



Health & Safety Policy

Completed by:	Village Hall Committee
Date:	September 2017
Next Review:	September 2018

Policy Statement

- This document is the Health and Safety policy of the Mendham & Withersdale Village Hall Committee, hereinafter referred to as the 'Trustees'.
- Our policy is to:
 - i. Provide healthy and safe working conditions, equipment and systems of work for our volunteers, members, visitors, hirers and any future employees.
 - ii. Keep the hall premises and playing field and their facilities and equipment in a safe condition for all users.
 - iii. Provide such training and information as is necessary to volunteers, users and any staff.
- 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 and Field.
- 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.
- 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.

Responsibility

- The Trustees have overall responsibility for health and safety in the hall and field 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 on the hall and field.
- 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.
- 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 and field safe and healthy including the car park
- Should anyone using the hall or field come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform any member of the Management Committee 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.
- 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

Safety Information

Fire Precautions and Checks

A plan of the hall showing the location of fire exits, fire extinguishers and smoke detectors is given in the separate fire risk assessment.

A copy of the Hall Emergency evacuation procedure 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.

The service record for the fire safety equipment is available from the Management Committee upon request and is also displayed at the hall.

Risk Assessments

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 Management Committee on request.

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.

Safety Practices

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exits 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 that 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 (e.g. 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 over-crowding 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 kept in the desk in the entrance foyer. 4
- Report every accident in the accident book and to the Management Committee.
- 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 e.g. cooker, water heater and knives
 - Creating toppling hazards by piling equipment e.g. in store cupboards

Safety Practices

IN CASE OF ACCIDENTS

The nearest Accident and Emergency/Casualty dept. is: Norfolk and Norwich University Hospital, Colney Ln, Norwich NR4 7UY

The nearest doctor's surgery is: Harleston Medical Practice, Bullock Fair Surgery, Bullock Fair Close, Harleston, IP20 9AT Tel 01379 853217.

The First Aid Box and Accident Book are located in the kitchen. This must be completed whenever an accident occurs. All accidents, even minor ones, must be reported to the Management Committee.

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 eye (including chemical);
- Injury from electric shock leading to unconsciousness or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, head 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 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 in the hall that requires the completion of a RIDDOR form, then please contact a member of the management committee.

Safety Practices

INSURANCE

A copy of the Employer's Liability and Public Liability Insurance certificate for the Village Hall and MUGA is displayed on the hall notice boards and can also be obtained from the Treasurer upon request.

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.