

Little Clifton Parish Village Hall

Health and Safety Policy

Part 1-General Statement of Policy

This document is the Health and Safety Policy of Little Clifton Parish Village Hall

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 village hall 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 Little Clifton Parish Village Hall Management Committee 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.

Little Clifton Parish Village Hall Management Committee 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 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 employees, committee members 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 committee, 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.

Part 2: Organisation of Health and Safety

The Little Clifton Parish Village Hall Management Committee has overall responsibility for health and safety at Little Clifton Parish Village Hall.

The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is:

Name: Carol Wilson

Address: Grinton, Chapel Brow, Bridgefoot, Workington, Cumbria CA124 1XT

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 management committee in keeping the premises safe and healthy, including the grounds.

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 person above, or the Bookings Secretary, 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 FOYER.

The following persons have responsibility for specific items:

First Aid box: Jean McCartney

Reporting of accidents: Carol Wilson

Fire precautions and checks: Carol Wilson

Training in use of hazardous substances and equipment: N/A

Risk assessment and inspections: Jean McCartney

Information to contractors: Judith Morgan

Information to hirers: Judith Morgan

Insurance: Carol Wilson

A plan of the hall is on display, showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access.

Part 3: Arrangements and Procedures

3.1 Licence

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

Activity

The hall is licensed for

- a. The performance of plays
- b. The exhibition of films
- c. Indoor sporting events
- d. The performance of live music
- e. The playing of recorded music
- f. The performance of dance
- g. Entertainments similar to those in a-f
- h. Making music
- i. Dancing
- j. The provision of hot food/drink until 10.30pm

3.2 Fire Precautions and Checks

Person on the management committee with responsibility for testing for the fire risk assessment: Jean McCartney

Local Fire Brigade contact name: RICK OGDEN-CHIEF FIRE OFFICER

Fire Brigade contact tel: 03003038623

Company hired to maintain and service fire safety equipment:

Name: BORDER FIRE

Address: 21 NOE ROAD, CARLISLE CA3 9EQ

Tel No.: 01228 595888

Location of service record: ON SIDE OF EXTINGUISHERS

Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:
WHITEHAVEN

The location and telephone no. for the nearest doctor's surgery is:

JAMES STREET PRACTICE 01900 62241

The First Aid Box is located in:

KITCHEN

The person responsible for keeping this up to date is:

JEAN MCCARTNEY

The accident book/forms are kept with the first aid box. This must be completed whenever an accident occurs.

Any accident must be reported to the member of the management committee responsible, who is:

Jean McCartney

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

Jean McCartney

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;

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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 fire
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 booking secretary about safety procedures at the hall 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.

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The committee 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 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.

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any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

Insurance

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name of Insurer: ALLIED WESTMINISTER

Address: ALLIED HOUSE, HOLGATE NUMBER, BOSTON SPA, WETHERBY LS23 6BN

Policy No.: VH 88/0047440/BS67739

Date of Renewal: 21/09/2024

Any risks excluded or special conditions users should be aware of: NO

Review of Health and Safety Policy

The management committee will review this policy annually in September.

Committee members 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.