

Health and Safety Policy

Part 1 – General Statement of Policy

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

Our policy is to: a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers, Trustees 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 Humshaugh Village Hall Trustees 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.

Humshaugh Village Hall Trustees consider the promotion of the health and safety of their employees at work and those who use the premises, including contractors who may work there, 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, they will seek to encourage employees, 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, 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.

Signed: (On behalf of the Trustees)

Name: Diana Linnett

Position: Chair of Trustees

Revision	Date	Changes
5	06/06/2023	Change to muster point, add fire extinguisher to cellar
4	14/06/2022	Part 2 Organisation of Health and Safety, 3.4 Safety Rules, Appendix F
3	08/06/2021	3.2 Fire Precautions and Checks
2	04/08/2020	Part 2 Organisation of H&S, 3.2 Fire Precautions and Checks, 3.3 Procedure in case of accidents, 3.5 Insurance
1	22/06/2019	Revision Box, 3.1 Premises Licence, 3.2 Fire Precautions and Checks
Original	01/05/2018	-

Part 2: Organisation of Health and Safety

The Humshaugh Village Hall Trustees have overall responsibility for health and safety at Humshaugh Village Hall.

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

Name: Secretary (and WI representative – Marie Roberts presently)

Telephone No: 07947 038763

Address: Long Barn, Farm Lane, Humshaugh

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 Trustees 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 Marie Roberts 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 brought to the attention of Marie Roberts or the Bookings Secretary.

The following persons have responsibility for specific items:

First Aid box: Secretary

Reporting of accidents: Bookings Secretary (Peter Woodward presently)

Fire precautions and checks: Chair (Diana Linnett presently) and Inspections Trustee (Mick Jonas presently)

Training in use of hazardous substances and equipment if required: Secretary and/or Bookings Secretary

Risk assessments: Secretary

Inspections: Mick Jonas

Information to contractors: Bookings Secretary

Information to hirers: Bookings Secretary

Insurance: Treasurer

A plan of the hall is enclosed at Appendix E showing the Fire Detection System.

Part 3: Arrangements and Procedures

3.1: Premises Licence

The village hall has a Premises Licence authorising the sale of alcohol and the playing of recorded music. Hirers should indicate on the booking form the licensable activities which will take place at their event and may be required to obtain their own licences from the appropriate authorities.

Activity	Times for which the activity is licensed
a The performance of plays	as per booking
b The exhibition of films	as per booking
c Indoor sporting events	as per booking
d The performance of live music	as per booking
e The playing of recorded music	until midnight
f The performance of dance	as per booking
g Parties, functions and meetings	as per booking
h The provision of hot food/drink after 11pm	as per booking
i The sale of alcohol	as per booking

3.2: Fire Precautions and Checks

Hirers are notified that they should announce to their guests that the two fire exits are the front doors via the porch of the main hall and the rear door via the stairs to the side of the stage. Fire extinguishers are located in the front porch, beside the gents toilets and at the rear door. The assembly point is by the fence on the south side of the hall.

Mick Jonas is the Trustee with responsibility for the fire risk assessment.

Company hired to maintain and service fire safety equipment	
Name	Firepoint Services Ltd
Address	Unit 2, Longridge Court, Barrington Industrial Estate, Bedlington, NE22 7DF
Tel:	0191 251 2233
Location of Service Record	Master retained by Treasurer, but copy enclosed in separate Fire & Electrical Inspections file (in first aid cupboard)

List of Equipment and its location:

item	Test interval	Location	Service Date
Fire fighting appliances	Quarterly, Serviced Annually	Porch, hall and rear door, cellar	See Fire & Electrical Inspections file (in first aid cupboard)
Fire alarm system	Quarterly, Serviced Bi- annually	various	See Fire & Electrical Inspections file
Electrical installation	5 years	various	See Fire & Electrical Inspections file
Portable Electrical Appliances	Annually	various	See Fire & Electrical Inspections file
Boiler	Annually	Cellar	See Fire & Electrical Inspections file

3.3: Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is: RVI Newcastle upon Tyne or Emergency Hospital at Cramlington. Hexham hospital provides a walk in centre for Urgent Care between 8am and 10pm; outside these hours dial 111.

The location and telephone no. for the nearest doctor's surgery is: Humshaugh and Wark Medical Group, 01434 681281.

The First Aid Box is located in the kitchen in the cupboard to the left of the hatch.

The accident book/forms are kept with this file. This must be completed whenever an accident occurs. Any accident must be reported to the Bookings Secretary.

The Secretary and/or Bookings Secretary is the person responsible for completing RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) forms and reporting accidents.

Types of reportable injury:

- Death
- Major injuries
- Over-seven-day injuries

For people not at work:

- Where a member of the public or person not at work has died
- Injuries to members of the public or person not at work where they are taken from the scene of an accident to hospital for treatment

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;
- 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 floor
- explosion or fire

3.4: 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 Bookings 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 notified of the location of the accident book and health and safety file.

It is the intention of Humshaugh Village Hall 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 their activities and operations.

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 with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

During the 2020 and 2021 Covid pandemic the Trustees implemented a robust policy regarding operation of the hall for users, which included various risk assessments, including increased frequency of inspections when the building is lightly used, enhanced cleaning procedures and the

provision of Personal Protective Equipment. This was all implemented in line with the prevailing relevant government guidelines and procedures, and if necessary in the future, the Trustees would implement such a policy again.

The Trustees have carried out risk assessments (see Appendix A). 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.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not leave portable electrical appliances operating while unattended
- Hirers who bring their own devices on to the premises are responsible for ensuring they are in safe working order.
- Exercise caution when moving tables and chairs, do not attempt to carry too many chairs, and beware trapped fingers when opening and closing table legs
- Do not attempt to carry the water boiler when it contains hot water. Leave it to cool for as long as possible, slide it to the sink, and use the tap to empty it.
- Do not allow children in the kitchen/kitchenette except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid over-crowding in the kitchen/kitchenette and do not allow running.
- The kitchen has a kitchen fitted to professional catering standards. The supper room has a kitchenette corner. Those who use the kitchen for professional catering purposes are responsible for their own training in food hygiene standards.
- Take care when carrying items from the kitchen/kitchenette down the stairs into the hall, use trays where possible
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to the Secretary
- Report every accident in the accident book to the Bookings Secretary
- Be aware and seek to avoid the following risks:
 - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors

- use adequate lighting to avoid tripping in poorly lit areas
- risks 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.

3.4.1: Contractors

The Trustees will check with contractors (including self-employed persons) before they start 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 Trustee 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.

3.5: Insurance

The hall's Employer's Liability and Public Liability insurance is provided by:

Name of insurer	Allied Westminster (Insurance Services) Ltd
Address	Allied House, Holgate Lane, Boston Spa, LS23 6BN
Telephone no of insurer	01937 843644
Policy No.	VH 88/0047440/BS71255
Date of Renewal	See Noticeboard in Supper Room
Any risks excluded	No
Special conditions users should be aware of	None

3.6: Review of Health and Safety Policy

The Trustees will review this policy annually. The next review is due in June 2024.

Trustees with responsibility for aspects of health and safety will report to fellow Trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Appendix A – Risk Assessment

Appendix B – Accident forms

Appendix C – General Arrangement drawing of Fire Detection System

Appendix D – Fire Risk Assessment

Appendix A – Risk Assessment Record

Humshaugh Village Hall

Assessed by Diana Linnett and Marie Roberts 14 June 2022

Hazard	Frequency	Severity	Risk Rating
1. Injury caused by lifting tables and chairs	3	1	3
2. Fall from working at height	3	3	9
3. Injury from hot water boiler	3	2	6
4. Falling down stairs	3	2	6
5. Injury caused by cleaning or toxic materials	2	2	4

Control measures
1. Hirers advised not to lift too many chairs, and to take care when opening and closing table legs
2. Hirers advised to use appropriate ladder or step stool and to refrain from working at height when alone
3. Hirers advised of appropriate emptying of hot water boiler
4. Hirers advised to take special care when carrying items from kitchen to hall, and to use trays where appropriate
5. Cleaning materials to be stored in suitable location. Protective equipment is provided for regular cleaning and occasional maintenance