

# Newton on the Moor Jubilee Hall Charity Health & Safety Policy

<b>Authors:</b>	Alison Cowen
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## General Statement of Policy

This document is the Health and Safety Policy of Newton on the Moor Jubilee 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 employee(s), volunteers and users.

It is the intention of the trustees of the Newton on the Moor Jubilee Hall 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.

The trustees of the Newton on the Moor Jubilee Hall consider 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 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 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: **Alison Cowen**

Position: **Secretary**

Date \_\_\_\_\_

## Organisation of Health and Safety

The Trustees of the Newton on the Moor Jubilee Hall have overall responsibility for health and safety at the Jubilee Hall.

The person (s) delegated by the Trustees to have day to day responsibility for the implementation of this policy is/are:

Name	Alison Cowen
Telephone Number	07468420407
Address	Pine View Cottage
	Newton on the Moor
	Morpeth
	NE65 9JY

Name	John Cowen
Telephone Number	07717700011
Address	Pine View Cottage
	Newton on the Moor
	Morpeth
	NE65 9JY

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 the person above, 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 **kitchen**.

The following persons have responsibility for specific items:	
First Aid box	Judy Williams
Reporting of accidents	Alison Cowen
Fire precautions and checks	Alison Cowen
Training in use of hazardous substances and equipment	N/A
Risk assessment and inspections	Alison Cowen
Information to contractors	Alison Cowen
Information to hirers	Alison Cowen
Insurance	David Arkieson

A plan of the hall is attached showing the location of thermostat, electrical sockets, distribution board, water stopcock and fire exits. There is also one on the notice board in the lobby.

## Arrangements and Procedures

### Premises Licence

The Newton on the Moor Jubilee Hall has a Premises Licence, from the local authority, authorising the following regulated entertainment and licensable activities at the times indicated:

Activity	Times for which the activity is licensed
The performance of plays	Monday to Sunday 0800hrs – 0100hrs
The exhibition of films	Monday to Sunday 0800hrs – 0100hrs
Indoor sporting events	Monday to Sunday 0800hrs – 0100hrs
Boxing or wrestling entertainment	Monday to Sunday 0800hrs – 0100hrs
The performance of live music	Monday to Sunday 0800hrs – 0100hrs
The playing of recorded music	Monday to Sunday 0800hrs – 0100hrs
The performance of dance	Monday to Sunday 0800hrs – 0100hrs
Facility for making music	Monday to Sunday 0800hrs – 0100hrs
Facilities for dancing	Monday to Sunday 0800hrs – 0100hrs
Late night refreshment	Monday to Sunday 2300hrs – 0100hrs
Supply of alcohol	Monday to Sunday 0800hrs – 0100hrs

### Fire Precautions and Checks

Should a fire occur the following procedure should be followed:

1. **Shout 'FIRE'** – Make sure everyone knows exactly what is happening.
2. **Get out** – Leave the building as quickly and calmly as possible through the nearest safe exit.
3. **Shut the doors** – Close doors behind you as you pass through to help prevent the spread of the fire.
4. **Call 999** – Use a mobile or a neighbour's phone to call us as soon as you can.
5. **Stay out** – Don't go back for anything.

The Fire Service shall be called to any outbreak of fire, however slight, and either **Alison or John Cowen** shall be informed as soon as reasonably practicable, either by telephone (numbers above) or email [notmjubileehall@yahoo.com](mailto:notmjubileehall@yahoo.com).

See separate fire risk assessment

Person on the management committee with responsibility for the fire risk assessment: **Alison Cowen**

**Company hired to maintain and service fire safety equipment**

Name:	AIn Fire Protection
Tel:	0191 2431238
Location of Service Record:	On the fire extinguishers

#### List of Equipment and its location

item	Test interval	Location	Service Date
Residual Current Device	Monthly	Kitchen / Cupboard to left of stage as you face it	Installed 08/03/21 Due 08/03/26
Emergency Lighting	Monthly	Above Fire Exits	
Fire Exits – main hall / kitchen	Monthly		
Fire fighting appliances Last until May 2029	Annually	Main hall, kitchen & entrance	Due 05/26
Electrical installation	5 years	Throughout hall	Installed 08/03/21 Due 08/03/26
Portable Electrical Appliances	Annually	Kitchen	Due November 2026
Gas safety	Annually	Entrance Hall	Due Nov 2026

#### Procedure in case of accidents

##### Location using “These three words” - **Dashes.seasonal.earpiece**

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

Northumbria Specialist Emergency Care Hospital, Cramlington NE23 6NZ  
This is 19.6 miles away. Ring 111 for medical advice or 999 for an emergency.

There is a defibrillator on the wall outside the main entrance.

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

Longframlington Surgery, NE65 8AD Tel: 01665 570311. This is 3.6 miles away.

The First Aid Box is located in: **The kitchen on the shelf**

The person responsible for keeping this up to date is: **Judy Williams**

The accident forms are kept in the lobby. These must be completed whenever an accident occurs.

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

## Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR Forms)

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

**Alison Cowen**

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 persons 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, 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, 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

## 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 a trustee 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.

It is the intention of the trustees of the Newton on the Moor Jubilee Hall 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.

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.

The trustees have 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.
- Do not work on steps, ladders or at 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)
- Do not stack more than three chairs
- 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 (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 and do not allow running.
- 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:  
**Alison Cowen**

Report every accident in the accident book and to: **Alison Cowen**

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
- 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.

## **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 committee
- 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 have their own health and safety policy for their staff
- The contractor knows which member of the committee 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.

## Insurance

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

Name of insurer	Allied Westminster
Address	Allied House, Holgate Lane
	Boston Spa, LS23 6BN
Telephone no of insurer	01937 845245
Policy No.	VH/88/0047440/BS68734
Date of Renewed	May 2025
Any risks excluded	
Special conditions users should be aware of	No Bouncy Castles

## Review of Health and Safety Policy

The trustees will review this policy annually. The next review is due in (month) **February** (year) **2026**

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