

Middleton and Aislaby Village Hall

Health & Safety Policy 2019>

General Statement of Policy

This document is the Health and Safety Policy of Middleton and Aislaby Village Hall as it pertains to its current and planned future usage. This general statement of policy is a recognition and acceptance of the guidance set out in the Health and Safety Legislation ACRE VHIS 2017 document and supports the activity identified in the MAVH Maintenance Plan and monthly procedural checking process, as well as the formal mandatory inspections undertaken by specialists to maintain equipment and services.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our 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 volunteers and users.

It is the intention of MAVH Management Committee 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.

MAVH Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises 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, committee members and users to engage in the establishment and observance of safe working practices.

Users, 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.

Signed: (On behalf of the Management Committee)

Name

Position

Date

Part 2: Organisation of Health and Safety

The Trustees and MAVH Management Committee have overall responsibility for health and safety at Middleton and Aislaby Village Hall

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

Name	
Telephone Number	
Address	

Name	
Telephone Number	
Address	

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 management committee 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, 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 it should be placed in the (location)

The following persons have responsibility for:	
First Aid box	
Reporting of accidents	All
Fire precautions and checks	Chair and all with due diligence
Training in use of hazardous substances and equipment	
Risk assessment and inspections	All individual Hirer's/ Chair and Treasurer
Information to contractors	Project Manager
Information to hirers	Chair/Committee Member
Insurance	Treasurer

A plan of the hall showing the location of fire exits, fire extinguishers, fuse boxes, stop cock, boiler, stairs, loft access

<https://middletonandaislabylvillagehall.weebly.com/floor-plan.html>

and

<https://middletonandaislabylvillagehall.weebly.com/hirers-pack.html>

Company hired to maintain and service fire safety equipment	
Name	
Address	
Tel:	
Location of Service Record	

Procedure in case of accidents

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

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

Outside of the Main Hall – Public Call Box

The First Aid Box is located in:

The person responsible for keeping this up to date is:

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

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

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

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
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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 booking 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 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 could be printed as a separate sheet on coloured paper which is handed to hirers with the hiring agreement, so as to draw attention to them. For example:

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Users, 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 committee has 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) - use the trolleys provided
 - Do not stack more than five chairs
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- 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

- Report every accident in the accident book and to

- 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.

Insurance

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

Name of insurer	
Address	
Telephone no of insurer	
Policy No.	
Date of Renewal	
Any risks excluded	
special conditions users should be aware of	

Review of Health and Safety Policy

The management committee will review this policy annually.
The next review is due in (month)_____ (year)_____

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

Policy reviewed and accepted

Signed.....

This document must be read by all User group organisers, those who book the hall and its facilities, and where appropriate their organisations in conjunction with relevant and appropriate policy statements available on the MAVH website:

<https://middletonandaislabylvillagehall.weebly.com/mavh-governance.html>
