

# HARRINGWORTH VILLAGE HALL

## HEALTH & SAFETY POLICY

### Part 1 General Statement of Policy

This document is the Health and Safety Policy of Harringworth Village Hall

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employees, volunteers, Committee members, Trustees and hirers:
- b) Keep the Village Hall and equipment in a safe condition for all users: and
- c) To provide all such training and information necessary.

We also accept responsibility for other people who may be affected by our activities including all users of the Hall and contractors who may work there.

It is the intention of Harringworth Village Hall Trustees is 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 or loss arising from its activities and operations.

Harringworth Village Hall Trustees consider the promotion of the Health and Safety of its employees at work and those who use its premises or may be affected by its activities and operations to be of great importance. The Trustees 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, it will seek to encourage employees, Trustees members, trustees 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 trustees and to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves or others.

## Part 2 Organisation of Health and Safety

### 2.1 Responsibilities

The Harringworth Village Hall Trustees has overall responsibility for Health and Safety at Harringworth Village Hall.

The person delegated by the Management Trustees to have day to day responsibility for the implementation of this policy is:

Name: Philippa Gasson, Chairman

Address: Bridge Wing House, Gretton Road, Harringworth NN17 3AD Tel: 01572 747700

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

Should an employee, visitor or hirer come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, then the person with responsibility for Health and Safety (see above) or the Bookings Secretary should be informed as soon as possible in order 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 if possible, it should be moved to the store cupboard.

The following persons have responsibility for specific items:

Fire precautions and checks	Ges Dolman	01572 747385
Insurance	Nicola Wright	01572 747935
First Aid	Philippa Gasson	01572 747700
Reporting of Accidents	Nicola Wright	01572 747935
Training	Ges Dolman	01572 747385
Information to Contractors and Visitors	Ges Dolman	01572 747385
Information to hirers	Philippa Gasson	01572 747700
COSHH Regulations	Ges Dolman	01572 747385
Risk Assessment and Inspections	Ges Dolman	01572 747385
Reviewing Health and Safety Policy	Ges Dolman	01572 747385

## Part 3 Arrangement and Procedures

### 3.1 Licence

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities to be applied for on an individual basis.

- a) The performance of plays
- b) The exhibition of films
- c) Indoor sporting events
- d) Boxing or wrestling
- e) Performance of live music
- f) Playing of recorded music
- g) Performance of dance
- h) Entertainment similar to those in a-g above
- i) Making music
- j) Dancing
- k) Entertainment similar to those in i-j above
- l) Provision of hot food/drink after 11 p.m.
- m) Sale of Alcohol

### 3.2 Fire Precautions, Checks and Procedure

A copy of the Fire risk Assessment is attached/can be found in the Harringworth Trustees Policy file.

Person with responsibility for testing of fire safety equipment: Ges Dolman  
Fire Service Contact name: Ges Dolman  
Fire Service contact telephone no. 01572 747385

Company hired to check, maintain and service fire safety equipment:

Hoyles Fire and Safety  
Premier House, 2 Jubilee Way, Elland, West Yorkshire HX5 9DY  
Tel: 01422 314351

<i>Item</i>	<i>Location</i>	<i>Frequency of checks</i>
Fire alarm detectors	Kitchen & Store Room	Weekly
Emergency Lighting	Over each fire exit	Monthly
Residual current device	By front door	Monthly
Portable appliance testing		Annually
Electrical Installation		5 Yearly
Fire Exits		Monthly
Fire-fighting equipment	1 in hall 2 in kitchen	Annually
Fire-fighting blanket		Annually

## Part 4 Safety rules

Copies of all Health and Safety Risk Assessments can be found in the Harringworth Trustees Policy file.

### 4.1 Hirers and visitors

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 Booking Secretary about safety procedures at the Hall which will be expected to follow and will be shown the location of the Accident Book and Health and Safety File. As with 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 trustees, 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 Trustees have carried out risk assessments. The following practices *must* be followed in order to minimise risks:

- All emergency exit doors must be clear and unlocked throughout the hiring and all Hirers of the Hall must make visitors aware of all emergency exits and Fire Assembly Points;
- 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;
- Portable gas appliances must not be used on the premises;
- Portable electrical items which have not been PAT tested must not be brought onto the premises. No portable electrical items should be left operating whilst unattended;
- No attempt must be made to move heavy or bulky items – trolleys must be used;
- Chairs should be stacked carefully and no more than 20 to a trolley. Securing straps must be fastened before moving trolleys;
- 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;
- In order to guard against slipping hazards, all spills must be mopped immediately, particularly on stairs or polished floors;
- In order to guard against tripping hazards, items such as buggies, umbrellas etc. must not be left in halls, and especially not in corridors;
- 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 booking Secretary;
- Every accident must be recorded in the Accident Book and also reported to the Booking Secretary.

## 4.2 Contractors

The Management Trustees will always check with the contractors (including self-employed persons) before they start to work that:

- The contract is clear and understood by both the contractors and the Trustees;
- 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 which member of the Trustees 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 of the Institute of Electrical Engineers.

## Part 5 Procedure in case of accidents

### 5.1 Assistance

The location of the nearest hospital A&E/Casualty Department is **KETTERING GENERAL HOSPITAL**  
The location and telephone number for the nearest doctors' surgery is **(Uppingham)**  
**01572 823531**

The nearest Defibrillator can be found in the **Phone Box** outside **35 Gretton Road, NN17 3AD**

### 5.2 First Aid

The First Aid Box is located on the window sill in the kitchen

The person responsible for keeping this up-to-date is Philippa Gasson 01572 747700

### 5.3 Accident reporting

The Accident Book is kept in the cupboard, under the sink. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the Management Trustees responsible, who is Nicola Wright 01572 747935.

The person responsible for completing the RIDDOR (Reporting of Injuries, diseases and Dangerous occurrences Regulations 1995) is Nicola Wright 01572 747935

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

- Death except when due to illness
- Fracture, other than to fingers, thumbs or toes;

- Amputation;
- Any injury likely to lead to permanent loss of sight or a reduction in sight;
- 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 head injury, 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.

## **Part 6 Insurance Employers Liability**

The insurer named below provides the following insurance cover:

Name of insurer: AVIVA

Address and Number details: Nicola Wright 01572 747935

Policy number: VH 88/0047440/BS68231

Date for renewal: 01 June 2020

Any risks excluded or special conditions that users should be aware of:  
MINIMUM COVER £5 MILLION

## **Part 7 Risk assessments and inspections**

The person responsible is: Ges Dolman Tel: 01572 747385

Initial Risk Assessment carried out by: Roy Kedge and Sarah Chambers June 2009

Date for next review: July 2020

## **Part 8 Control of Substances Hazardous to Health (COSHH) Regulations**

All substances that are hazardous to health must be handled correctly and stored safely. Nicola Wright 01572 747935

## **Part 9 Protective clothing**

Should it be necessary, items of protective clothing and apparatus should be identified and supplied by the Management Trustees in order that no job is undertaken where it is felt that the provision of protective gear is inadequate.

## **Part 10 Training and information**

Training will be given and information provided to employees, visitors, hirers and contractors to enable them to use the Hall and Health Centre safely.

The person responsible for training is: Ges Dolman

## **Part 11 Review of Health and Safety Policy**

The Management Trustees will review this Policy annually. The next review is due July 2020.

Trustee members with responsibility for aspects of Health and Safety will report to the Trustees regularly, including details of any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users, employees and other visitors the premises.