

WYLAM INSTITUTE COMMUNITY ASSOCIATION

HEALTH AND SAFETY POLICY

1. Purpose

Wylam Institute Community Association (the Institute) understands the importance of promoting and implementing good health and safety practices for all those who visit or work in the Institute or garden. The Trustee Committee is committed to effective management of health and safety in the Institute.

The purpose of this policy is to ensure compliance with all relevant health and safety legislation for community buildings, and to establish and operate safe working practices.

This policy applies to all those who come into contact with the Institute in any way, including:

- hirers and event organisers
- trustees and employees
- customers and visitors
- contractors
- volunteers.

It is the responsibility of anyone attending Wylam Institute to be aware of health and safety requirements, to act safely at all times, and to prevent accidents from happening to themselves or others.

2. Policy principles

- 2.1 Everyone has a duty to comply with all health and safety practices for their role or activity at the Institute. Health and safety information may be set out in various documents, such as this policy, the Standard conditions of hire, Guide to health and safety in the Institute, or visually on notice boards and in rooms within the Institute.
- 2.2 Wylam Institute will provide information and training to Trustees, employees and volunteers at the Institute to ensure the safety of individuals using or working in the building.
- 2.3 There are specific health and safety requirements for hirers, contractors and event organisers and the Institute may ask for evidence of health and safety procedures or checks before any event or work is carried out.
- 2.4 Hirers are responsible for informing all event participants of fire and other safety procedures in the building, and for making themselves aware of the fire evacuation procedures, emergency exits, fire extinguishers and first aid kit. Any accidents or near misses should be reported in the Accident book. The Institute should also be notified of any health and safety incidents or concerns immediately.

3. Procedures

This section is split into sub-sections:

- 3.1 General health and safety procedures
- 3.2 Fire safety
- 3.3 Accidents and incidents
- 3.4 Dangerous substances and tools
- 3.5 Hirer-specific health and safety requirements
- 3.6 Garden safety
- 3.7 Contractor-specific health and safety requirements
- 3.8 Insurance

3.1 **General health and safety procedures**

The Trustees have overall responsibility for health and safety at Wylam Institute. It is the duty of all employees, hirers, contractors 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 or a fire and cannot be rectified immediately, they should inform the Secretary as soon as possible so that the problem can be resolved. Where equipment is damaged, a notice should be placed on it warning that it is not to be used, and the damage should be brought to the attention of the Secretary.

Safeguarding information and responsibilities are available in the separate Safeguarding Policy, available on the Institute website and from the office.

Plans of the internal layout and external boundaries are at Appendix 1.

3.2 **Fire safety**

The Trustees complete an annual Fire Risk Assessment and health and safety inspection in accordance with the Regulatory Reform (Fire Safety) Order 2005. All fire extinguishers and other items of fire equipment are tested annually.

A fire drill will be carried out a minimum of once a year to test the procedures, confirm understanding of the policy and identify areas for improvement.

On discovery of a fire, the building should be evacuated by setting off the alarm. The individual who discovered the fire should contact the fire service by calling 999. Unless it is safe to do so, and is a small, contained fire, **do not** attempt to put out the fire yourself. The individual who made the call should wait for the fire service and give them details of the incident. The Institute Secretary or Caretaker should be notified as soon as possible.

Individuals evacuated from the building should walk to the muster point in the Institute garden and organisers should ensure that all attendees are accounted for. Once outside, no-one should re-enter the building.

The lift should not be used in the event of a fire, and doors should be closed when leaving the building to prevent the fire spreading.

Fire extinguishers are located by a red triangle on the plan at Appendix 1.

3.3 **Accidents and incidents**

Hirers, contractors and volunteers must be aware of the location of the first aid box and accident forms as there may not be employees or Trustees in the building at the time of an accident. The first aid box and accident forms are located in the kitchen.

Defibrillators are located outside the Ship Inn on Main Road, Wylam and at St Oswin's Church Hall, Wylam.

For further advice and assistance, the NHS helpline number is 111. For urgent medical care, call 999.

Hexham General Hospital provides a walk-in urgent care centre between 8am and 10pm. Hexham General Hospital, Corbridge Rd, Hexham NE46 1QJ. Telephone: 0344 811 8111.

All accidents and near misses should be reported on the accident form, located in the kitchen. The form should be posted through the office door for the attention of the Secretary, who will investigate the accident.

A RIDDOR report (available at [RIDDOR online reporting](#)) must be made to the Health and Safety Executive within 10 days of the incident for the following circumstances:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers
- dangerous occurrences.

For accidents resulting in the over-seven-day incapacitation of an employee, the RIDDOR form must be completed within 15 days of the incident.

3.4 **Dangerous substances and tools**

Dangerous substances and tools must not be kept on the premises except in locked storage with the full knowledge of the Trustees. This includes, among other things, corrosive liquids, flammable materials, alcohol, knives and garden equipment.

A locked cupboard is provided for corrosive and flammable cleaning products and a locked storage space is provided for any alcohol that may need to be stored on the premises. Knives and other sharp tools must not be left unattended on the premises.

Contact the Secretary if you require access to any of the above items.

3.5 Hirer-specific health and safety requirements

All hirers will be expected to read the Hire Agreement and Standard Conditions of Hire and must sign the hiring form as evidence that they agree to the Hire Conditions and accept the Safeguarding and Health and Safety Policies of the Institute.

Hirers will be given information by the Management Committee about health and safety procedures at the Institute and will be the responsible person for the health and safety of individuals during the time they are in the Institute. This may require specific evacuation plans, e.g. for individuals with a disability.

Health, safety and security checks should be carried out by hirers on every occasion when using the Institute including:

- ensuring that all fire exits are a) clear from obstructions and combustible materials; and b) securely closed before leaving the building
- being vigilant during a hire period and reporting any suspicious activity to the Institute Secretary or directly to the police
- identifying, reporting, and (if safe) removing any hazards that have the potential to cause an injury or are a fire risk.

Volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with procedures, with all safety requirements, and with safety notices on the premises; and to accept responsibility to do everything they can to prevent injury to themselves or others.

The standard conditions of hire state that all statutory or local regulations and requirements for public safety must be strictly observed by hirers and that fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Fire exit signs must be clearly visible during all public entertainment functions.

The following practices must be observed to minimise risks:

- Make sure that all emergency exit doors are clear from obstruction throughout the hiring period.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components, water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured, and another person is present.
- The lift must not be used if an individual is alone in the building and must not be used when the fire alarm sounds.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring into 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) – use the trolleys provided.
- Smoking or vaping are not permitted anywhere on the site, including the ramp and garden.

- No fireworks, sparklers, smoke machines or naked flames are permitted anywhere indoors or outdoors on the Institute site.
- The use of illegal drugs or other harmful substances is not permitted. Alcohol may only be served inside the building and must not be served to any person suspected of being under the influence or drink or drugs. Any person suspected of being under the influence of alcohol or drugs should be asked to leave the event.
- Do not allow children in the kitchen, except under close supervision. Avoid overcrowding in the kitchen, and do not allow running.
- Do not leave alcohol, knives or corrosive substances unattended.
- Glass drink containers are not permitted in the Institute building or garden.
- Report any evidence of damage or faults to equipment or the building's facilities to the Secretary or another member of the Management Committee.
- Report every accident in the accident book and notify the Secretary.
- Mop up spills immediately to avoid slipping on wet floors.
- Leave mobility equipment and other items in a tidy manner to avoid tripping hazards.
- Ensure all areas are adequately lit to avoid trips and falls.
- Try to avoid sole occupancy of the building to ensure safety.
- Handle kitchen equipment carefully, e.g. pans, kettles, hot food trays, water heaters and knives.
- Store items carefully to avoid toppling hazards.

Hirers should ensure that members of the public attending events at the Institute are aware of fire exits, fire alarms, evacuation procedures and other health and safety risks.

A formal Risk Assessment is carried out annually and any risks identified must be reported to the Management Committee for remediation. Trustees and employees must always be alert to any risks associated with any part of the premises or grounds and must report any challenges to the Chair. Hirers should carry out their own risk assessments.

3.6 **Garden safety**

The garden is a public recreation space owned and maintained by the Institute consisting of a lawned area bordered by shrubs and trees, and a wildflower area where the grass is longer.

Visitors, hirers and contractors should note the key safety precautions and other rules when in the garden:

- Take care when entering and exiting the garden as the ground is uneven.
- Take care to avoid slips and trips, e.g. tree roots and other planting.
- Keep noise to a minimum and be respectful of others.
- Avoid picking up plants and foliage as some may be poisonous.
- Dogs are not allowed in the garden except assistance dogs.
- Smoking and vaping are not permitted in the garden.
- The garden will be needed as a fire muster point if the fire alarm is raised.

3.7 Contractor-specific health and safety requirements

The Management Committee 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 received and understood the health and safety policy 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 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 conform to the current regulations or the Institute of Electrical Engineers Code of Practice
- any alterations or additions to the central heating systems or equipment conform to current regulations or Code of Practice.

3.8 Insurance

The Institute's Employer's Liability and Public Liability insurance is provided by Allied Westminster (Insurance Services) Ltd, Allied House, Holgate Lane, Boston Spa LS23 6BN, email insurance@alliedwestminster.com. The policy number is BS68503/432103 and the annual renewal date is 25 December. Bouncy castle insurance is an excluded risk and cover must be provided by the hirer.

4. Wylam Institute contacts

In the event of an emergency or health and safety concern for the Institute that requires an immediate response, please contact a Secretary or Caretaker on the numbers below. Any concern of a non-urgent type should be reported by emailing wylaminstitute2@gmail.com.

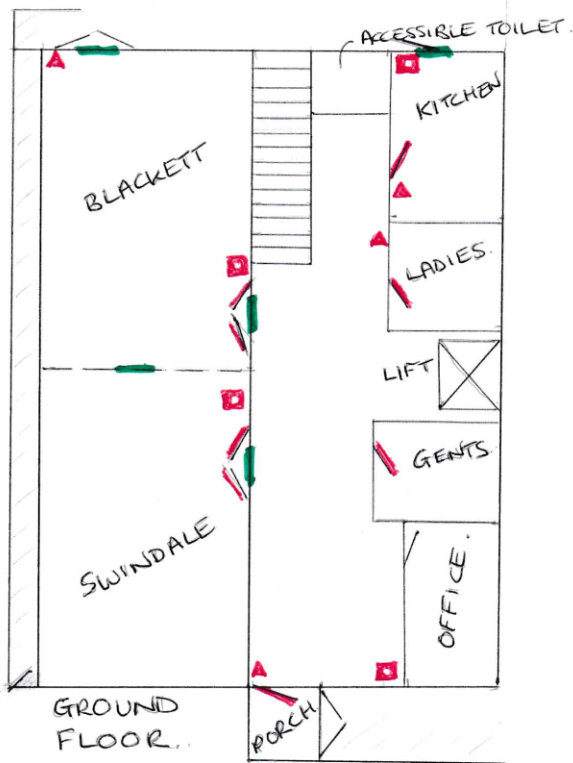
The Chair of Trustees is the Responsible Person for health and safety at the Institute and can be contacted at wylaminstitute2@gmail.com

Contact name	Job Title	Telephone	mobile
Susan Soertsz	Caretaker	01661 854469	
Matthew Hadden	Caretaker	01661 853061	
Fiona Oomes	Secretary		07798 724631
Marg Anderson	Secretary		07952 244295
Office open by appointment.		01661 852498	

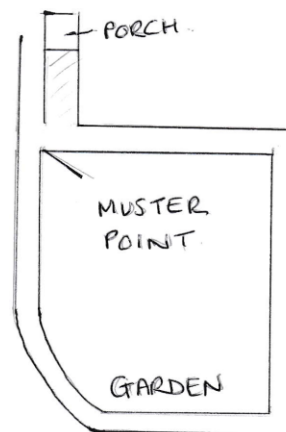
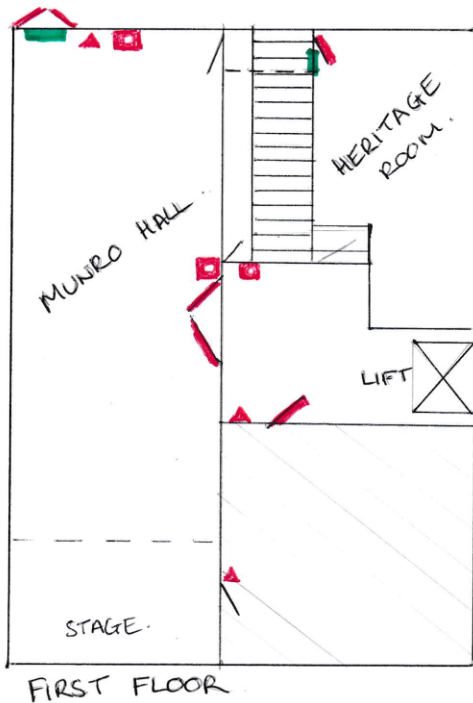
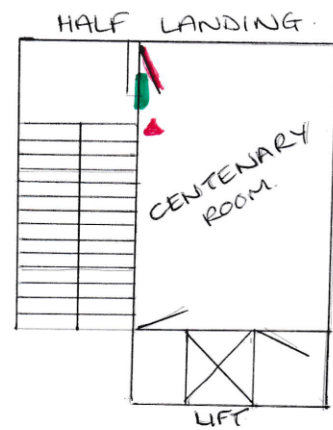
5. Review of Health and Safety Policy

The Management Committee will review this policy annually. The next review is due in March 2027.

Wylam Institute Floor Plan.



	BREAK GLASS CALL POINT
	FIRE EXTINGUISHER
	FIRE EXIT SIGN
	SELF CLOSING FIRE DOOR



NOT TO SCALE

MARCH 2025.