

**Health & Safety Policy**

**Hindmarsh Hall Trustees**

**POLICY STATEMENT**

**Introduction**

The Hindmarsh Hall Trustees (the Committee), have drawn up this policy to set out procedures and areas of responsibility to ensure in so far as it can the health and safety of users of the Village Hall.

The trustees are responsible for running the Hindmarsh Hall and recognise their duty to ensure the safety of people using it.

**Monitoring of Health and Safety**

It is the duty of all hirers, users 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, including the grounds, safe and fit for purpose.

Should anyone using the Hall come across a fault, damage or other situation which might cause injury and which cannot be rectified they should inform the duty keyholder as soon as possible so the problem can be dealt with.

Where equipment is damaged, that damage should be reported to the trustees.

**Mitigation of Risk**

To mitigate risk, the trustees take the following steps:

• To assess risks regularly and discuss and report on Health and Safety at every meeting.

• To carry out a full Risk Assessment as necessary.

• Ensure that there is a copy of the current Health and Safety Policy published on the Village Hall website- hard copy on the main hall noticeboard.

Hazardous substances/materials that must not be used in the Village Hall are

• Flammable liquids

• Naked flames including candles and fireworks

Preventative and protective measures must be taken in accordance with the Health and Safety Policy as follows:

• Smoking is forbidden inside the Hall

• Storage of combustible material near a source of ignition is not permitted

• Emergency exits and routes to them must be kept clear/unlocked at all times

• Appropriate Fire Fighting Equipment to be provided and to be maintained and checked annually

**Children**

Minors under the age of 16 must be accompanied and supervised by a responsible adult at all times.

**Electrical safety**

The following must be adhered to:

• Electrical appliances must not be left unsupervised when in operation

• Plug sockets must not be overloaded

• Should users/hirers want to bring electrical appliances onto the premises they must make the trustees aware of this in advance. The users/ hirers are responsible for ensuring that the appliances meet safety standards.

• All electrical equipment showing signs of damage, exposure of components, water damage and so on must not be touched or operated.

• Users have a responsibility to ensure that all electrical appliances are shut off and where possible unplugged when leaving the Hall

• Trailing wires or cables are a trip hazard and should be taped down with appropriate high visibility “hazard” tape.

Heating

The Hall has central heating. Should users suspect any malfunction then the heating system should not be used and the keyholder should be informed immediately.

Users are responsible for ensuring that the heating is turned off, via the thermostat only, when leaving the premises. A group or organisation will be charged for heating if not turned off/down when leaving the building. In the colder winter months, the trustees will give instructions to leave the heating on at a minimum temperature between hires.

Users must not allow children to adjust the heating at any time.

The lift

Children are not allowed on the lift unless escorted by an adult. Children are not to be left unattended to use the lift themselves.

Housekeeping

The Hall is cleaned and safety checked on a regular basis. However, every user has a responsibility to ensure that the Hall is left clean and tidy.

Tables and chairs should be left stacked as on arrival unless by prior arrangement.

Crockery must be washed and put back in the cupboards.

The kitchen areas must be cleaned and left tidy after use.

Trolleys must also be wiped down after use.

There are instructions for turning the gas on and off for cooking. You are responsible for turning the gas on and off while you are there. Please state when booking if you intend to use the kitchen cooker.

All users must use the rubbish bins and recycling bins provided. Any major spillage, damage or accident should be reported to the keyholder immediately after the occurence.

Food, drink, bottles and perishable items must be taken away at the end of each hire.

The grounds outside and frontage of the Hall must be kept clear of litter.

**Noise**

As the Hall is situated in a residential area, users should be considerate and keep noise levels to a minimum.

Playing any form of music, whether live or recorded, must be kept to an acceptable level and must cease at 11.30pm unless otherwise authorised by the Committee.

Users should also be considerate of our neighbours when leaving the Hall.

**Parking**

Parking is available in the village and at the beach car park. Do not obstruct driveways or block the road.

**Fire Evacuation Procedures**

IN CASE OF FIRE

The hirer is deemed the “Responsible Person” and is designated the person in charge of the Hall during the period of hire.

1. In the event of a Fire, the Responsible Person shall instruct all persons to leave the building using the nearest available Emergency Exit and to muster together as soon as possible at the front of the Village Hall.

2. No matter how small the fire, THE FIRE BRIGADE MUST BE CALLED ON 999 giving the address: Hindmarsh hall – address

The Responsible person must then contact the duty key holder

3. The Responsible Person shall ensure that once the Hall is vacated, members of the public do not re-enter the building under any circumstances.

4. On the arrival of the Fire Brigade, the Responsible Person shall inform the Officer in Charge that a Roll Call has been taken and all persons are safe/there are missing persons.

5. Attempts to extinguish the outbreak of the fire with the fire-fighting equipment within the Hall should only be attempted if it is considered safe to do so.

**Accident Reporting Procedure**

The following must be reported to the keyholder and an Accident Report Form (kept in the kitchen) must be duly completed:

• A death or injury

• A dangerous occurrence

• Any injury that results in a member of the public having to be taken to hospital.

In the event of an emergency, the nearest hospital is:

**Northumbria Specialist Emergency Care Hospital**

**Cramlington**

**0344 811 8111**

Our postcode is : NE66 2RS

Insurance

* A copy of the Certificate of Insurance is displayed on the Notice Board inside the Hall.
* Keyholder information on the noticeboard

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**December 2018**

**Review: December 2019**