



Hilltop Community Association (Canterbury)

Registered Charity No. 1096781

Hilltop Community Association Hall

Health & Safety Policy

Part 1 – Statement

This document is the Health & Safety Policy of Hilltop Community Association (Canterbury).

Our Policy is to:-

- 1) Provide a healthy and safe working environment, equipment and systems of work for our volunteers, trustee/committee members and hirers.
- 2) Keep the community hall and equipment in a safe, clean and working condition for all users.
- 3) Provide such training and information as is necessary to members, volunteers and users.

It is the intention of Hilltop Community Association (Canterbury) to comply at all times 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.

Hilltop Community Association (Canterbury) Management Committee considers the promotion of Health and Safety of its volunteers, members and users, including any contractors that may be employed to be of the greatest importance. The Management Committee 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 volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Volunteers, committee members, users and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the management committee, with all safety requirements set out in the hall booking agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves and others.

Signed: On behalf of the Trustees:.....
Chair - Mr J Richardson

Dated:.....



Hilltop Community Association (Canterbury)

Registered Charity No. 1096781

Hilltop Community Association Hall

Health & Safety Policy

Part 2 – Organisation

The Hilltop Community Association (Canterbury) Trustee (Management) Committee shall be responsible for the health and safety management of Hilltop's community hall.

An up to date list of Trustees can be obtained from the Secretary.

It is the duty of all committee members, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate at all times with the management committee in keeping the premises safe and healthy, including the grounds.

Should anyone using the hall come across a fault, damage or situation which might cause injury and this cannot be rectified immediately they should inform the booking secretary, as soon as possible so that the problem can be dealt with. Where equipment is damaged or the circumstances are not safe the area should be screened off and a warning put in place that the area is unsafe.

Part 3 – Arrangements and Procedures

3.1 Licences

New licensing rules were introduced in November 2005 by the implementation of the Licensing Act 2003. There are three elements of the new legislation.

1. Entertainment

The Hall is licensed by the Performing Rights Society for the playing of music. The license is renewed every year.

2. Alcohol

No alcohol is to be sold in the hall. It is permissible for guests to bring alcohol provided it is for their own consumption and is not given away free of charge.

3. Late Night Food (11pm – 5am)

The Hall has no requirement for this



Hilltop Community Association (Canterbury)

Registered Charity No. 1096781

Hilltop Community Association Hall

Health & Safety Policy

3.2 Fire Precautions and Fire Checks

The fire alarm is tested at each monthly Trustees meeting. The test is recorded on the fire alarm test record sheet in the fire alarm manual located on the shelf above the kitchen door. The fire alarm system is tested annually by a qualified electrician and the fact recorded the fire alarm manual.

Fire fighting equipment is tested annually by a qualified technician.

Portable appliances are checked annually by a qualified electrician and recorded in the portable appliance record book.

A fire risk assessment is available and reviewed annually.

In case of a fire or fire drill the **fire assembly point is at the rear of the hall next to the shed.**

3.3 Action in case of accidents

Full A & E facilities are available at:-
The William Harvey Hospital
Kennington Road
Willesborough, ASHFORD, Kent
TN24 0LZ
Tel. 01233 633331

The QEQM Hospital
St Peters Road
MARGATE, Kent
Tel. 01843 225544

Emergency Care is available at:-
The Kent & Canterbury Hospital
Ethelbert Road
CANTERBURY, Kent
CT1 3NG
Tel. 01227 766877

The first aid kit is located in hall kitchen



Hilltop Community Association (Canterbury)

Registered Charity No. 1096781

Hilltop Community Association Hall

Health & Safety Policy

3.3 Action in case of accidents - Cont.

The accident book is kept within the first aid box. This must be completed whenever an accident occurs.

Any accident must be reported to a member of the Trustees so that a review of the health & safety procedures can be undertaken.

Where a serious accident or dangerous occurrence happens a RIDDOR(Reporting Injuries Diseases Dangerous Occurrence Regulations) form must be completed.

3.4 Safety Rules

All hirers will be expected to read the whole of the hiring agreement and must sign the hiring form to confirm their agreement to the hiring conditions. All new hirers will also be given information by the booking secretary on the risk assessments carried out at the hall which they will be expected to follow and will be informed of the location of the accident book and health and safety file.

Volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the procedures set out by the Trustees, 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 and others. The Trustees have carried out risk assessments, which are attached.

3.5 Contractors

The Trustees committee will check with contractors, including self employed persons before they start work at the hall ;

- The contractors are qualified to carryout the work undertaken
- Contractors have adequate public liability insurance
- Contractors have seen the health and safety file and are aware of any hazards
- Contractors do not work a loan on ladders
- Contractors have their own health and safety policy
- Contractors have safe methods of work and risk assessments for the works being carried out.
- Any alteration the hall whether structural or electrical are carried out in accordance with current regulations.



Hilltop Community Association (Canterbury)

Registered Charity No. 1096781

Hilltop Community Association Hall

Health & Safety Policy

3.6 Insurance

The company providing the hall's Employer's Liability and Public Liability insurance cover is:

Aon Insurance UK
Policy Number :

Date of renewal is:

3.7 Review of Health & Safety Policy

The Trustees Committee will review this Health & Safety Policy annually. The next review is due in January:-

Health and Safety issues including any accidents will be reported at each Trustees meeting.

3.8 Organisation that can give advise on Heath and safety matters:

The Heath and Safety Executive

The Fire Authority

The local Environmental Heath Department.

3.9 Fire Extinguishers and Fire Exits

Fire extinguishers are located as follows:-

1. In the kitchen / by back door
2. At the hall main entrance
3. At the hall side entrance

Fire exits are, the main hall entrance, hall side entrance and kitchen door.

Fire assembly point is at the rear of the hall adjacent to the shed .

THE HALL IS A NON SMOKING AREA