

Stillington Village Hall

Health and Safety Policy

Part 1 General Statement of Policy

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 Stillington 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.

Stillington Village Hall trustees consider the promotion of the health and safety of its volunteers and 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, volunteers, committee members and users to engage in the establishment and observance of safe working practices.

Employees, volunteers, 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: Mr Harold Tomlinson

Position: Chairperson

Date: 2021

Part 2: Organisation of Health and Safety

The Stillington Village Hall trustees have overall responsibility for health and safety at Stillington Village Hall.

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

Name	Mr Bernard Smith
Telephone Number	01347 810404
Address	Hazel Cottage South Back lane Stillington York YO61 1ND

Email Address	26smithbhc@gmail.com
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It is the duty of all employees, volunteers, 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(s) above, or the Bookings Coordinator, 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 store room.

The following persons have responsibility for specific items:

First Aid Box	Bernard Smith plus trustees
Reporting of Accidents	Chairperson H Tomlinson
Fire Precautions and checks	Bernard Smith
Training in hazardous substances and equipment	Bernard Smith
Risk assessment and inspections	Bernard Smith
Information to contractors	Chairperson H Tomlinson
Information to hirers	Bookings Coordinator
Insurance	Andrew Harrison

A plan of the Hall is displayed in the entrance lobby showing fire exits, fire extinguishers, fuse box or distribution board, stop cock, boiler.

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	Times for which the activity is licensed	Indicate Activities to take place at your event
(a) Plays	Monday to Saturday	17:00 - 22:00	
(b) Films	Every Day	17:00 – 22:00	
(c) Indoor sporting events	Monday to Saturday	10:00 - 17:00	
(e) The performance of live music	Monday to Saturday	17:00 – 22:30	
(f) The playing of recorded music	Monday to Saturday	17:00 – 22:30	
(g) The performance of dance	Monday to Saturday	17:00 – 22:30	
Entertainment of a similar description (a) to (g)	Monday to Saturday	17:00 – 22:30	
The sale of alcohol Christmas Eve and New Years Eve until 00:00 (midnight)	Monday to Saturday	18:00 - 22:30	

3.2: Fire Precautions and Checks

Monthly checks undertaken on Emergency Lighting and Smoke Alarms.

Person with responsibility for testing for the fire risk assessment: **Bernard Smith**

Local Fire Service Contact: Northallerton

Tel No: 01609 751010

Company hired to maintain and service fire safety equipment:

Name: T Cutt & Son

Address: 1A Northfields Strensall York YO32 5XN

Tel No: 01904 490789 Mobile: 07973 717355

Location of Service record: Fire Risk Assessment Folder- Village Hall Kitchen

List of Equipment

Item	Test Interval
Residual Current Device	Monthly
Emergency lighting	Monthly
Fire Exits – Main Hall	Weekly
Fire Fighting Appliances	Annually
Electrical Installation	5 Years
Portable Appliances	Annually

Procedure in case of Accidents

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

The location and telephone number of the nearest doctor's surgery is: North Back Lane, Stillington

Tel No: 01347 810332

The First Aid Box is located in:

Kitchen

The persons responsible for keeping this up to date are:

Bernard Smith and Chairperson H Tomlinson

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.

Any accident must be reported to the trustee responsible, who is: Chairperson

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

Note- 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 substances or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substances 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.

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 be given information / training by the Bookings Coordinator about health and safety procedures at the hall which they will be expected to follow (eg 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.

Explain whether you have carried out risk assessments, including those for hazardous substances and fire. List any hazards identified through the risk assessment and any procedures to be adopted in order to minimise risk.

These will be printed as a separate sheet which is handed to hirers with the hiring agreement, so as to draw attention to them.

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Employees, volunteers, 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.

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 into the property any portable electrical appliances which have not been Portable Appliance Tested.
- Do not attempt to move heavy or bulky items (eg. chairs) – use the trolley provided.
- Do not stack more than six 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 (eg 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.
- Report any evidence of damage or faults to equipment or the building's facilities to Bernard Smith or H Tomlinson
- Report every accident in the accident book and to H Tomlinson
- Be aware and seek to avoid the following risks:
 - (a) Creating slipping hazards on stairs, polished or wet floors,- mop spills immediately
 - (b) Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - (c) Use adequate lighting to avoid tripping in poorly lit areas
 - (d) Risk to individuals while in sole occupancy of the building
 - (e) Risks involved in handling kitchen equipment eg. cookers and knives
 - (f) Creating toppling hazards by piling equipment eg. 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 contractor and the trustees
- The contractors are competent to carry out the work eg. 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 eg. electricity cables.
- 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 trustees are 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

Give details of the company providing the hall's Employer's Liability and Public Liability Insurance Cover:

Name and address of insurer: Allied Westminster (Insurance Services) Ltd
Holgate Lane
Boston Spa
Wetherby
LS23 6BN

Telephone No. of Insurer: 01937 845245

Policy number: VH88/0047440/BS70649

Date of Renewal: Yearly

Review of Health and Safety Policy

The trustees will review this policy annually. The next renewal is due in **April 2024**

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

Organisations that can give advice on health and safety:

- The Health and Safety Executive
- The Fire Authority
- The Local Environmental Health department

