

Ilington Village Hall

Health and Safety Policy

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Ilington Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), volunteers 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 Ilington Village Hall 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.

Ilington Village Hall Management Committee considers the promotion of the health and safety of its employees/volunteers and those who use its premises, including hirers and 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 other users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors are expected to recognise there is a duty on them to comply with the practices set out by the committee, with all safety requirements stipulated 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: Penelope Biggs

Position: Chairman

Date: July 2023

Part 2: Organisation of Health and Safety

The Ilington Village Hall Management Committee has overall responsibility for health and safety at Ilington Village Hall.

The persons delegated by Ilington Village Hall Management Committee with day-to-day responsibility for the implementation of this policy are:

Name: Chris Sheldon

Tel No: 01364 698244 (t) / 07767 988120 (m)

Name: Mark Parsons

Tel No: 01364 661449 (t) / 07860 935778 (m)

Name: Penelope Biggs

Tel No: 01364 661260 (m) / 01364 661260 (t)

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 cooperate with the management committee in keeping the premises safe and healthy, including the grounds.

Anyone using the hall who comes across a fault, damage or other situation which might cause injury and cannot be rectified immediately, 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 Store Room

The following persons have responsibility for specific items:

First Aid Box: Chris Sheldon, Penelope Biggs

Reporting of accidents: Chris Sheldon, Mark Parsons, Penelope Biggs

Fire precautions and checks: Chris Sheldon

Risk assessment and inspections: Chris Sheldon (inside building), Mark Parsons (external areas), Penelope Biggs

Information to contractors: Nicol Bush

Information to hirers: Nicol Bush

Insurance: Penelope Biggs, Chairman and Chris Sheldon

Note:

A plan of the hall showing the location of fire exits, fire extinguishers, fire alarms etc, along with emergency evacuation/ fire procedures are displayed on the board in the hall lobby and contained in the H&S folder in the kitchen. Details of i) fire risk assessments and the companies hired to maintain and service fire safety equipment and relevant service records are maintained on the hall google drive.

Part 3: Procedure in Case of Accidents

The location of the nearest hospital Accident and Emergency/Casualty department is: Torbay Hospital, Newton Road, Torquay, TQ2 7AA

The location and telephone no. for the nearest doctor's surgery is: Riverside Surgery, Le Molay-Litty Way, Bovey Tracy, Newton Abbot, TQ13 9QP. Tel 01626 832666

The First Aid Box is located **in the kitchen**

Accident forms are kept in the H&S file (see Appendix). These must be completed whenever an accident occurs. Accident reports will be maintained on the hall google drive only for confidentiality

Any accident must be reported to the member of the management committee responsible, who is: Chris Sheldon, Mark Parsons, Penelope Biggs, any other member of the management committee

The person responsible for completing RIDDOR forms and reporting accidents is: Chris Sheldon, Mark Parsons, Penelope Biggs, any other member of the management committee

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/requiring resuscitation/admittance to hospital for over 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.

Part 4: General Safety Rules

It is the intention of Ilstington Village Hall Management Committee to comply with 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.

All hirers will be expected to read and acknowledge the whole of the hiring agreement as evidence they agree to the hiring conditions. All new hirers will be made aware of the safety procedures at the hall which they will be expected to follow e.g. fire evacuation procedures

Employees, hirers and visitors are expected to recognise there is a duty on them to comply with the practices set out by the committee / safety requirements set out in the hiring agreement / safety notices on the premises and accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out the risk assessments set out in the annual risk assessment maintained in the H&S folder and performs ongoing risk assessment checks

Hall users are asked to report every accident in the accident book

Hall users are to be aware of 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
- avoid risk to individuals while in sole occupancy of the building
- mitigate risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- creating toppling / fire hazards by piling equipment e.g. in store cupboards.

The management committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear /understandable by both the contractors and the committee
- they are competent to carry out the work e.g. have appropriate qualifications, references, experience
- have adequate public liability insurance cover
- are aware of the health and safety file and aware of any hazards which might arise
- do not work alone on ladders at height
- have their own health and safety policy for their staff
- know which committee member is responsible for overseeing that their work is carried out to a satisfactory standard
- any alterations or additions to the electrical installations or equipment conform to the current regulations of the Institute of Electrical Engineers.

Part 5: Insurance

Details of the company providing the hall's Employer's Liability and Public Liability insurance cover are displayed on the hall lobby notice board and in the Health & Safety folder, as well as on the hall google drive

Any risks excluded or special conditions users should be aware of will be set out, to the extent possible, in the hiring agreement.

Part 6: Review of Health and Safety Policy

The Ilstington Village Hall Management Committee will review this policy annually. The next review is due around July 2024

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

Part 7: Appendices

See Accident Form below.

Accident Form

General details of incident

Date of incident:

Time of incident:

Exact location of incident:

Which organisation was in control of the premises at the time:

Full name of person who had the accident:

Relevant details e.g M/F, age:

Address of injured party:

Status of injured person e.g hirer, contractor (please provide details of organisation):

Nature of injury:

Description of how accident/incident occurred

What was the injured person doing at the time of the incident:

Was this something they were authorised to do/ were they authorised to be where the incident occurred:

Was the incident witnessed by someone (give details):

Was first aid given on site (give details):

Was hospital treatment obtained (give details):

By whom was it reported:

To whom was it reported:

Further details of the incident:

Action required/taken to prevent recurrence:

- 1.
- 2.

Submitted by:

Name / title

Address

Date