

INGHAM VILLAGE HALL

Registered Charity No 303988

HEALTH & SAFETY POLICY AND ADVICE

This Policy aims to:-

- Provide healthy and safe working conditions, equipment and systems
- Keep Ingham Village Hall in a safe condition for all users
- Provide necessary training and support for workers, volunteers and use

1.0 RESPONSIBILITIES FOR HEALTH AND SAFETY

1.1 The trustees have overall responsibility for health and safety at Ingham Village Hall and for the implementation of this policy. It is the intention of the trustees to comply with all health and safety legislation and to act positively where they can reasonably do so to prevent injury, ill health or any danger arising from activities and operations at Ingham Village Hall.

1.2 All users of Ingham Village Hall are expected to read this Health & Safety Policy statement as a condition of their hire and to recognise that it is their duty to comply with the procedures and all safety requirements, including safety notices at the premises. They will be required to sign the booking form as evidence that they agree to the hiring conditions.

1.3 It is the duty of all employees, contractors, hirers and visitors to:

- a) Take care of themselves and others who may be affected by their activities.
- b) Do everything they reasonably can to prevent injury to themselves and others.
- c) Cooperate with the trustees in keeping the premises safe and healthy, including the grounds and car park.

1.4 Should anyone using Ingham Village Hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately, they should inform the chairman or 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 immediately reported to the charity secretary.

1.5 Routine reviews, checks and inspections of safety procedures and equipment are conducted by appointed trustees or their nominees. Further information can be obtained from the chairman or charity secretary upon request.

2.0 SAFETY INFORMATION

2.1 Fire Precautions and Checks

2.1.1 A schematic of the hall showing the location of fire exits, fire extinguishers and smoke detectors is given below.

2.1.2 A copy of the Ingham Village Hall emergency evacuation procedure is attached at appendix 2 and is also displayed on the Village Hall notice board. In addition, each group that meets regularly in the Village Hall may have its own evacuation procedure and fire drill procedure. A guide to emergency arrangements is provided to all hirers and is attached at appendix 3.

2.1.3 The service record for the fire safety equipment is available from the charity secretary upon request.

2.2 Risk Assessments: The trustees will carry out risk assessments to assess and examine activities that could cause harm to people to help decide whether enough precautions are in place or whether more needs to be done to prevent harm. These risk assessments also help the trustees to comply with various laws and regulations contained in a wide range of legislation. The risk assessments, together with the actions and outcomes they may identify, are kept under review in order to aim for the lowest level of risk possible. However, the trustees are aware that risk can never be eliminated completely. New risk assessments are carried out if new or changed circumstances are identified and are part of the trustees' ongoing commitment to safety.

SAFETY PRACTICES

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exits doors are clear and unlocked as soon as the Village Hall is to be used and throughout 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 a height until they are properly secured and another person 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 (e.g. stacked tables or chairs) without proper equipment.
- Do not stack chairs more than ten high.
- 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. Avoid overcrowding 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 the bookings secretary.
- Report every accident in the accident book and to the charity secretary.

Be aware and seek to avoid the following risks:

- Creating slipping hazards on steps or wet floors – mop spills immediately.
- Creating tripping hazards such as buggies, umbrellas, bags, mops and other items left in the foyer, kitchen, main hall and storage areas.
- Avoiding tripping by using adequate lighting.
- Risk to individuals while in sole occupancy or 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.

4.0 IN CASE OF ACCIDENTS

4.1 The nearest Accident and Emergency/Casualty Department is:

The Norfolk & Norwich University Hospital
Colney Lane, Norwich NR4 7UY Tel: 01603 286286

The nearest Doctors' Surgeries are:

Staithe Surgery, Staithe Road, Stalham NR12 9BU Tel: 01692 582000 and
Stalham Green Surgery, The Green, Stalham NR12 9PS Tel: 01692 580880

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

4.3 The **Accident Book** is also the kitchen cupboard and must be completed whenever an accident occurs. All accidents, even minor ones, should be reported to the bookings secretary.

4.4 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 admission 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.
- Acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

Should there be an incident/accident in Ingham Village Hall that requires the completion of a RIDDOR form then please contact the bookings secretary for assistance.

5.0 INSURANCE

A copy of the Employer's Liability and Public Liability Insurance certificate for Ingham Village Hall is displayed on the hall notice boards and can be obtained from the charity secretary upon request.

6.0 CONTRACTORS

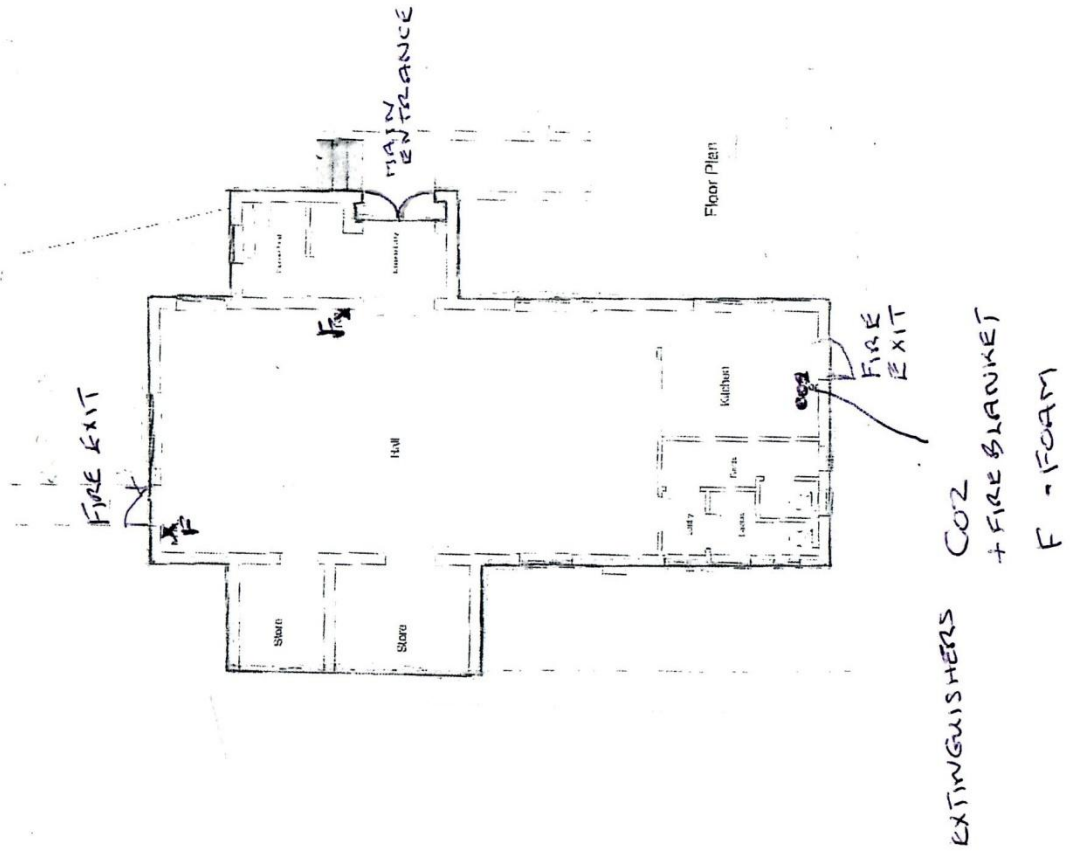
Before any contractor or person on site begins any work they should:

- a) Carry out their own risk assessment
- b) Ensure they have adequate liability cover
- c) Familiarise themselves with this health and safety policy

7.0 REVIEW OF HEALTH AND SAFETY POLICY

The trustees will review this policy annually after each AGM and also as required by any change of circumstances. Individuals with responsibility for aspects of health and safety will report to the trustees regularly, including any accidents, faults, misuse by hirers or other matters which could affect health and safety of users or employers. These reports and subsequent actions will be recorded in the minutes of trustees' meetings.

APPENDIX 1



Plan of Ingham Village Hall

APPENDIX 2

EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY

FIRE ASSEMBLY POINT IS IN CAR PARK

IF YOU DISCOVER A FIRE:

- 1 SHOUT FIRE
- 2 IMMEDIATELY GO TO FULL EVACUATION PROCEDURES
- 3 DIAL 999 FOR FIRE SERVICE AND GIVE THIS ADDRESS
INGHAM VILLAGE HALL, MILL ROAD, INGHAM, NR12 9TD
- 4 ALL PRESENT TO LEAVE BUILDING AND MEET IN ASSEMBLY AREA AND
START RECORDING THOSE ASSEMBLED
- 5 IF POSSIBLE SWEEP/CHECK MAINHALL/ KITCHEN/ STOREROOMS AND
TOILETS – *DO NOT ENDANGER YOURSELF*
- 6 ONLY ATTEMPT TO EXTINGUISH THE FIRE USING THE FIRE APPLIANCES IF
IT IS CONSIDERED SAFE TO DO SO.

IF 'FIRE' IS SHOUTED PLEASE

- 1 DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- 2 LEAVE BY NEAREST AVAILABLE EXIT AND REPORT TO ASSEMBLY POINT
ON CAR PARK
- 3 CLOSE ALL DOORS BEHIND YOU
- 4 CHECK FIRE BRIGADE HAS BEEN CALLED ON 999
- 5 DO NOT USE YOUR VEHICLE AS THIS MAY BLOCK THE EMERGENCY
SERVICES ROUTE
- 6 DO NOT RETURN TO THE BUILDING UNTIL GIVEN THE ALL CLEAR BY THE
FIRE BRIGADE.

APPENDIX 3

Typical Emergency Plan for the Hirer/Person Responsible

A caretaker is not present on the premises. As the responsible person for the event/function you have legal duties with regards the safety of those persons assisting or attending the event. Key holders should keep the key secure.

Before the event you should be aware of:-

- What fire protection systems are available
- How a fire will be detected
- How people will be warned if there is a fire
- How evacuation of the building should be carried out including arrangements for those identified as being especially at risk such as those with disabilities or children
- Where people should assemble after they have left the building and procedures for checking everybody has evacuated the building
- Arrangements for fighting a fire
- How fire and rescue services and any other service will be called
- Procedures for meeting the fire and rescue services on their arrival
- Limitation on numbers of people
- Checking all escapes are clear of obstruction
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At the start of an event you should notify all present about:-

- The smoking policy
- The way you will alert them of a fire (shout or use whistle)
- Location of exits and escape routes
- Taking only valuables immediately to hand and not to go to collect belongings
- Not leaving items on the floor that could cause obstruction e.g. handbags
- The location of the Assembly Point
- What will happen after an evacuation

During an event you should ensure that:-

- Escape routes and exits do not become obstructed
- The No Smoking policy is adhered to
- No naked flames are started (unless authorised)
- Rooms do not become overcrowded
- Permitted numbers are not exceeded
- Noise levels cannot drown out the need for emergency announcements

At the end of the hiring you should ensure that:-

- The premises are left clean and tidy and equipment is returned to its correct position/storage area
- All items brought onto the premises are taken away
- All heaters, including water heaters and cookers are turned off
- All electrical appliances are turned off and unplugged
- All lights not required for security reasons are turned out
- All internal doors are closed
- All exits to the premises are locked/secured and the key is returned as arranged with the Booking Secretary