

# Topcliffe & Asenby Village Hall

Front Street  
Topcliffe  
North Yorkshire  
YO7 3RJ  
Reg. Charity No. 1003803



## HEALTH & SAFETY POLICY

### General Statement of Policy

This policy aims to:

- Provide healthy and safe working conditions, equipment and systems of work for our committee members, volunteers, visitors, contractors and users.
- Keep the village hall and equipment in a safe condition for all users.
- Provide such training and information as is necessary for committee members volunteers and users.

It is the intention of the Village Hall 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.

The Village Hall 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 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 committee members and users to engage in the establishment and observance of safe working practices.

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.

### Organisation of Health and Safety

The Village Hall Committee has overall responsibility for health and safety at Topcliffe & Asenby Village Hall. The person delegated by the committee to have day to day responsibility for the implementation of this policy is:

- Andrew Eckersley, Chairperson - 01845 577648 - Sunnyside, Front Street, Topcliffe

It is the duty of all hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the committee in keeping the premises and grounds safe and healthy.

Should anyone using the village hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the above person, or any other committee member, 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 on the kitchen work top bar area.

The following specific items are included in regular Health and Safety checks:

- First Aid box (Chairman)
- Book for reporting of accidents (Chairman)
- Fire precautions and checks (Chairman)
- Training in use of hazardous substances and equipment (Chairman)
- Risk assessment and inspections (Chairman)

- Information to contractors (Chairman)
- Information to hirers (See Hallmaster system on village website))
- Insurance (Treasurer)

A plan of the village hall is available showing the location of electricity cables, gas pipes, fire exits, fire extinguishers, fuse box, stop cock, boiler, stairs and loft access.

### Arrangements and Procedures

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Hirers should indicate on the booking form the licensable activities which they wish to take place at their event, and reach agreement with Bookings Secretary.

Times for which the activity is licensed

- |  |                         |
|--|-------------------------|
| • Performance of plays                   | 08.30 – 23.30 every day |
| • Exhibition of films                    | 08.30 – 23.30 every day |
| • Indoor sporting events                 | 08.30 – 23.30 every day |
| • Performance of live music              | 08.30 – 23.30 every day |
| • Playing of recorded music              | 08.30 – 23.30 every day |
| • Performance of dance                   | 08.30 – 23.30 every day |
| • Making music                           | 08.30 – 23.30 every day |
| • Dancing                                | 08.30 – 23.30 every day |
| • Provision of hot food/drink after 11pm | TEN* License Required   |
| • Sale of alcohol                        | TEN License Required    |

\*TEN – Temporary Entertainments Notice available from Hambleton District Council.

### List of Equipment Requiring Checks

Item	Test Interval	Location	Service Date
Residual Current Device	Monthly		
Emergency Lighting	Monthly		
Fire Exits	Weekly		
Fire Fighting Appliances	Annually		
Electrical Installations	5 Years		
Portable Electrical Appliances	Annually		

### Procedure in case of accidents

- Accident and Emergency/Casualty Department is located at James Cook University Hospital, Middlesbrough.
- The nearest doctor's surgery is: Topcliffe Surgery, Long Street, Topcliffe – 01845 577297.
- The First Aid Box is located in the kitchen.
- The accident book is kept with the First Aid box in the kitchen. All accidents must be recorded and reported to the Chairman or another member of the committee.
- The person responsible for completing RIDDOR forms and reporting accidents is the Chairman.

## Reportable Accidents

The following specific 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.

## Safety Rules

All hirers will be expected to read the 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 (and where appropriate) training by the Bookings Secretary about safety procedures, which they will be expected to follow. This could include fire evacuation procedures, use of trolleys to move equipment, use of equipment. The hirer will be shown the location of the accident book and health and safety file.

The Bookings Secretary will carry out a risk assessment in relation to the activities of any new hirer. This will consider fire risk and list any hazards identified and any procedures to be adopted in order to minimise risk. The following points should be highlighted:

- It is the intention of the Village Hall 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.
- 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.
- Performers bringing electrical equipment into the hall must ensure that all electrical equipment has been PAT tested within a year of the performance, unless the equipment is less than twelve months old.
- 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 (e.g. stacked tables or chairs) - use the trolleys provided.
- Do not stack more than five 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 (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 a member of the committee.
- Report every accident in the accident book and to any member of the Village hall committee.
- Be aware and seek to avoid the following risks such as:
  - 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.

## **Contractors**

The Village Hall Committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the committee.
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references and 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 (e.g. electricity cables or gas pipes).
- contractors do not work alone on ladders at height.
- contractors have their own health and safety policy for their employees.
- contractors know which member of the committee is 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**

The Village Hall Committee has arranged appropriate Employer's Liability and Public Liability insurance. Performers hiring the hall or hired and paid a fee by the committee to undertake a performance will be treated as commercial parties and must have their own public liability insurance.

## **Review of Health and Safety Policy**

The Village Hall Committee will review this policy annually.

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.

## Appendix: Further information

1. The Health and Safety Executive publishes a wide range of priced and free publications of which the following are a selection:

- Five Steps to Risk Assessment
- Everyone's Guide to RIDDOR (Reporting of Accidents etc.)
- COSHH: new brief guide for employers
- Preventing slips, trips and falls at work
- Five Steps to Successful Health and Safety Management
- Legionnaires' disease (A Guide for employers)
- Accident Book
- Guide to Preparing a Health and Safety Policy for a Small Business
- Essentials of Health and Safety at work
- Health & Safety Regulation...a short guide.

2. Directory of Social Change - The Health and Safety Handbook: For Voluntary and Community Organisations, Second Edition. £12.50 + £2.50 postage. ISBN 1903991013. [www.dsc.org.uk](http://www.dsc.org.uk)

3. The Play Safety Forum – 'Managing Risk in Play Provision – A Position Statement', from the Children's Play Information Service, National Children's Bureau, 8 Wakley St. London EC1V 7QE. Tel: 020 7843 6303. [www.ncb.org.uk/cpc](http://www.ncb.org.uk/cpc) and click resources.

4. Guide No. 6 Fire safety risk assessment in small and medium places of assembly ISBN 978 185112 82 04 available from your local Health & Safety Office or to order online from [www.hse.gov.uk](http://www.hse.gov.uk) The publication can also be downloaded from the internet at [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)

## Useful Contacts

- The Health and Safety Executive, Rose Court, 2 Southwark Bridge, London, SE1 9HS  
Telephone Information Line: 0845 345 0055 Website: [www.hse.gov.uk](http://www.hse.gov.uk) Publications Order Line: 01787 881165.
- Health & Safety Executive Bookfinder [www.hsebooks.co.uk](http://www.hsebooks.co.uk)
- COSHH: [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk) carries out a free on-line risk assessment to give smaller organisations practical solutions to reduce the risks of exposure to dangerous substances.
- The Directory of Social Change. 24, Stephenson Way, London NW1 2DP, Tel: 020 7209 5151 Fax: 020 7391 4808 Email: [info@dsc.org.uk](mailto:info@dsc.org.uk)
- Safetyshop - Free catalogue of safety management products, notices, etc. Freephone: 0800 13 23 23 Website: [www.safetyshop.com](http://www.safetyshop.com) Email: [sales@safetyshop.com](mailto:sales@safetyshop.com)
- Water Regulations Advisory Scheme (WRAS). Address: Fern Close, Pen-Y-Fan Industrial Estate, Oakdale, Gwent, NP11 3EH Tel: 01495 248454 Email: [info@wras.co.uk](mailto:info@wras.co.uk) [www.wras.co.uk](http://www.wras.co.uk)