



RAMSEY MERESIDE VILLAGE HALL



Health & Safety Policy and Procedures

Update March 2022

Part 1 – General Statement of Policy

This document is the Health and Safety Policy of Mereside Village Hall (MVH) managed by the Ramsey Mereside Village Hall CIO (CIO).

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 CIO 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.

Ramsey Mereside Village Hall CIO Committee considers the promotion of the health and safety of its employees at work and 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.

Employees, 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 Ramsey Mereside Village Hall CIO Committee)

Name: John Mitchell

Position: Chair

Date: March 2022

Date to be reviewed: May 2023

Part 2: Organisation of Health and Safety

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

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

Name: **Mr John Mitchell**

Telephone No: **01733 844443**

Address: **1 Marriotts Drove, Ramsey Mereside, PE26 2TY**

Name:

Telephone No:

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 cooperate 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 fault report log.

The following persons have responsibility for specific items:

First Aid Box: **Caretaker**

Reporting of accidents: **Chairperson**

Fire precautions and checks: **Caretaker**

Training in use of hazardous substances and equipment: **Chairperson to organise the training to be undertaken**

Risk assessment and inspections: **Chairperson / caretaker**

Information to contractors: **Caretaker**

Information to hirers: **Booking clerk / caretaker**

Insurance: **Booking clerk / treasurer**

See appendix A for a plan of the hall is attached showing the location of electricity cables, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs, loft access and plant room.

Part 3: Arrangements and Procedures

3.1 Licences

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) The performance of plays	✓		
b) The exhibition of films	✓		
c) Indoor sporting events			
d) The performance of live music	✓		
e) The playing of recorded music	✓		
f) The performance of dance	✓		
g) Entertainments similar to those in a to f	✓		
h) Making music	✓		
i) Dancing	✓		
j) Entertainments similar to those in h to j	✓		
k) The provision of hot food / drink after 11pm	✓		
l) The sale of alcohol	✓		

3.2 Fire Precautions and Checks

See appendix D for a copy of the fire risk assessment including the evacuation procedure (appendix B), the location of the nearest telephone and a map showing the fire exits, firefighting equipment, assembly point.

Person on the management committee with responsibility for testing for the fire risk assessment: **Chairperson**.

Local Fire Brigade contact name:

Fire Brigade contact tel: 999

Company hired to maintain and service fire safety equipment:

Name: **Jackson Fire**
Address: **Head Office: 8 Queens Lane, Mold, CH7 1JR**
Tel No: **01352 865 040**
Location of service record: **Fireproof bag in the drayman's entrance**

3.3 List of Equipment and its location:

For example:

Item	Test interval (weekly/monthly/annual)	Location	Service Date
Emergency Lighting	Monthly		October 2024
Fire Exits	Weekly	Main Hall	
Firefighting appliances	Annually		
Electrical installation	5 years		October 2028

3.4 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is: **Hinchingbrooke Hospital, Huntingdon.**

The location and telephone no. for the nearest doctor's surgery is: **Rainbow Surgery, Ramsey 01487 710980**

The First Aid Box is located in: **The kitchen in a marked cabinet; an additional first aid box is in the bar cellar.**

The person responsible for keeping this up to date is: **Caretaker.**

The accident book/forms are kept in the kitchen with the first aid box. This must be completed whenever an accident occurs. Any accident must be reported to the member of the management committee responsible, who is: **Chairperson**

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

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.

3.5 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 (appendix F) 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.

See appendix C for information for hirers and contractors

3.6 Insurance

Give details of the company providing the hall's Employer's Liability and Public Liability insurance cover:

Name of Insurer:

Address:

Policy No:

Date of Renewal:

Any risks excluded or special conditions users should be aware of:

3.7 Review of Health and Safety Policy

The management committee will review this policy annually. The next review is due in

Month	May	Year	2024
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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.

Address and telephone number of organisations that can give advice on health and safety:

- The Health and Safety Executive (see Section 10 – The HSE also have regional centres whose contact details can be obtained from their telephone line).
- The Fire Authority.
- The local environmental health department.



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Summary of nine key H&S action points:

- Provide HSE poster or leaflets to employees
- Risk Assessments:
 - General
 - Fire Hazards
 - CoSHH
- Provide first aid box
- Provide accident book/forms
- Provide protective equipment (e.g. gloves, glasses, trolleys)
- Provide training e.g. in equipment use
- Maintain and check electrical and fire equipment
- Locate and manage any asbestos
- Check ACRE's Information Sheet 20, Health and hygiene in village halls regarding food safety.



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End of Session Checklist

1. Search for smouldering fires or cigarettes left burning, and clear wastepaper.
2. Check that heaters and cookers are turned off.
3. Check that all electrical appliances are turned off and unplugged; fans are turned off and closed.
4. Turn out all lights not required for security purposes and close curtains.
5. Close all internal doors.
6. Secure all outside doors and windows.
7. Check that all the toilets are unoccupied.
8. Switch on the intruder alarm.