

Hall Hire – Health and Safety Policy

1. This document is the **Health and Safety Policy** of the Directors and the Trustees of King's Lynn Preservation Trust hereinafter referred to as the 'Trustees'.
Our policy is to;
 - a. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, members, visitors, hirers and any future employees.
 - b. Keep the Hall premises and their facilities and equipment in a safe condition for all users.
 - c. Provide such training and information as is necessary to volunteers, users and any staff.
2. It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations within the Hall.
3. The Trustees consider the promotion of health and safety of all who use the premises, including contractors who may work there, to be of great importance. They recognise 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, they will seek to encourage all visitors, contractors and users and any staff to engage in the establishment and observance of safe working practices.
4. Any employees, contractors, visitors and users will be expected to recognise that there is a duty on them to comply with the practices 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.

Signed:

Print Name:

On behalf of the Trustees of the King's Lynn Preservation Trust

Dated:

1.0 Responsibilities for Health and Safety

- 1.1 The Trustees have overall responsibility for health and safety in the Thoresby College Hall/s and for the implementation of this policy. It is the intention of the Trustees to comply with all Health and Safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from the activities and operations in the Hall.
- 1.2 All users of the facilities are expected to read this Health and Safety Policy statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements including safety notices at the site. They will be required to sign the hiring form as evidence that they agree to the hiring conditions.
- 1.3 It is the duty of all contractors, hirers, visitors and any staff to:
 - i) Take care of themselves and others who may be affected by their activities.
 - ii) Do everything they reasonably can to prevent injury to themselves and others.
 - iii) Co-operate with the Trustees in keeping the premises safe and healthy.
- 1.4 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 Caretaker 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 reported immediately to the Caretaker.
- 1.5 Routine reviews, checks and safety inspections of safety procedures and equipment are conducted by appointed Trustees or their nominees. Further information can be obtained from the Chairman or upon request – contact details are provided in Appendix.

2.0 Safety Information

2.1 Fire Precautions and Checks

- 2.1.1 A plan of the Hall showing the location of fire exits, fire extinguishers and smoke detectors is given in Appendix 1.
- 2.1.2 A copy of the Hall Emergency evacuation procedure is attached at Appendix 2 and is also displayed on the Hall notice board. In addition, each group that meets regularly in the Hall may have its own evacuation procedure and fire drill procedure. A guide to the emergency arrangements is provided to all hirers and is attached at Appendix 3.
- 2.1.3 The service record for the fire safety equipment is available from the Caretaker upon request.

2.2 Risk Assessments

- 2.2.1 The Trustees carry out risk assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm. These risk assessments also help the Trustees to comply with the various laws and regulations contained in a wide range of legislation. Copies of the risk assessments are available from the Caretaker on request.
- 2.2.2 The risk assessments, together with the actions and outcomes they may identify, are kept under review in order to aim for the lowest level of risk possible. However, the Trustees are aware that risk can never be eliminated completely. New risk assessments are carried out, if new or changed circumstances are identified and are part of the Trustees on-going commitment to safety.

3.0 Safety Practices

The following practises must be followed in order to minimise risk:

- Make sure that all emergency exit doors are clear and unlocked as soon as the Hall 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 a 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) without the proper equipment.
- Do not stack chairs more than six high.
- 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. Avoid overcrowding and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- All faults or repairs should be noted in the Maintenance Manual
- Report every accident in the accident book and to the Caretaker.

- Be aware and seek to avoid the following risks:
 - Creating slipping hazards on steps or wet floors – mop spills immediately.
 - Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the foyer, kitchen, main hall and storage areas.
 - Avoiding tripping by using adequate lighting.
 - Risk to individuals while in sole occupancy of the building.
 - Risks involved in handling kitchen equipment eg; cooker, water heater and knives.
 - Creating toppling hazards by piling equipment eg in store cupboards.

4.0 In case of Accidents

- 4.1 The nearest Accident and Emergency / Casualty Department is;
The Queen Elizabeth Hospital, Gayton Road, King's Lynn, Norfolk PE30 4ET
- 4.2 The First Aid Box is located in the Kitchen.
- 4.3 All accidents, even minor ones, must be reported to the Caretaker, and then recorded in the Accident Book.
- 4.4 The following major injuries must be reported on RIDDOR forms;
- Fracture, other than to fingers, thumbs and toes
 - Amputation
 - Dislocation of the shoulder, hip, knee or spine
 - Loss of sight (temporary or permanent)
 - Any penetrating injury to 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 admission 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.
- Should there be an incident / accident in the Hall that requires the completion of a RIDDOR form then please contact the Caretaker for assistance.

5.0 Insurance

A copy of the Employer's Liability and Public Liability Insurance certificate for the Hall is displayed on the entrance notice board and can also be obtained from the Agent upon request.

6.0 Contractors

Before any contractor or person on site begins any work they should;

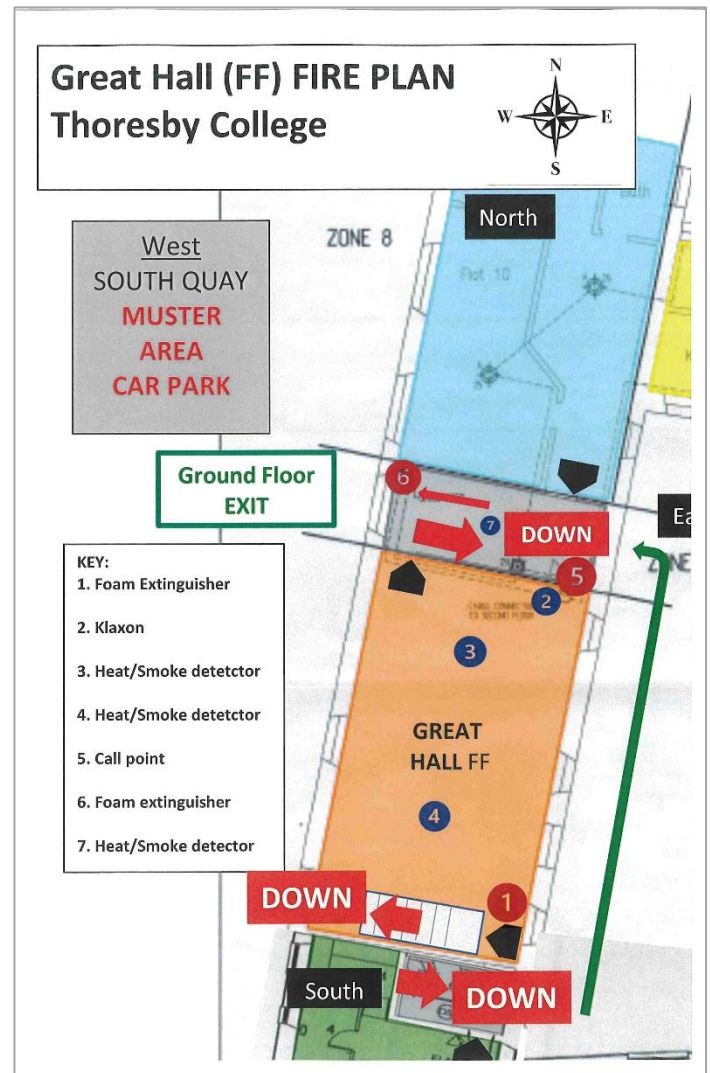
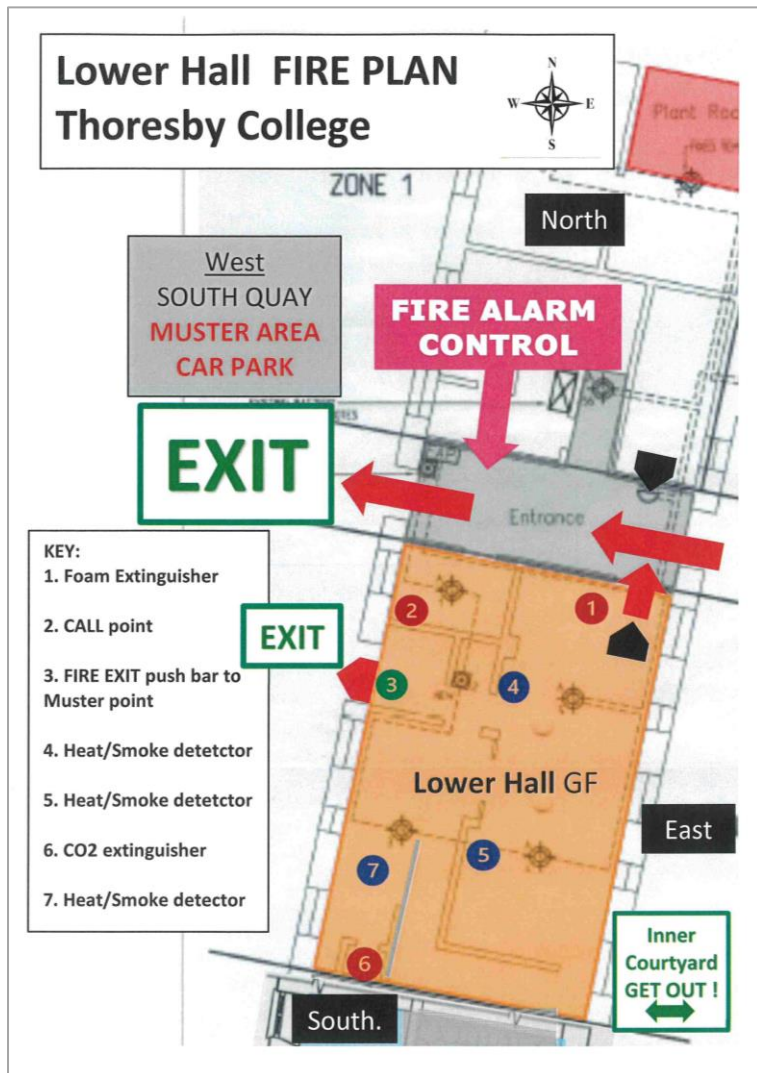
- (a) Carry out their own risk assessment
- (b) Ensure they have adequate liability cover
- (c) Familiarise themselves with this Health and Safety Policy.

7.0 Review of Health and Safety Policy

The Trustees will review this policy annually after each AGM and also as required by any change of circumstances. Individuals with responsibility for aspects of Health and Safety will report to the Trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users or employees. These reports and subsequent actions will be recorded in the minutes of Trustees' meetings.

APPENDIX 1

Hall Plans – Lower Hall (GF) and Great Hall (FF)



APPENDIX 2



Emergency Evacuation Procedure in the event of fire or other emergency.

Fire assembly point is the ;
CAR PARK TO THE WEST OF THORESBY COLLEGE [Quayside]

If you discover a fire:

1. In the event of a fire the alarm must be raised by way of verbally shouting **"FIRE"** and raise the buildings fire alarm at an **alarm point**.
2. The person in charge of the Hall or function will instruct all persons to leave the building using the nearest available exits.
3. **CALL THE FIRE BRIGADE**

DIAL 999 AND GIVE THIS ADDRESS;

**Thoresby College
Accessed off South Quay
King's Lynn
Norfolk
PE30 1HX**

4. Attendants should ensure that once the Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
5. On the arrival of the fire brigade, the person in charge of the Hall should report to the Officer in Charge, that all persons are safe, or should inform him / her of their last known position.
6. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.

If you hear the fire alarm:

1. Leave the building by the nearest fire exit.
2. Close all doors behind you.
3. Report to the person in charge at the Assembly Point.
4. Do not stop to collect belongings.
5. Do not take risks – just get out.

APPENDIX 3

Typical Emergency Plan for the Hirer /person responsible.

A Caretaker is not always present on the premises. As the responsible person for the event / function, you have the legal duties with regards to the safety of those persons assisting or attending the event. Key holders should keep the key and alarm code secure.

Before the event you should be aware of;

- ☐ What fire protection systems are available
- ☐ How a fire will be detected
- ☐ How people will be warned if there is a fire
- ☐ What people should do if they discover a fire
- ☐ How evacuation of the building should be carried out including arrangements for those identified as being especially at risk such as those with disabilities or children
- ☐ Where people should assemble after they have left the building and procedures for checking everybody has evacuated the building.
- ☐ Arrangements for fighting a fire
- ☐ How fire and rescue services and other services will be called
- ☐ Procedures for meeting the fire and rescue services on their arrival
- ☐ Limitation on numbers of people
- ☐ Checking all escapes are clear of obstruction

At the start of an event you should notify all present about:

- ☐ The smoking policy
- ☐ The emergency warning whistle
- ☐ The location of exits and escape routes
- ☐ Taking only valuables immediately to hand and not to go to collect other belongings
- ☐ Not leaving items on the floor that could cause obstruction eg handbags
- ☐ The location of the Assembly Point
- ☐ What will happen after an evacuation

During an event you should ensure that:

- ☐ Escape routes and exits do not become obstructed
- ☐ The no smoking policy is adhered to
- ☐ No naked flames are started (unless authorised)
- ☐ Rooms do not become overcrowded
- ☐ Permitted numbers are not exceeded
- ☐ Noise levels cannot drown out the need for emergency announcements
- ☐ You are aware of the disabled call alarm in the disabled toilet

At the end of the hiring, you should ensure that:

- ☐ The premises are left clean and tidy and equipment is returned to its correct position / storage area
- ☐ All items brought onto the premises are taken away
- ☐ All heaters including water heaters and cookers are turned off
- ☐ All electrical appliances are turned off and unplugged
- ☐ All lights not required for security reasons are turned off
- ☐ All internal doors are closed
- ☐ All exits to the premises are locked / secured and the key (if issued) is returned as arranged with the Caretaker

The information to assist with the above is contained in the leaflet "Procedures for Evacuation in an Emergency" provided with the Hall's Standards Conditions of Hire which are displayed in the hall.

APPENDIX 4

Important Contact Details

Caretaker: Steve Clarke
Tel: 07709 706753

Chairman: Gavin Lane
Tel:

Appointed Trustee: Doreen Leventhall
Tel:

APPENDIX 5**KING'S LYNN PRESERVATION TRUST****Covid-19 Risk Assessment for hire of Great Hall and Lower Hall to community groups**

Hazard identified	Who is at risk and how	How to control the risk	Further action
Transmission of virus to staff engaged in cleaning between hires.	Caretaker Cleaner	Appropriate PPE to be used by staff. Appropriate cleaning materials and cleaning routine/techniques to be agreed with KLPT staff. Hire of premises to be restricted to the two halls, stairways, quayside door and entrance hall, lavatories. The kitchen is not to be made available.	Meeting with staff to agree procedures
Transmission of virus on surfaces in areas in common use, e.g. door handles, banisters, light switches.	Hirers and those participating in events	Appropriate cleaning to take place between lettings. Hand sanitisers to be made available to users at points of entry to the building and halls. Antibacterial wipes and bins to be supplied.	Caretaker to ensure that hand sanitiser bottles are filled. Caretaker to provide.
Transmission of virus between users in the halls	Users who are exposed to respiratory spread	All hirers are required to make themselves aware of and adhere to current government regulations regarding social distancing. Seating arrangements to conform to government regulations. Windows opened to ensure ventilation. Any food or drink consumed on the premises must be brought in and all debris/washing up taken away.	Seating arrangements to be agreed with the caretaker in advance and seats to be set out by the caretaker.
Users crowding together	Users	Maximum capacity to be set at 50% of usual seating capacity – 28 for the Great Hall 12 for the Lower Hall when seats are facing forwards at 1m distances.	
Transmission of virus outside the halls	Users	Government guidance to be followed where practicable in the passageways, staircase or the lavatory area. The kitchen is not to be used or entered.	
User developing Covid-19 symptoms whilst at Thoresby, or shortly afterwards	Other users Caretaker and cleaner Residents	Caretaker to be informed. Contact details of all concurrent users to be made available to Track and Trace service. Cleaning procedures to take place immediately.	

Updated 4 June 2021