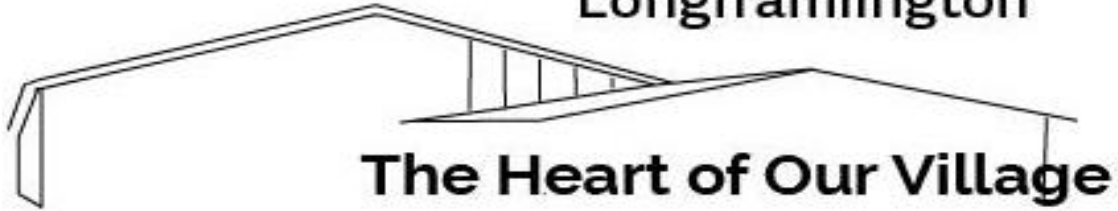


The Memorial Hall

Longframlington



The Heart of Our Village

Health & Safety Policy

Version	2.1
Publication Date	06/01/2026
Document Author	S. Hadden
Approved by	Trustee Committee
Review Date	27/03/2028

Version control history				
Version	Date	Type of change	Summary of changes	Author
1	Jan. 2022	Initial Version	None	S. Hadden S. Greenway
2	2024	Layout	Layout improved	S. Hadden
2.1	06/01/2026	Layout	Version control added and header changed.	S. Hadden

1 General Statement of Policy

This document is the Health and Safety Policy of Longframlington Memorial Hall, represented by its Managing Trustees (**Trustees**).

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Trustees, hirers, users and other visitors.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such advice and information as is necessary for Trustees, members, hirers, users and other visitors.

It is the intention of the Trustees to comply with all relevant 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 and activities in the Memorial Hall.

The Trustees consider the promotion of the health and safety of those who use the Memorial Hall, 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, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty to comply with the practices set out by the Trustees, with all safety requirements set out in the Hiring Agreement and with safety notices displayed in the Memorial Hall and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Memorial Hall Management Trustees

Date: January 2022

2 Organisation of Health and Safety

The Trustees have overall responsibility for health and safety at the Memorial Hall and take day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other 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.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of others and to have regard to the protection of the disabled, children and vulnerable adults.

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 Trustees or the Bookings Secretary, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Trustees informed as soon as possible.

The following people have responsibility for specific items:

First Aid box	Jane Kartupelis
Reporting of Accidents	Jane Kartupelis
Fire precautions and checks	Jane Kartupelis
Risk Assessment and Inspections	Simon Hadden
Information to Hirers	Geoff Osmond
Insurance	Simon Hadden, Geoff Osmond
Information to Contractors	Geoff Osmond

A plan of the hall is attached showing the location of emergency exits and fire doors, and fire extinguishers. A defibrillator is located outside the front entrance to the Hall.

3 Arrangements and Procedures

3.1 License

The Memorial Hall holds a Premises License issued by the local Licensing Authority for activities and events, a copy of the License is available on request and is displayed in the Hall.

3.2 Fire Precautions and Checks

Emergency Evacuation Plans are located within the Memorial Hall.

A plan of the village hall showing the fire alarm points, fire exits and fire-fighting equipment is attached and is displayed in the Hall.

The nearest telephone is located inside the main entrance to the Memorial Hall.

The person with responsibility for testing equipment and keeping the test log book is **Jane Kartupelis**.

Checking Equipment, Fittings and Services:

Weekly: Door mats, clocks, toilets, water heaters, accident book, fridge, outside lights, emergency lighting, fire doors, all lights, water boilers and fire alarm.

Monthly: First Aid Box.

Half Yearly: Window cleaning, outside gutters, gas installation.

Yearly: Fire extinguishers, electrical certificate, gas installation and oil-fired boiler.

3.3 Procedure in case of accidents

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

Northumbria Specialist Emergency Care Hospital
Northumbria Way
Cramlington
NE23 6NZ

0344 811 81111

The location and telephone number for the nearest doctor's surgery is

The Community Hospital
Whitton Bank Road
Rothbury
NE65 7RW

01669 620339

The First Aid Box is in the kitchen.

The person responsible for keeping this up to date is **Jane Kartupelis**.

The accident forms and Accident Book are kept with the First Aid Box. These must be completed whenever an accident occurs.

Any accident must be reported to the Bookings Secretary.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the **Chair of the Trustees**.

3.4 Safety Rules

The Standard Conditions of hire for the Memorial Hall contain many health and safety aspects. All hirers will be expected to read the conditions and should sign the hiring form as evidence that they agree to the conditions.

The Standard Conditions state that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

A safety check is carried out monthly and any risks reported to the Trustees.

3.5 Cleaning and Hygiene

The Trustees have prepared a detailed cleaning schedule for the Hall and sanitary areas and will take steps to ensure that this is observed and maintained by the Hall and by its users.

The Trustees will ensure that adequate and appropriate levels of cleaning equipment and materials are available and maintained to allow adherence to the cleaning schedule and that designated equipment appropriate to the various parts of the Hall is available to users.

The cleaning supply cupboard will be kept locked when the Hall is open to the public for safety reasons, basic cleaning supplies will be available in the kitchen.

A copy of the current cleaning schedule and any instructions relating thereto is available from the Bookings Secretary and may also be found in the kitchen.

3.6 Contractors

The Trustees will check with contractors (including self-employed people) 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 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 or the Institute of Electrical Engineers Code of Practice

- Where appropriate a Hot Work Permit will be issued to contractors.

3.7 Insurance

Company providing the Hall's Public Liability insurance cover is specified in folder 12_Insurance:

3.8 Review of Health and Safety Policy

The Management Committee will review this policy every three years.

3.9 Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive, The Council Offices, Station Road East, Oxted,
Surrey RH8 0BT Tel: 01883 732 400

Contact Details

Name	Role	Telephone	Email
Simon Hadden	Chair of Trustees	07843 774 731	hadden101@btinternet.com
Geoff Osmond	Bookings Sec.	07711 942 694	geoffosmond2@gmail.com
Jane Kartupelis	Vice Chair	07912 239 502	janelkartupelis@gmail.com