Clerk
Inspections	Centre Manager
Information to contractors	Centre Manager
Information to hirers	Centre Manager
Insurance	Parish Clerk

Boiler Room contains:

Boiler
Emergency gas shut off
Main incoming electricity supply
Main distribution board

Disabled Toilet contains:

Water stop cock

Corridor outside Council Chambers:

Secondary distribution board

Stage:

Secondary distribution board



BILLINGSHURST

Community & Conference **Centre**

Fire Extinguishers

Foyer

Main Hall

Stanley Room

Stage Corridor

Council Chambers

Outside Committee Room 1

Corridor by Transport Office

Top of Stairs

Parish Office

Fire Exits

Main Entrance

East and West sides of Main Hall

Back Stage Corridor

Stanley Room

Rear Entrance

Council Chamber One

End of Corridor

Loft Access

Outside Kitchen

Parish Office

Part 3: Arrangements and Procedures

3.1 Licence

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

Activity	The hall is licensed for	Times for which the activity is licensed
a. The performance of plays	√	
b. The exhibition of films	√	
c. Indoor sporting events	√	
d. Boxing or wrestling entertainment	√	
e. The performance of live music	√	
f. The playing of recorded music	√	
g. The performance of dance	√	
h. Entertainments similar to those in a – g		
i. Making music	√	
j. Dancing	√	
k. Entertainment similar to those in i – j		
l. The provision of hot food/drink after 11pm	√	Every day between 0900 and 2300 hours 2300 until midnight each and every day 1200 hours on New Years Eve until 0200 hours on New Years Day
m. The sale of alcohol	√	1200 until Midnight each and every day 1200 hours on New Years Eve until 0200 hours on New Years Day

3.2 Fire Precautions and Checks

Person at the Centre with responsibility for testing for the fire risk assessment:

Centre Manager

Local Fire Brigade contact name: West Sussex Fire and Rescue

Fire Brigade contact telephone no.: 999

Company hired to maintain and service fire safety equipment:

Name: ADT

Address: Compass House, North Harbour Business Par, Compass Road, PORTSMOUTH PO6 4PS



BILLINGSHURST

Community & Conference Centre

Tel No.: 02392 304444
Location of service record: Centre Office filing cabinet

Item Test interval

Emergency Lighting	Monthly visual inspection
Fire fighting appliances	Annually
Electrical installation	5 years

EMERGENCY FIRE PLAN

This Emergency Fire Plan has been prepared by Greg Burt as the responsible person for the premises known as Billingshurst Centre to comply with **The Regulatory Reform (Fire Safety) Order 2005** [FSO].

The position of Centre Manager will be responsible for the provision of **safety assistance** to assist the responsible person in carrying out their duties under the FSO.

This Emergency Fire Plan applies to all Centre and Parish Council Staff.

✓ **Action on discovering a fire**

Break the nearest break glass call point, the fire alarm should sound. There is a list of the locations of break glass call points in appendix 1.

✓ **Calling the Fire Service**

Dial 999 and ask for the Fire Service.

Your location is Billingshurst Centre, Roman Way, Billingshurst RH14 9QW.

✓ **Evacuation of all relevant persons from the premises**

Leave by the nearest fire exit and do not return to the building until the Emergency Services have said it is safe to do so. Only tackle a fire with the extinguishers provided if your escape route is blocked.

✓ **Power/process isolation**

The incoming supply is located in the boiler room at the rear of the building. Do not return to the building to isolate the power, but alert the fire service to the location of the isolation switch.

✓ **Places of assembly and roll call**

Each area of the building has an Emergency Plan which details its assembly point, as appendix 2. Visit each assembly point and check that the hirer has evacuated all the attendees from their room. Alert the Emergency Services if you suspect there are people still in the building. Do not re-enter the building yourself.

✓ **Liaison with emergency services**

Identify yourself to the Emergency Services as Centre Staff.

✓ **Specific responsibilities in the event of fire**

You are responsible to ensure that all Centre users are counted at the assembly points, and it is your responsibility to alert the Emergency Services to any persons unaccounted for.

✓ **Return to the Building**

Do not re-enter the building until told safe to do so by the Emergency Services.

✓ **No Fire Found**

In the event of the Emergency Services declaring that no fire has been found, follow the fire panel fault instructions as appendix 3 and locations of fire detection devices in appendix 4.

✓ **Identification of key escape routes**

Signage for key escape routes is checked during the weekly property inspection.

✓ **The fire-fighting equipment provided**

The presence of fire fighting equipment is checked during the weekly property inspection and is maintained on a contract. Fire fighting equipment should only be used if your escape route is blocked by fire. Do not tackle the fire yourself otherwise.

✓ **Training Required**

Your fire procedures training will be refreshed annually and fire extinguisher training every two years. A log will be maintained of training.

Appendix 1

BREAK GLASS CALL POINT NUMBER	LOCATION
1	Outside Committee Room 1
2	Back Door
3	Foyer
4	Main Hall east side
5	Main Hall west side
6	Stage Corridor
7	Stanley Room
8	Outside Committee Room 2
9	Outside Council Chamber 1
10	Corridor Fire Exit by CT Office
11	Parish Office landing

Appendix 2

Assembly Points

Assembly Point	Locations
Front Car Park	Council Chamber 1
	Council Chamber 2
	Main Hall
Side Car Park	Committee Room 1
	Committee Room 2
	Community Transport Office
	Parish Office
Rear Car Park	Changing Room 1
	Changing Room 2
	Foyer
	Kitchen
	Police Office
	Stanley Room

Appendix 3

BILLINGSHURST VILLAGE HALL

FIRE PANEL FAULT INSTRUCTIONS

1. Look at the panel and note which zone is in fault – the red light will be illuminated.
2. Press RESET.
3. If the red light goes out, record the fault in the fault log.
4. If the red light does not go out, phone ADT on 0844 800 1 999 contract number 1000073128 and advise them that the panel has a fault in zone x and will not reset. Record the fault in the fault log.

Appendix 4

Billingshurst Village Hall Fire Alarm Zones

ZONE 1	Caretaker's Office	Smoke Detector
	Committee Room 1	Smoke Detector
	Exit Doors from Corridor	Break Glass
	Corridor	Smoke Detector
	Ladies WC	Smoke Detector
	Gents WC	Smoke Detector
	Boiler Room	Heat Detector
	Cleaning Cupboard	Smoke Detector
ZONE 2	Main Entrance Doors	Break Glass
	Entrance Corridor	Smoke Detector
	Kitchen	Heat Detector
	Stanley Room	Smoke Detector
	Stanley Room Fire Exits Doors	Break Glass
	Stanley Room Store Cupboard	Smoke Detector
	Police Room	Smoke Detector
ZONE 3	Exit Door Stage Corridor	Break Glass
	Ladies WC and Showers	
	Gents WC and Showers	
	Dressing Room 1	Smoke Detector
	Dressing Room 2	Smoke Detector
	Stage Store	Smoke Detector
	Stage	Heat Detector
ZONE 4	South and Main Hall	Smoke Detector
	North and Main Hall	Smoke Detector
	West Exit Doors Main Hall	Break Glass
	East Exit Door Main Hall	Break Glass
	West Main Hall Store	Smoke Detector
	East Main Hall Store	Smoke Detector
ZONE 5	Parish Office	Smoke Detector
	Filing Cupboard	Smoke Detector
	Server Room	
	Exit Door	Break Glass top of stairs
ZONE 6	Committee Room 2	Smoke Detector
	Committee Room 2 Cupboard	
	Council Chamber 1	Smoke Detector
	Council Chamber 1 Cupboard	
	Council Chamber 1 Fire Exit	Break Glass
	Council Chamber 2	Smoke Detector
	Council Chamber 2 Cupboard	
	Community Transport Room	Smoke Detector
	Corridor outside Council Chamber 1	Smoke Detector
	Corridor outside Council Chamber 2	Smoke Detector
	Fire Exit in Corridor	Break Glass



Procedure in case of accidents

The location of the nearest hospital Accident and Emergency Departments are:

St Richard's Hospital, Spitalfield Lane, Chichester PO19 6SE Telephone 01243 788122

Worthing Hospital, Lyndhurst Rd, Worthing BN11 2DH Telephone 01903 205111

The location and telephone number for the nearest doctor's surgery is:

Billingshurst Surgery, Roman Way, Billingshurst RH14 9QZ Telephone 01403 782931

The First Aid Box is located under the counter of the Main Reception

The person responsible for keeping this up to date is:
Centre Manager

The accident book/forms are kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to the Centre Manager

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

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 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 or alteration, or of a wall or floor
- explosion or fire

Safety Rules

All hirers will be expected 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 receptionist about safety procedures at the Centre which they will be expected to follow (e.g. fire evacuation procedures, use of trolleys to move equipment, use of equipment) and will be shown the location of the accident book and health and safety file.

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

The Council has carried out risk assessments. The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the Centre is to be used and throughout the hiring**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and another person is present
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than five chairs
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Hot drinks only to be sold to children under adult supervision.
- Nescafe and Go drinks must be supplied with a lid.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building's facilities to the Centre Manager.
- **Report** every accident in the accident book and to the Centre Manager.
- **Be aware and seek to avoid** the following risks:
 - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - use adequate lighting to avoid tripping in poorly lit areas
 - risk to individuals while in sole occupancy of the building
 - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - creating toppling hazards by piling equipment e.g. in store cupboards.

Contractors

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

- the contract is clear and understood by both the contractors and the Council
- 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 (e.g. electricity cables or gas pipes)
- contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- contractors have their own health and safety policy for their staff
- the contractor knows the Centre Manager is responsible for overseeing that their work is to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance

Name and address of insurer

Came & Company Local Council Insurance, 1st Floor Offices, 2 Meridian Office Park, Osborn Way, Hook, Hampshire, RG27 9HY

Telephone no of insurer 01256 395020

Policy No. 24414511 CHC

Annually Renewed on 3 October

Review of Health and Safety Policy

The Council will review this policy annually. The next review is due in October 2018.

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

Address and telephone number of organisations that can give advice on health and safety:

- The Health and Safety Executive
- The Fire Authority
- The local environmental health department.

Reviewed Oct 2017